

URC Conference Travel – Dean/Deputy Dean Conference Travel Approval Process

1 Log in to eRA with your UCT sign in details using the following link: <http://eraonline.uct.ac.za>

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

3 On the landing page, your **Dashboard** should show that you have a number of applications to review under **Things to do**. Select the application to be reviewed.

4 Once the application is opened, you can review the application by looking through all the tabs. Alternatively, if you will like 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 5.

5 To add the Dean/Deputy Dean review and comments to the application, open the application (see step 3), click on the **More** tab and select **Approvals**. Under the section that says **Approval by Dean**, select a decision in the drop-down list under the **Approved by Dean** section. Enter the **Date of Decision** and add **Dean Comments** if applicable.

6 If you would like to save your review on the application and come back to it at a later stage 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**.

UCT Research Portal

Departmental Authority: UNIVERSITY OF CA...

Switch Role: Researcher: Rybicki, Edward Peter (Ed)

Research Portal

My Settings

Departmental Authority: UNIVERSITY OF CAPE TOWN

Things to do

4 Research application(s) for review

Mkoko, Zikhona Shallort - Conference travel (2017); Mkoko, Zikhona - Research Office

Last edited by Zikhona Mkoko on 07/08/2017 at 12:48 PM

Applicant Info * Outputs * Conference Info *

Dashboard - Project Applications/ Ap...

Dashboard

Publications

Project Applications/ Approval Requests

Selected / Deselect all

Report

Updated on descending

Aachen, Lukas - Conference travel (2015)

Aachen, Lukas (Dept. of Psychology) Conference travel (11/07/2015-22/07/2017)

Selected items only PDF

Report for all items

UCT Travel Conference Report

Cancel

Create report

More ^

Conference Budget *

Approvals *

Approval by Dean

If the applicant is also the head of their department, the Dean must review his or her application.

Approved by Dean

The quality and resource requirements of the application or award are acceptable.

Select yes or no

Date of decision

Dean comments

Cancel

Save

Save & close

Returned to applicant for clarification

Please check the status log for comments regarding necessary edits.

Research Office initial review

Select this status to submit for review by the Research Office. Application will no longer be editable by the applicant or previous reviewer.

Cancel

Done

To learn about delegating when you are away, please see the *Researcher profiles video* (start from 2:30):

https://www.youtube.com/channel/UCdI9p_sem6NP_ANOD_XmOxg

For more information, help or support, please go to the following link:

<http://www.researchsupport.uct.ac.za/electronic-research-administration-era-system>