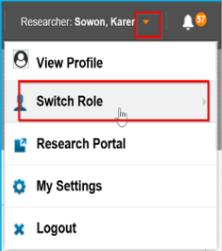
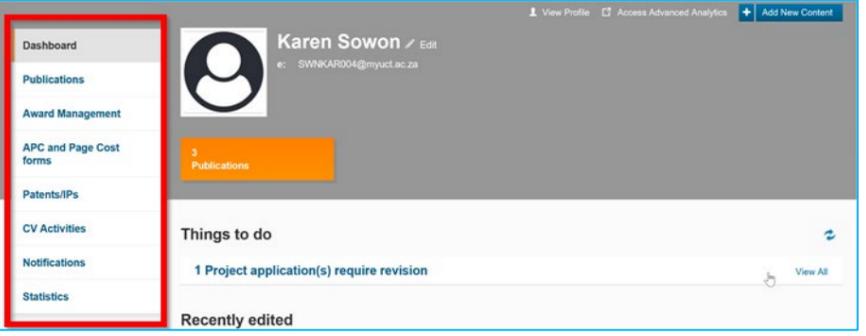
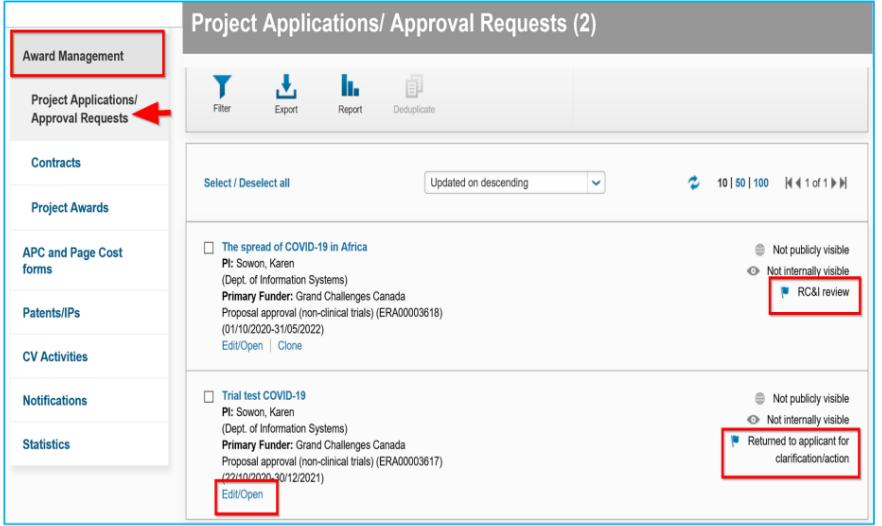
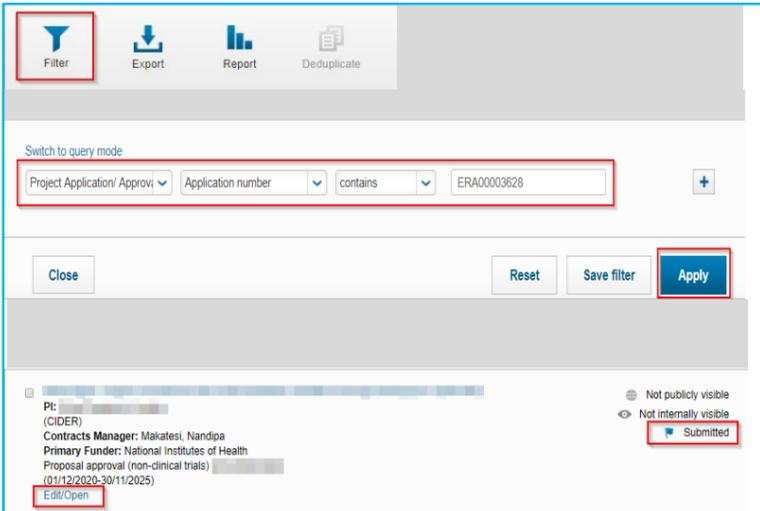
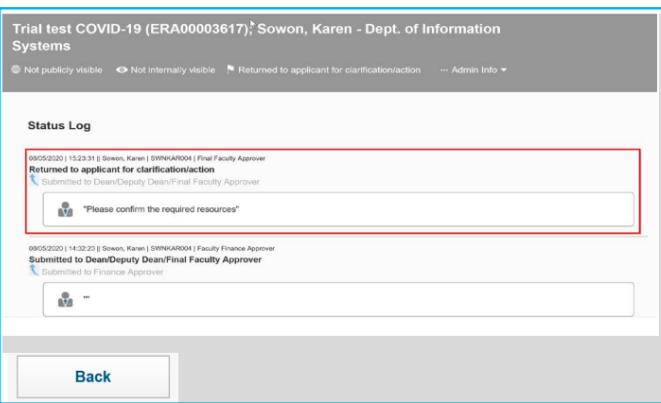
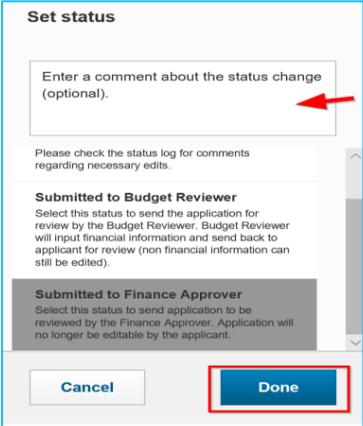


<p><b>1</b> Log in to eRA with your UCT credentials using the following link: <a href="http://eraonline.uct.ac.za">http://eraonline.uct.ac.za</a> Click <b>Login</b> at the top right of the screen.</p>	
<p><b>2</b> Ensure that you are signed in on your <b>Researcher</b> role. Use the 'switch role' function if you are logged in on a different role.</p>	
<p><b>3</b> If a submission requires clarification or further action, it would have been returned to you and can be viewed on your dashboard under <b>Things to do</b>.  The application can also be found using the left navigation.</p>	
<p><b>4</b> To view all your applications/submission, click on <b>Award Management</b> on the left navigation and select <b>Project Applications/Approval Requests</b>.  This will open up a list view of all the applications you have submitted over time.</p>	
<p><b>5</b> You can use the filter function to find the related approval form. Click on the <b>Filter</b> button in the action bar.  In the query view, you can search for the related form by using information relative to the form, eg. <b>Application number</b>. Once you have done so, click <b>Apply</b>.  This should return the form you are searching for. The status of the form can be viewed to the left of the form details. To open the related form, click <b>Edit/Open</b>.</p>	
<p><b>6</b> Once the application is opened, navigate to the <b>Admin Info</b> section and click on <b>Status Log</b> to view any notes that may have been left for you by the person requesting for clarification.</p>	
<p><b>7</b> Once you have read the note, click <b>Back</b> to return to the main form where you can make the necessary changes.</p>	
<p><b>8</b> When you have made the necessary changes, click <b>Save and Close</b> and choose the appropriate workflow step, then click <b>Done</b></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](#).