Stage Six: Project Closure

Final stage closure process via UCT eRA

Complete each step in order to successfully close a project on the UCT eRA system

Initiate a project award closure via UCT eRA

1 — Select your project
Project Access Section

Go to your project in UCT eRA.

Click "**Edit/Open**" for the relevant project (status: "**Project in progress**").

2 — Initiate closure process
Closure Status Initiation Section

From the status drop-down, select "**Project award closure review initiated**".

Click "**Done**" to confirm.

3 — Complete closure information
Project Award Closure Info Section

Open the "**Project award closure information**" tab.

Upload required documents:
1. Final reports
2. Proof of deliverables
3. Any other closure evidence

4 — Notify Finance
Finance Notification Section

Change status to "**Project award closure review by finance**".

This alerts Faculty Finance to review.

5 — Await review and notification
Faculty Finance Review Section

Faculty Finance completes the Award Closure Checklist.

If needed: Status may change to "**Project award closure review by RC&I**" (if issues exist)

Once cleared, status changes to: "**Project award closure review by PI**"

6 — Review and confirm as PI
PI Verification Section

Reopen the "**Project award closure information**" tab.

Confirm all details are accurate and deliverables are met.

Tick the declaration checkbox.

7 — Final closure
Final Status Update Section

Change the project status to "**Project award closed**".

This officially completes the project in UCT eRA.

8 — Record closure complete
Record Archive Section

Project record is now fully closed and archived in the system.

No further action is required unless notified.