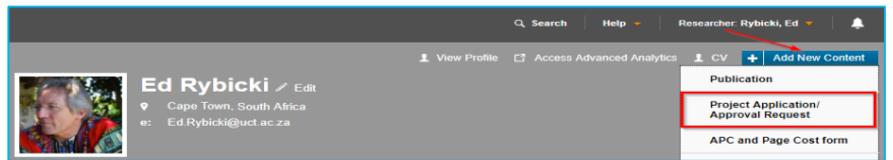


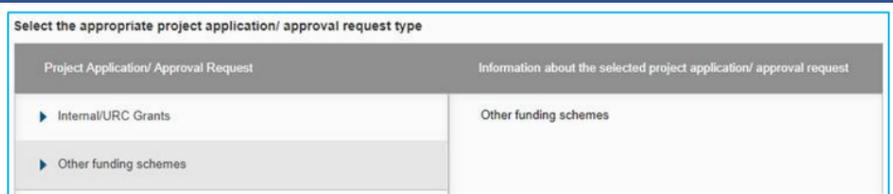
1 Log in to eRA with your UCT credentials using the following link: <http://eraonline.uct.ac.za>
Click **Login** which can be found at the top right of the screen.



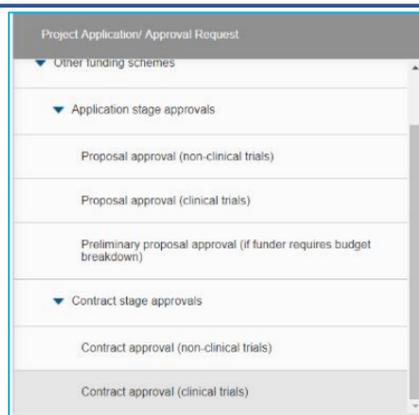
2 Ensure that you are signed in on your **Researcher** role.
To start your approval request, click on the **Add New Content** tab at the top right of the landing page. Select **Project Application/Approval Request**.



3 On the next page that loads, click on **Other Funding schemes**, then select the appropriate form type from the list provided.



4 Choose **Application stage approvals**, if applicable.
Select **Proposal approval (non-clinical trials)**; **Proposal approval (clinical trials)** or **Preliminary proposal approval**.



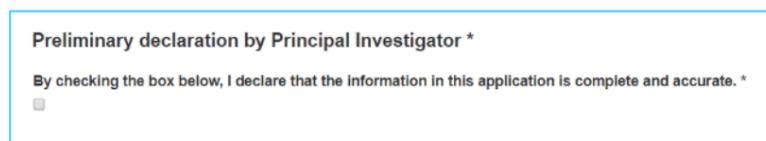
OR

Choose **Contract stage approvals**, if applicable.
Select **Contract approval (non-clinical trials)** or **Contract approval (clinical trials)**.

5 Once the form loads, complete the relevant information under the **Key information**, **Research Related information** and **Resources, Ethics and Biosafety** tabs. All fields marked with '*' are mandatory.



6 **Please note:** Before your application is submitted to the Budget Reviewer, complete the **Preliminary Declaration by Principal Investigator** section on the **Resources, Ethics and Biosafety** tab by checking the box provided.



7 When you have completed all the required information and you are ready to submit your application to the Budget Reviewer, click **Save & close** (1).
When the pop-up box appears, select **Submitted to Budget Reviewer** then click **Done** (2). If you wish to save the application in Draft status, click on the **Draft application** step, then click **Done**.



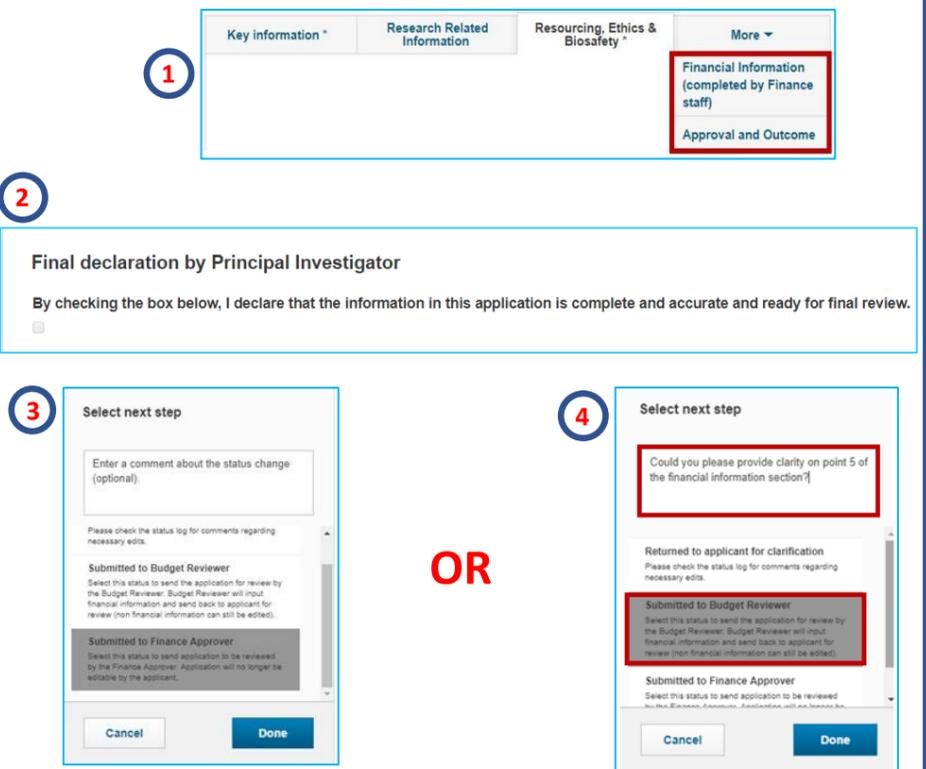
8 Once the Budget Reviewer has reviewed your application, you will receive a notification alerting you that there is an application that has been returned to you for revision/clarification as well as an item on your **Dashboard** indicating that a **Research application(s) requires clarification**. Open the application by clicking on the project title.



9 If you would like to check whether the Budget Reviewer has left any notes/comments for which clarity is needed, please check the **status log** by clicking on **Admin Info** found near the title of the application, then click **Status log**.



10 Review the application, including the Budget Reviewer's feedback by viewing the information captured on the **Financial Information** and **Approval and Outcome** tab (1). If you are satisfied with the information provided by the Budget Reviewer, proceed to complete the **Final Declaration by Principal Investigator** (2) section on the **Resourcing, Ethics & Biosafety** tab.
Click **Save & close** to send the application to the next processing step by clicking on **Submitted to Finance Approver** (3). Then, click **Done**.
If you require further clarity from the Budget Reviewer, click **Save & close**, add a comment in the text box provided, and send the application to the **Submitted to Budget Reviewer** (4) step.



*Please note, that at any stage of the approval process, you may receive notifications from the eRA system if any of the reviewers, approvers or RC&I needs further input or clarification from your side.

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](#).