

Guide to Submitting Research Exchange Programme Application

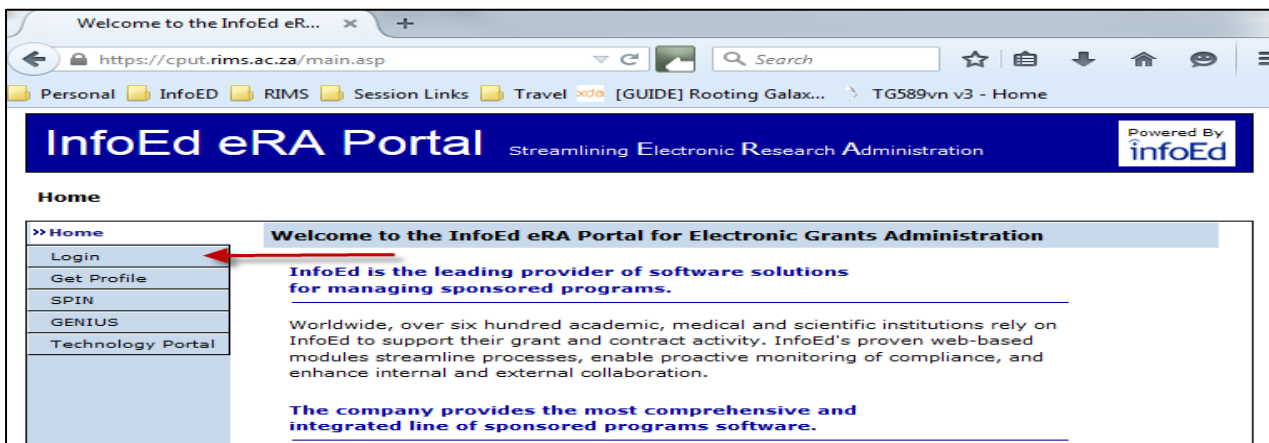
This guide will assist you in submitting an online application for Research Exchange Programme funding applications. Please note that should you have any queries or questions, contact Research Directorate office.

Ms Luyolo Kamati @ KamatiL@cput.ac.za or @ (021) 4603843
Ms Samantha Coert @ CoertS@cput.ac.za or @ (021) 4603074

Click on the link to access page
<https://cput.rims.ac.za>

Login Process

1. Click on the Login tab



2. Enter username & password to login (If you don't have login details, please request them from the above details)

Username:

Password: (password is case sensitive)



3. Click on “ Sponsored Projects”
4. Click on Create New Proposal

Application Portal Screen

The application portal screen will appear.

Follow instructions on screen to have the correct application submit for review and processing.

Applicant
Important: Please enter name or surname below and select your name from the list as the Applicant.
Confirm Department before selecting.
Funding, Internal

Funding
Important: Please enter funding/sponsor name below and select the funding you are applying for.
Sponsor Name

Important: For ConfCom applications Start Date and End Date must reflect Conference dates
Important: For URF Start date and End date must reflect a 1 year period of research.
Start Date: (dd/mm/yyyy)
End Date: (dd/mm/yyyy)

Application Type: CPUT ConfCom

Title
Important: For ConfCom applications the title refers to the title of the papers or posters to be presented.
Important: For URF applications title should be the title of the research project.

1. Applicant

NB: This field should reflect the name of the applicant

2. Funding

Type in the name of funding which you are applying for: **CPUT Research Exchange Programme**

3. Dates, Application Type and Title

- Enter dates of the visit.
- Select Application type applying for (Exchange Programme).
- Enter project title
- Click on "Create Proposal" to complete steps.

Setup Questions

NB: Take note of Application Number and Title / Applicant Details.

Answer all questions

Click on "Save and Continue"

Budget

NB: Make sure your entire budget is correct before typing it in, once saved the system won't allow you to change it.

On the next screen:

Click on "Budget" tab

Click on Budget Items

Add all your Budget Items under RUNNING COSTS by clicking on Add

Click on Justification tab and motivate for each Budget Item

When you are done with your budget Complete all the Budget tab pages by clicking on the "Complete box" on the top right

Click on "Internal Documents" tab

4. Application Completion and Submission

Step 1

Complete Step1 before moving to Step 2

Internal Documents Completed

Step 1 - Complete first before Step2

1. Please click on the "EDIT ICON" to complete application form


NB: Do not upload any other documentation.

Step 2

1. Check *Completed box* on the top right before proceeding
2. Click on *Finalize* tab to submit proposal to Research Directorate for review.

For help contact [Research Directorate](#)

Components for Initial Application

| Form/Document Name | Edit | Status | Upload | Remove |
|--|---|------------|--------|-----------|
| CPUT Funding Applications (Application Form) |  | Incomplete | | Mandatory |

[Add Institution Forms/Supporting Documents](#)

Click on this icon

On the next page click on “[CPUT Research Exchange Programme](#)” link to access the application form

Clicking [CPUT Research Exchange Programme](#) will take you to the eform.

NB: All required documentation must be uploaded inside the application form as per requirements of the Funding

Complete all fields in the eform

Check the Complete box on the top right, when all fields are filled in

Also check the Complete box on the CPUT Funding Applications page

When complete the screen should show application form completed
Follow Steps 2 to submit application

Conference Paper/Poster name being presented at Conference URF research title
Miss Lebohng Mitchellle Maphosa - RESEARCH DEVELOPMENT ADMIN (Cape Peninsula University of Technology / Conference Committee)

Proposal
PD-2015-000009

Setup Questions
Internal Documents
Finalize

Components for Initial Application

Step 1
1. Please click below on "Add Institution Forms/Supporting Documents" . Select the appropriate application form and click on "Add".
2. Click on the **Open icon** . Complete form.

Step 2
1. Check **Completed box** on the top right before proceeding
2. Click on **Finalize tab** to submit proposal to Research Directorate for review.

For help contact Research Directorate

| Form Name | Document Type | Open Status | Action | Completed Form | Remove |
|--------------|------------------|-------------|--------|----------------|--------|
| CPUt ConfCom | Application Form | Completed | N/A | 👍 | 🗑️ |

[Add Institution Forms/Supporting Documents](#)

Step 2

Check the Completed box
Click on Finalize Tab

Click on "BUILD" to Assemble the Budget information

Conference Paper/Poster name being presented at Conference URF research title
Miss Lebohng Mitchellle Maphosa - RESEARCH DEVELOPMENT ADMIN
(Cape Peninsula University of Technology / Conference Committee)

Proposal
PD-2015-000009

Setup Questions
Internal Documents
Finalize

Finalize

Build PDF / Form Pages

Assemble Application

Submit for Internal Review

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.
The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted.
The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path that is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

Current Proposal Status: **Under Development**

Components for Initial Application

| Form Name | Open Status | Action | Completed Form | Remove |
|--------------|-------------|--------|----------------|--------|
| CPUt ConfCom | Completed | N/A | 👍 | 🗑️ |

[Add Institution Forms/Supporting Documents](#)

Submit Final Review 👍

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Click on **Submit Final Review** 👍 to submit application for review.

Your application has now been submit for review. To follow-up quote Application Number

Current Proposal Status: **Faculty/Unit Review** ←

Components for **Initial Application**

| Form Name | Open | Status | Action | Completed | Form | Remove |
|--------------|------|-----------|--------|-----------|------|--------|
| CPUT ConfCom | | Completed | N/A | | | |

[Add Institution Forms/Supporting Documents](#)

Routing Progress
Open Full

PD-2015-000009 - Miss Lebohang Michelle Maphosa "Conference Paper/Poster name being presented at Conference URF research title"

Submitted by Internal Funding on behalf of Miss Lebohang Michelle Maphosa ←

| Route Name | Route Type | Step Number/Name | Who | Notified | Decisi |
|------------|--------------|------------------|--------------------------------|--------------------------------|--------|
| Concom | Final Review | Step 1 - Step 1 | Miss Lebohang Michelle Maphosa | 05-Jun-2015 11:55:05 AM Inform | |

Click done to Close process

Conference Paper/Poster name being presented at Conference URF research title
Miss Lebohang Michelle Maphosa - RESEARCH DEVELOPMENT ADMIN (Cape Peninsula University of Technology / Conference Committee)

Proposal
PD-2015-000009

Done Back Save Help Show

- Setup Questions
- Internal Documents
- Finalize**

Finalize

Build PDF / Form Pages

Assemble Application

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Current Proposal Status: **Faculty/Unit Review**

Components for **Initial Application**

| Form Name | Open | Status | Action | Completed | Form | Remove |
|--------------|------|-----------|--------|-----------|------|--------|
| CPUT ConfCom | | Completed | N/A | | | |

[Add Institution Forms/Supporting Documents](#)

Routing Progress
Open Full

PD-2015-000009 - Miss Lebohang Michelle Maphosa "Conference Paper/Poster name being presented at Conference URF research title"

Submitted by Internal Funding on behalf of Miss Lebohang Michelle Maphosa

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Click Logout to close Portal