
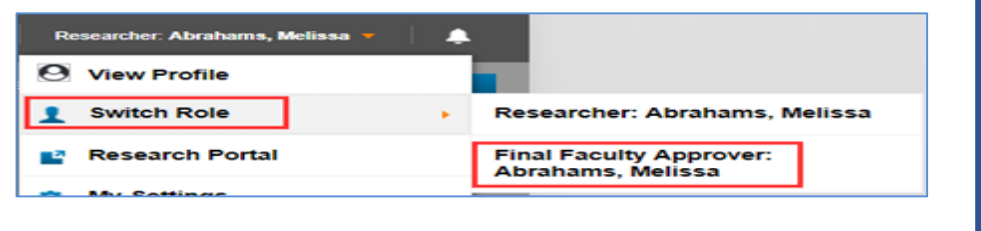
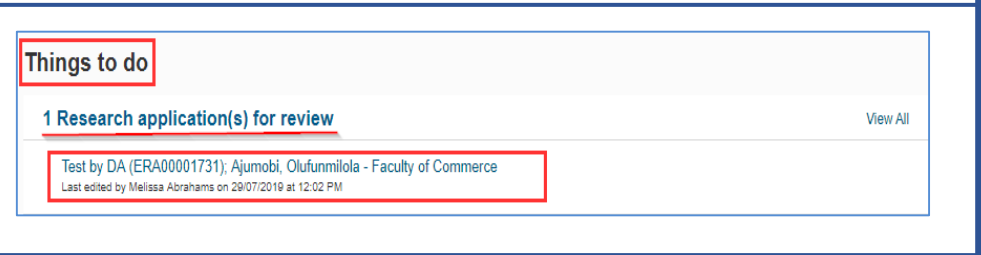
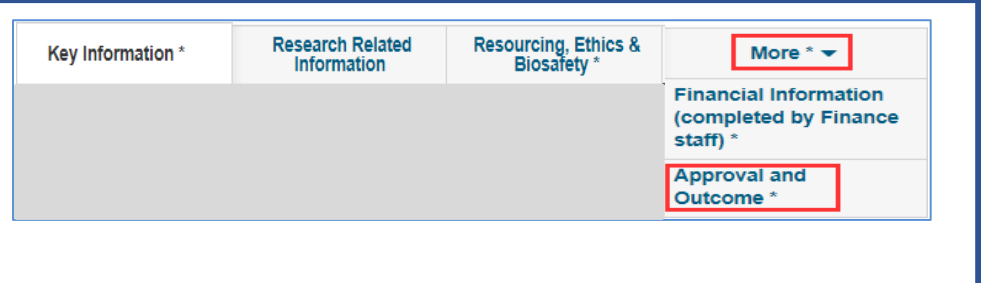
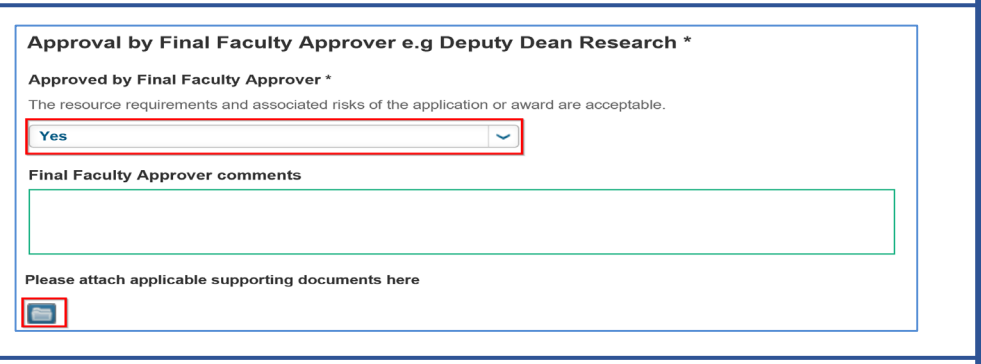
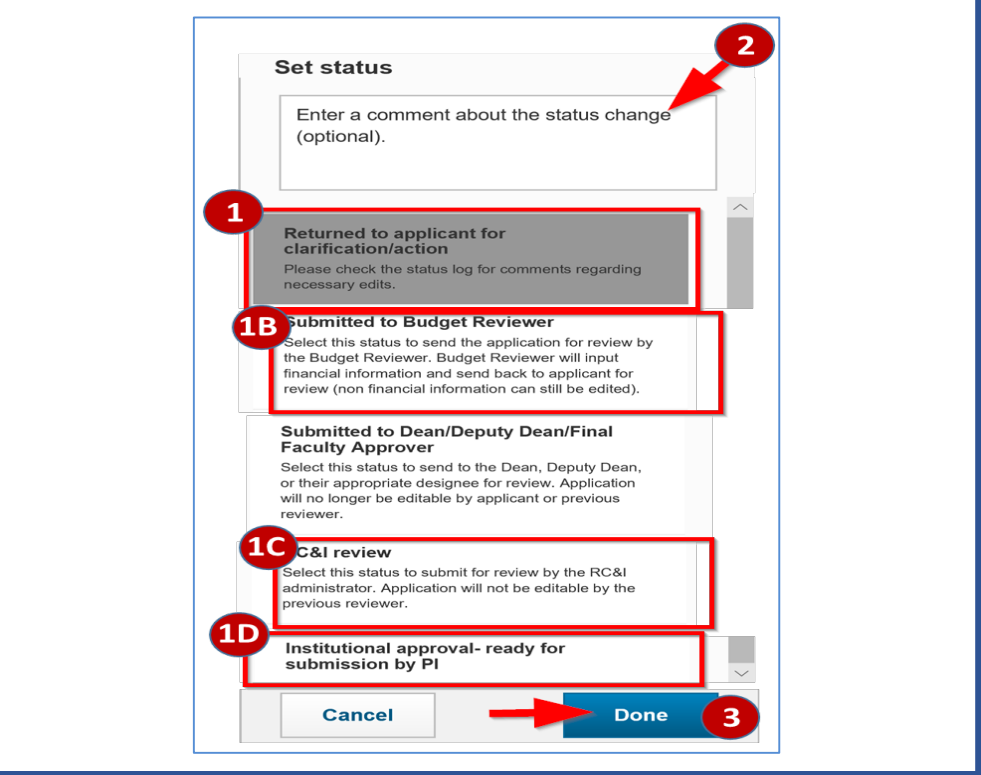
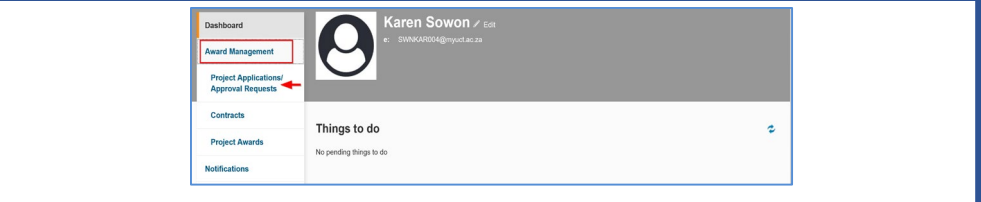
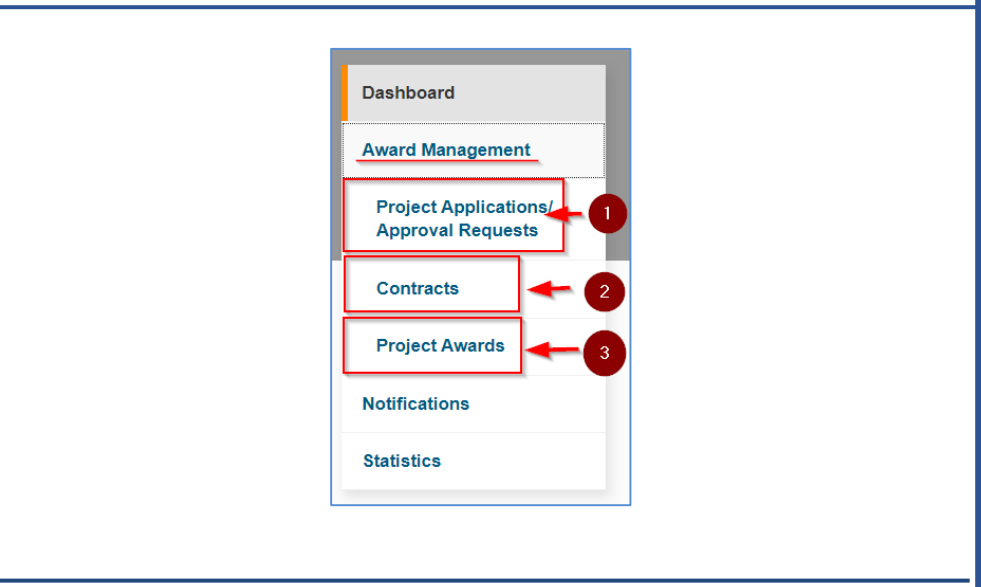
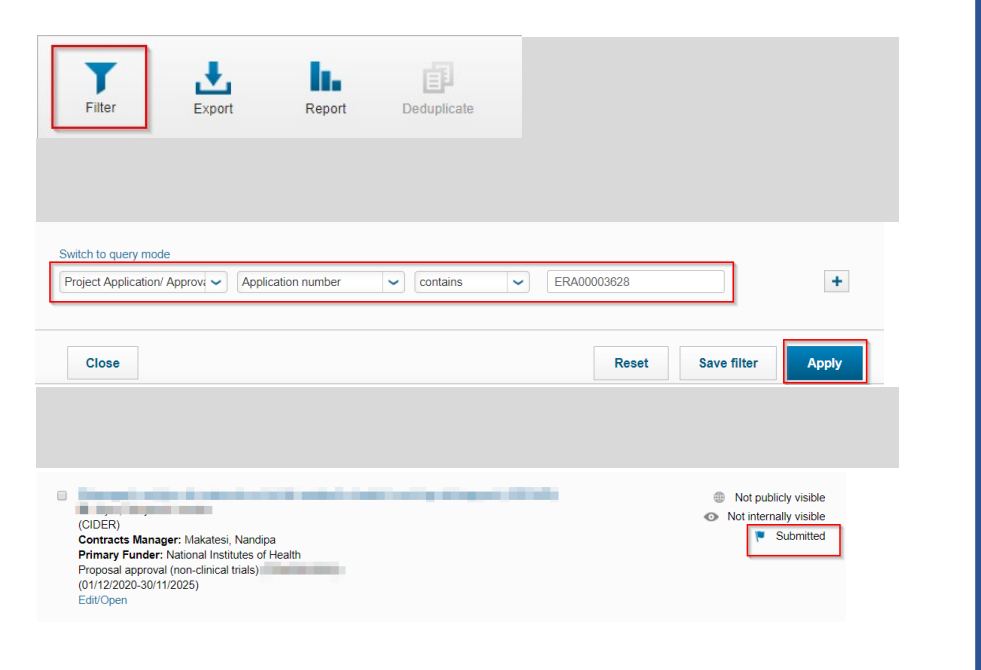


<p>1 Log in to eRA with your UCT credentials using the following link: http://eraonline.uct.ac.za Click Login at the top right of the screen.</p>	
<p>2 Ensure that you are signed in on your Final Faculty Approver role. Use the 'switch role' function if you are logged in with a different role.</p>	
<p>3 On the landing page, your dashboard will show if you have applications to review under the Things to do section. Select the application to be reviewed by clicking on the project application title</p>	
<p>4 Once the application is opened, you can review the captured information by looking through all the available tabs. To provide feedback on the application, click on the More tab and navigate to the Approvals and Outcome tab</p>	
<p>5 Under the section Approval by Final Faculty Approver, select the approval decision. You can add Final Faculty Approver comments if applicable. You may attach applicable supporting documents by clicking on the file icon.</p>	
<p>6 If you would like to save your review to finalize it later, click Save. Once saved, Cancel to exit the application.</p> <p>Otherwise, click Save and Close and push it to any of the applicable steps:</p> <ul style="list-style-type: none"> Back to the PI/applicant (1) for clarification or further action. You can add a note of the action that the PI should take in the textbox (2) Back to the Budget Reviewer for clarity (1B) Forward to RC&I (1C) Forward to the PI to submit (if RC&I approval is not required) (1D) <p>Click Done (3)</p>	
<p>7 Once processed and moved to another workflow step, the application will no longer be accessible from the Things to do section on the dashboard.</p>	
<p>8 The left navigation section allows you to view all submissions that you have been tagged on or that relates to your faculty and you have access to view. To view the related forms and their status, click on Award Management.</p> <ul style="list-style-type: none"> To view the approval form(s) that you have processed, click on Project Applications/Approval Requests. To view contracts related to your faculty, click on Contracts. To view subsequent project awards related to contracts, click on Project Awards. 	
<p>9 Once you have clicked on the applicable tab, you can use the filter function to find the related approval form/contract/project award. Click on the Filter button in the action bar.</p> <p>In the query view, you can search for the related form by using information relative to the form, eg. Application number. Once you have done so, click Apply.</p> <p>This should return the form you are searching for. The status of the form can be viewed to the left of the form details.</p>	

Instructions on the Pre-Awards Internal Approvals Process can also be seen in [this video](#).
 More information on eRA is available via the [Research Support Hub](#).
 For other system modules see our [How to guides, one pagers and videos](#).
 If you require assistance or additional support, please log a call via [ServiceNow](#).