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**.

To learn about delegating when you are away, please see the Researcher profiles video (start from 2:30):
https://www.youtube.com/channel/UCdl9p_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