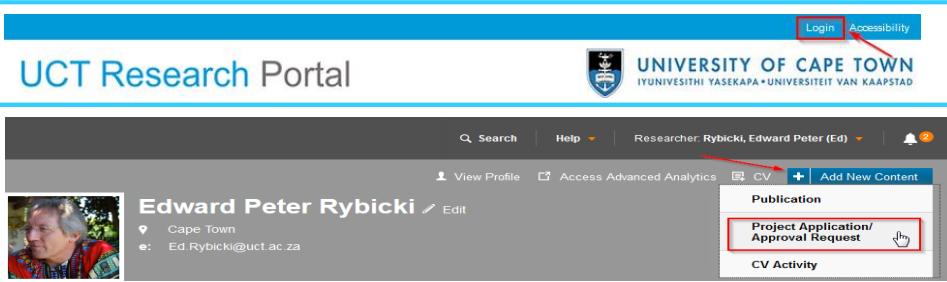
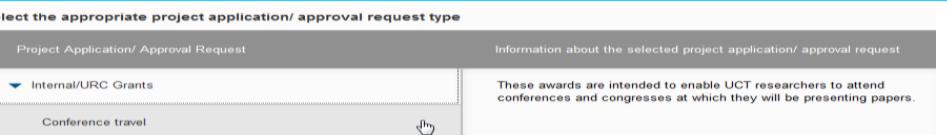


URC Conference Travel - Researcher Conference Travel Application Process

1 Log in to eRA with your UCT sign in details using the following link: <http://eraonline.uct.ac.za> which can be found at the top right of the screen



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



3 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**.



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

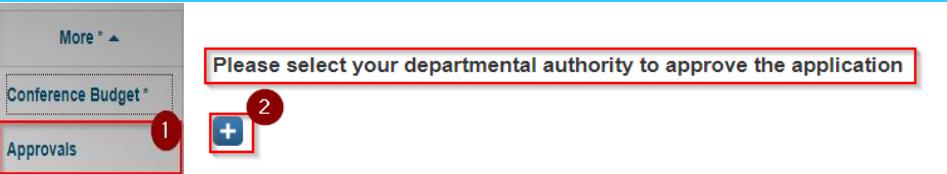


5 Note that the plus icon is used to link additional data to the entry forms. Click on it for more information every time you come across it. Also, the folder icon allows you to browse your computer and upload additional documents.



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

7 Once all relevant information and fields have been completed, go to the **Approvals** tab and select the appropriate HOD/Departmental Authority that should review your application.



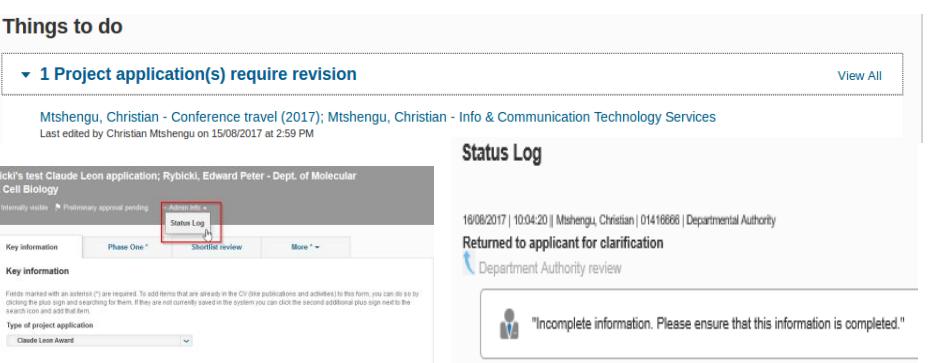
8 If you would like to save your application and come back to it at a later stage click **Save** to keep it in draft status. Alternatively If you are happy with the information you've provided and do not want to make further edits, click **Save & Close**, select **Departmental Authority Review** and then click **Done**. Once pushed through to this workflow step the record will no longer be editable. If you are an applicant holding the Departmental Authority/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 their application is correctly endorsed and progressed 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 process, 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 on the left 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/Departmental Authority. Attend to these comments and resubmit the application to the Departmental Authority work step.



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

