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

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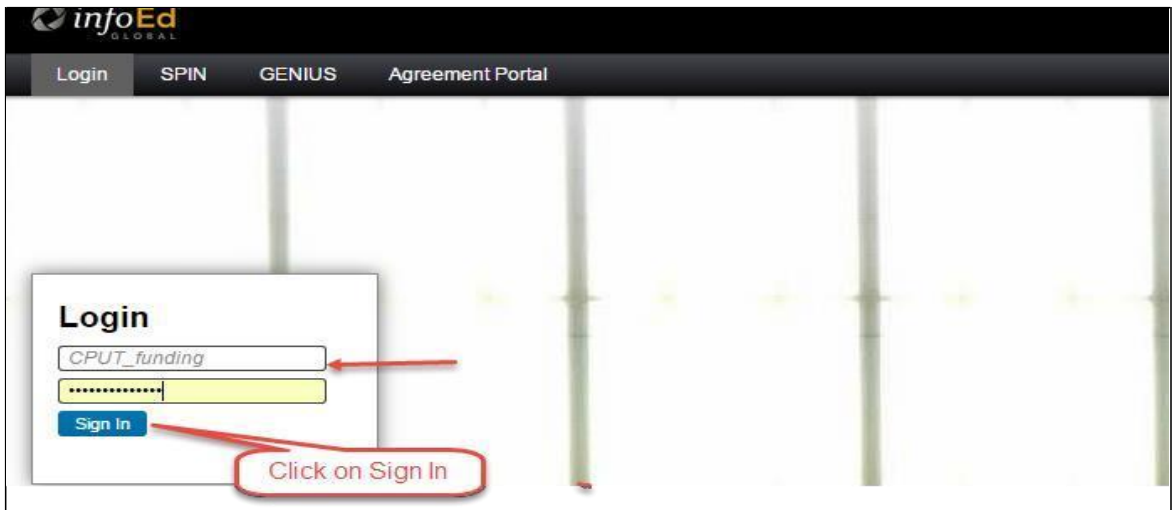https://rims.cput.ac.za

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

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

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
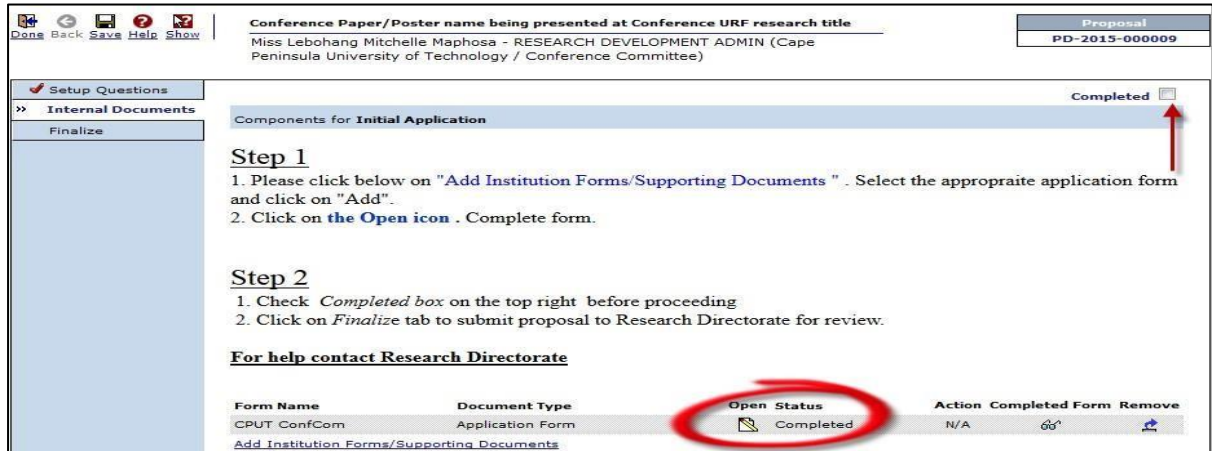
Step 2
Check the Completed box
Click on Finalize Tab

Click on "BUILD" to Assemble the Budget information
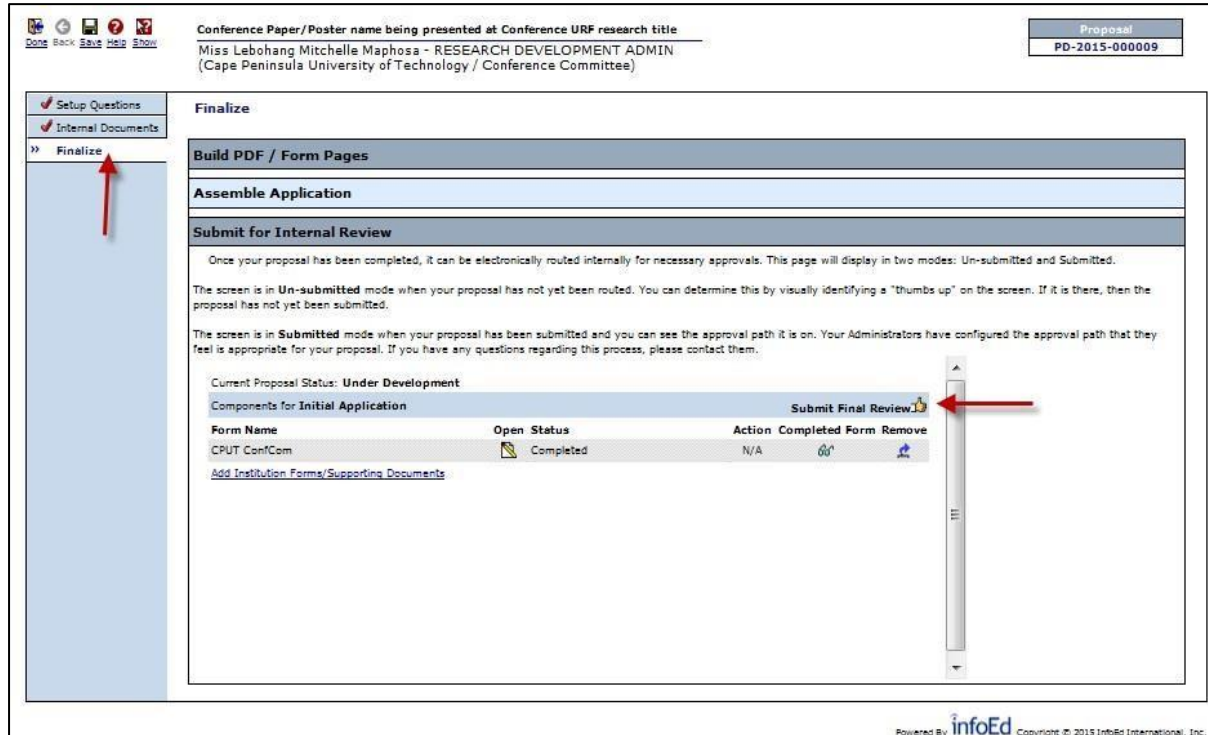
Click on **Submit Final Review** to submit application for review.

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

Click done to Close process

Click Logout to close Portal