URC Grant Application - Researcher eRA APCs & Page Costs 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 APC and Page Cost form.

3 On the next page that loads, select the appropriate form type by clicking on the name. In this case, it is **Page Costs-Journal article.**

4 Once the form is opened, you are expected to fill out necessary information under the **Key information, Financial details, Required documents and Declaration and Outcome** tabs. All fields marked with '*' are mandatory.

5 Note that the plus icon is used to link additional data/documents 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 to complete your application process. You can also add any additional comments you may have for the reviewer.

7 Once all relevant information and fields have been completed, and you are happy with the information you have provided and do not want to make further edits, click **Save & Close.** On the pop-up page, select the **Funding Administrator Assessment** step and you will get an email notification confirming submission. However, 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 and then you can **Save & Close .**

8 Once you have submitted your application, you can view the status of the saved application under **APC and Page Cost forms** on the left hand-side navigation bar.

9 Once the **Research Funding Administrators** completes the review, you will receive an email notification stating the outcome of the review. Should the application be **awarded** or **unsuccessful** or be **returned for clarification**, you will get an email notification and it will also appear on your dashboard under *Things to do* list, when you login to system.
Please note: Should the application be **awarded,** an award email notification is sent out with the Faculty Finance required to be contacted stated.

10 Note that once your application is successful and the grant is awarded, your application is only conditionally approved. You are required to link the approved publication on the eRA system once it is published and captured on the eRA system. To link your publication, log on to the eRA System. On your dashboard, under *Things to do*, click on *Funding application(s) has been conditionally approved and requires linking of published publication*. Select the relevant application to open the form. Once the form is opened, navigate to the *Required Documents* tab. Under the *Link your published publication here* section, use the plus sign to link your already captured publication.

11 Once you have linked the article, click on *Save & Close*, select the *Funding Administrator Review* step and click *Done.*

For more information, help or support, please go to the following link: http://www.researchsupport.uct.ac.za/electronic-research-administration-era-system