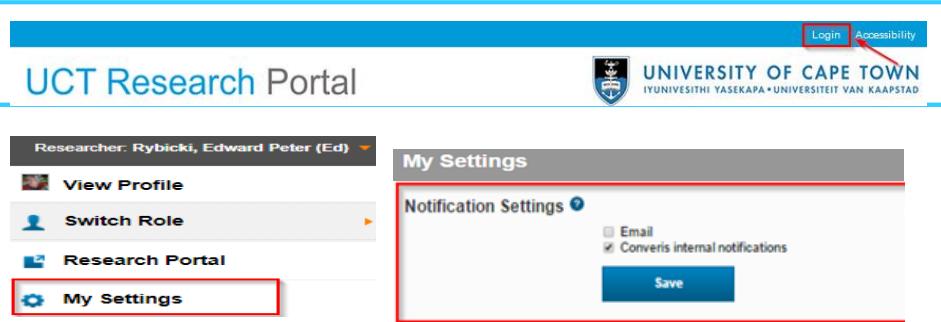


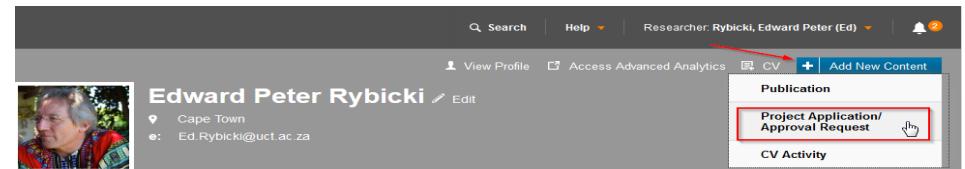
# URC Conference Travel - Researcher Conference Travel Application Process

1 Log in to eRA with your UCT sign in details using the following link: [www.eraonline.uct.ac.za](http://www.eraonline.uct.ac.za).



2 Please note that in order to receive email notifications on your applications or activities from the eRA portal, you need to specify this setting 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**.

3 To start your application, click on the **Add Content** tab at the top right of the landing page. Select **Project Application/Approval Request**.



4 On the next page that loads, select the appropriate project application/approval request type by clicking on the name. In this case it is **Internal/URC Grants >> Conference travel**.



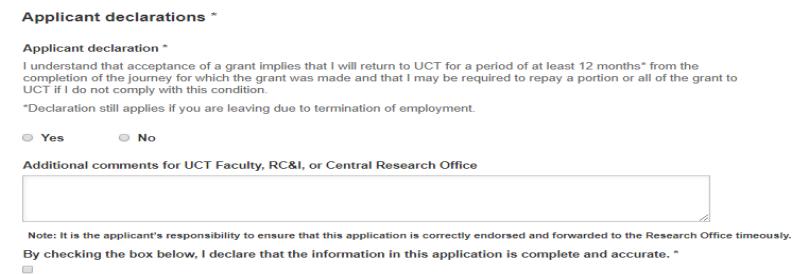
5 On the form page you are expected to fill out information under the **Applicants info, Outputs, Conference Info and Conference Budget** tabs. All fields marked with '\*' are mandatory.



6 Note that the plus icon is used to link additional data to the entry forms. Click on it for more information every time you come across it. Also, the folder icon allows you to browse your computer and upload additional documents.



7 Please ensure that you select the applicant declaration that applies to you on the application form and add any additional comments you may have.



8 If you would like to save your application and come back to it at a later stage click **Save** to keep it in draft status. Alternatively If you are happy with the information you've provided for the application and do not want to make further edits, click **Save & Close** and select **Departmental Authority Review** and then click **Done**. Once pushed through to this workflow step the record will no longer be editable. If you are an applicant holding the HOD role, please see step 11.



9 Once you have submitted your application, you can view the status of the saved application under **Project Applications/Approval Requests**. Please note that It is the applicant's responsibility to ensure that this application is correctly endorsed and forwarded to the Research Office timeously. Once your departmental authority has completed the review, you will receive an email notification stating that the review has been completed and application has been sent to Research Office. Should the application be successful or unsuccessful, you will get an email notification that gives further instruction on what to do.



10 Please note that at different stages of the application, the application could be returned to the applicant for clarification. Should this be the case, you will receive an email notification. To view the information or query that needs to be addressed, log on to the eRA portal. On your dashboard, check the tab that states **Project application(s) require revision** and select your application. Once the application is opened, go to the **Admin info** at top right corner of the page and select **Status log**. Once the status log is opened, you will see the comments that have been made by the HOD. Attend to these comments and resubmit the application to the Departmental Authority



11 As the HOD, after you have added your review to the HOD section through the Departmental authority role, please ensure you push your application to the next work flow by clicking **Save and Close** and selecting the **Submitted to Dean/Deputy Dean for Review** option



To learn more about the URC Conference Travel application process please see the video here: [https://www.youtube.com/channel/UCdI9p\\_sem6NP\\_ANOD\\_XmOxg](https://www.youtube.com/channel/UCdI9p_sem6NP_ANOD_XmOxg)

To learn about delegating when you are away, please see the Researcher profiles video here (start from 2:30): [https://www.youtube.com/channel/UCdI9p\\_sem6NP\\_ANOD\\_XmOxg](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>