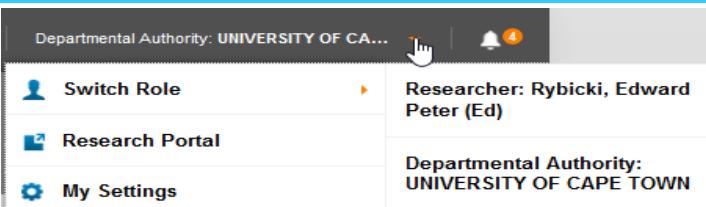


URC Conference Travel - HOD Approval Process

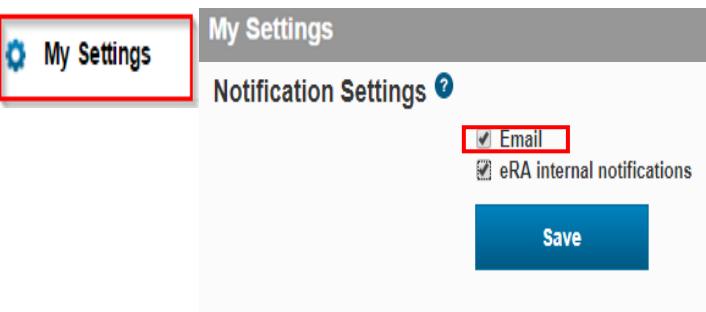
1 Log in to eRA with your UCT sign in details using this link: www.eraonline.uct.ac.za.



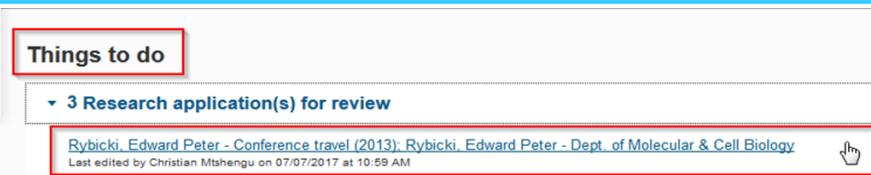
2 Ensure the role reflecting at the top right corner of the landing page is the **Departmental Authority role** by using the switch role option.



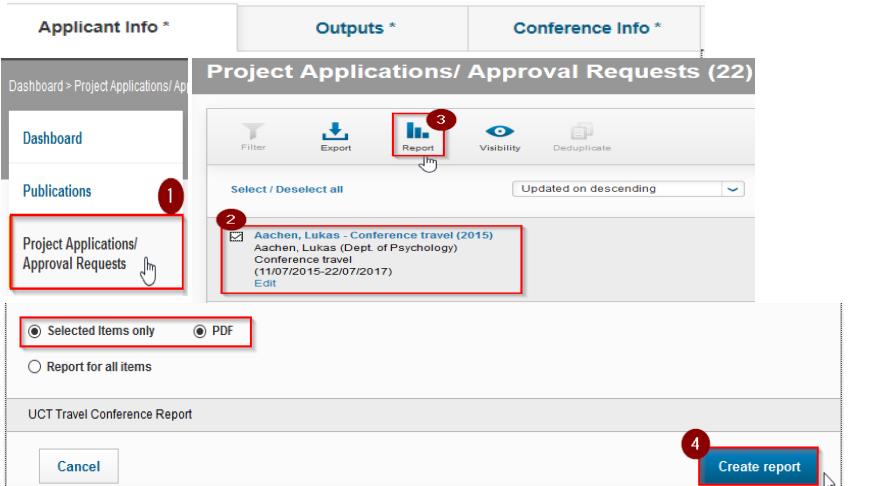
3 To receive email notifications on your applications or activities from the eRA portal, you need to specify this under the notifications section. Go to the **My Settings** page in the top menu next to your role (see 2 above). Select the **Email** option under the **Notification settings**. **IMPORTANT:** You will not receive email notifications that researchers in your department have submitted applications for your approval if you do not select this".



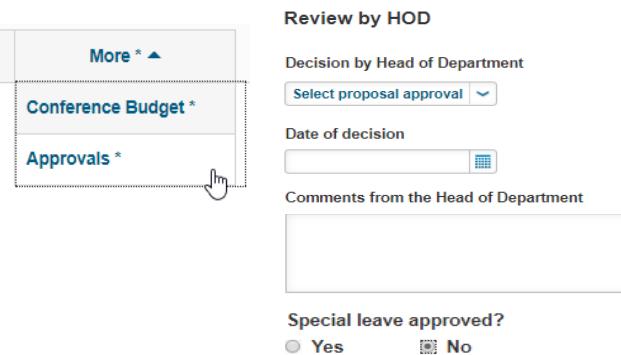
4 On the landing page, your **Dashboard** will show if you have applications to review under **Things to do**. Select the application to be reviewed.



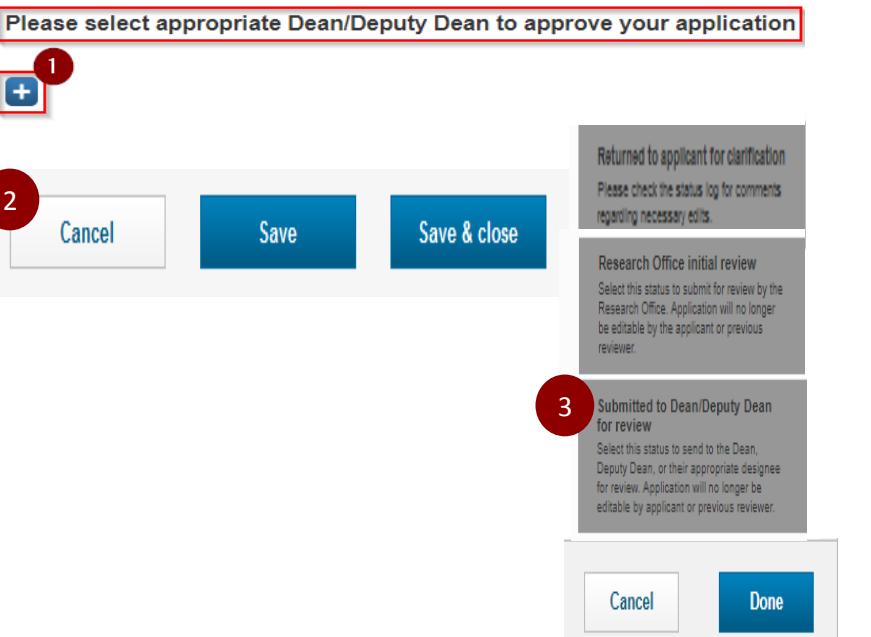
5 Once the application is opened, you can review it by looking through all the tabs. Alternatively, to view the details of the application in one PDF file, go to the left pane of the screen. Click on **Project Applications / Approval Requests**. Select the application(s) you want to view. Click on **Report**. On the next page you are redirected to, click on **Create Report**. Check your downloads for the exported file. To continue with your review, go to step 6.



6 To add the HOD review and comments to the application, open the application (see step 4), click on the **More** tab and select **Approvals**. Under the section that says **Review by HOD**, select a decision in the drop-down list under the **Decision by Head of Department** section. Enter the **Date of Decision** and add **Comments from the Head of Department** if applicable. Also specify if a **Special leave** has been approved.



7 If you would like to save your review before finalising and come back to it later, click **Save** to keep it in draft status. To request more information from the applicant, click **Save and Close** and select **Return to the applicant for clarification** and then **Done**. Alternatively, if you have finished assessing the application, select **Research Office Initial Review** and then click **Done**.



PLEASE NOTE: If you are working on an application with yourself as the applicant, you have to first select the appropriate **Dean/Deputy Dean** that should review your application. Once this is selected, then you push your application to the **Submitted to Dean/Deputy Dean for Review** step for approval.