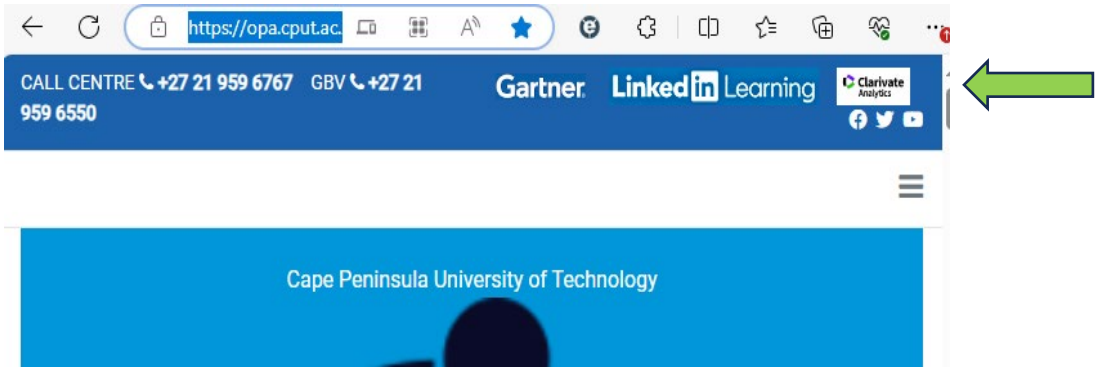
CPUT CONFERENCE COMMITTEE (CONFCOM)

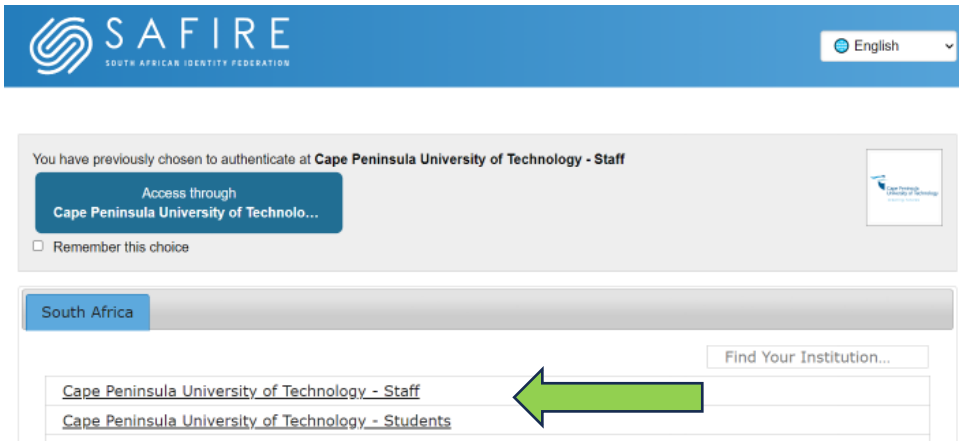
This guide aims to help academic and non-academic staff, postgraduate students, and fellows in submitting grant applications using the Converis Grant Management System (Clarivate Analytics).

Create and Submit a ConfCom Grant Application using Converis by following these steps.

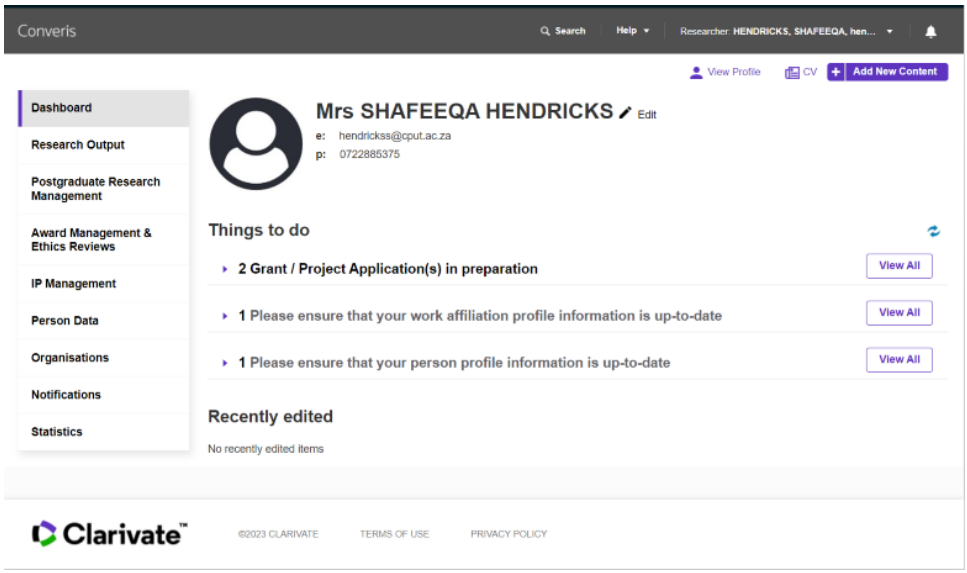
1. Click on the OPA link https://opa.cput.ac.za and then on the Clarivate Analytics icon.



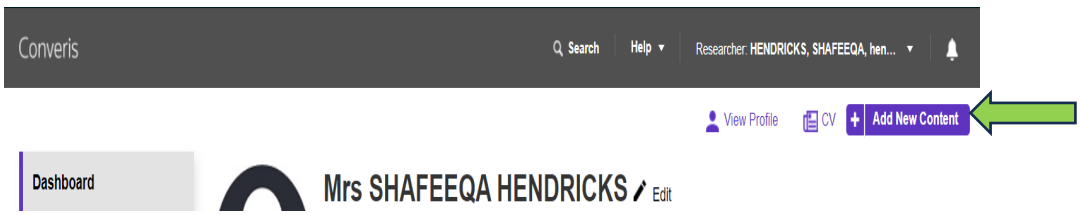
2. The following SAFIRE webpage will appear. Click on Cape Peninsula University of Technology for staff or students.
NB: Fellows must select the students option.



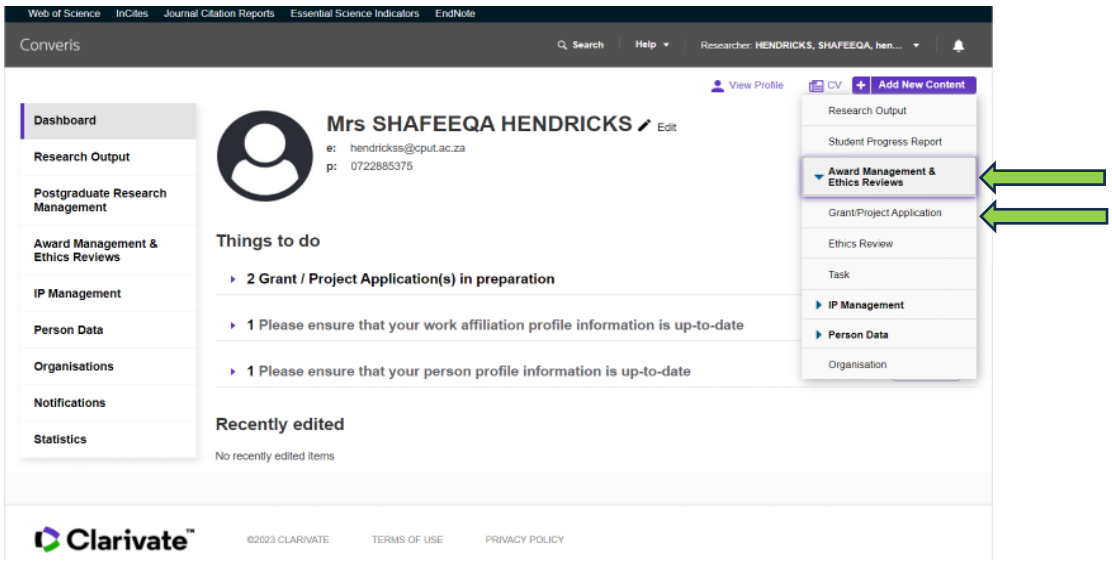
3. Login with your CPUT Username and Password, and you will be directed to the Clarivate Analytics homepage dashboard.



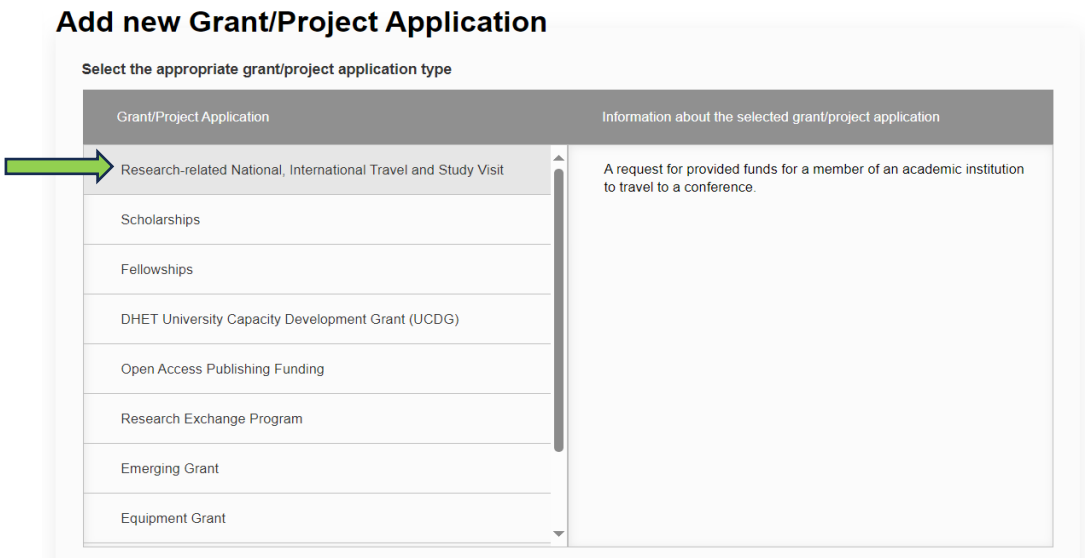
4. From your dashboard, click on Add New Content.



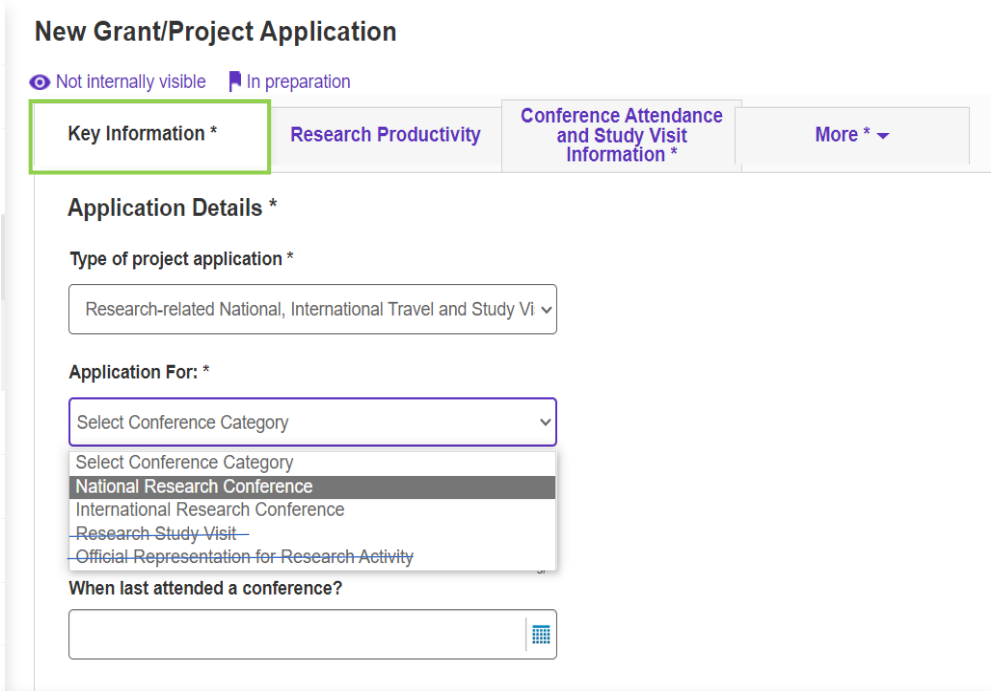
5. Select Award Management & Ethics Reviews and then Grant/Project Application.



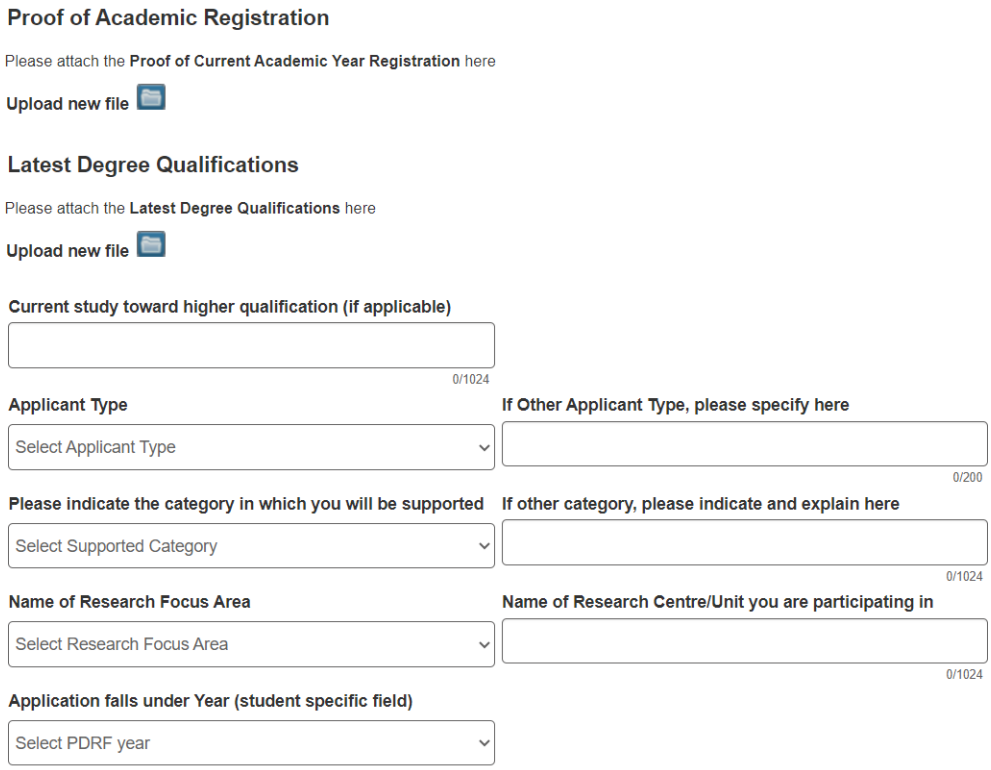
6. Select the type of Grant/Project Application Research-related National, International Travel, and Study Visit.



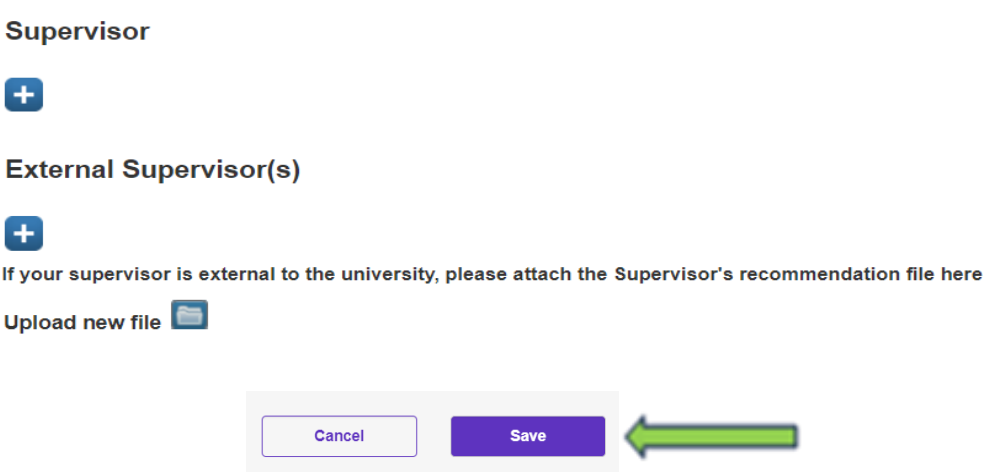
7. Complete all the required information in the Key Information tab.
The type of project application **"Research-related National, International Travel and study visit."** Select application for National or International Research Conference.
NB: Research Study Visit and Official Representation for Research Activity **do not apply** to ConfCom applications.



- The biographical Information will appear. You can edit it by clicking on the pencil if required.
- Postgraduate students and fellows should upload proof of current academic year registration.
- The latest degree qualifications apply to all applicants. A copy should be uploaded on the “new file.”

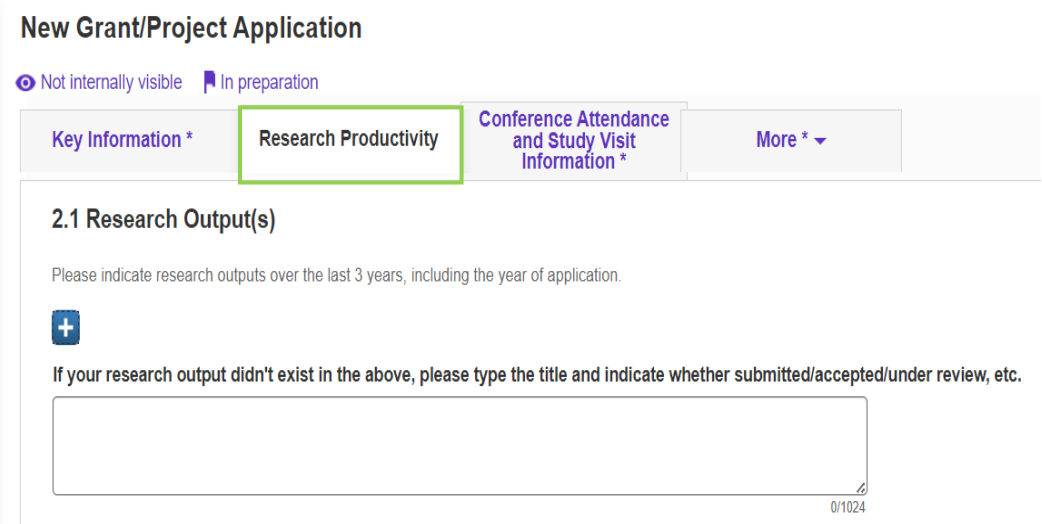


- Postgraduate students and fellows must select the plus sign icon (+) and add your internal supervisor by searching for the name and surname.
- If your supervisor is not affiliated with the university, please upload a letter from your external supervisor by clicking on the "upload new file" icon below.

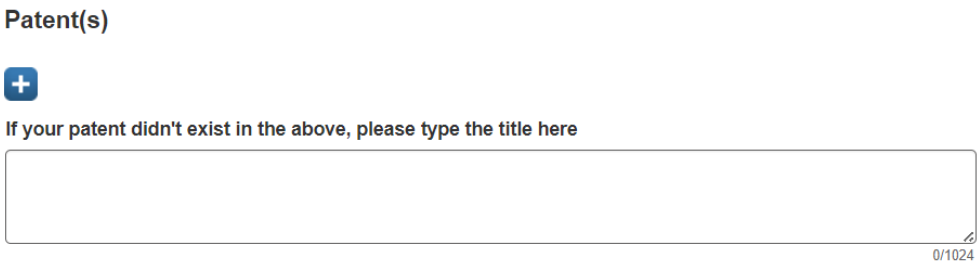


Click **Save** to continue working on the application and move to the next tab.

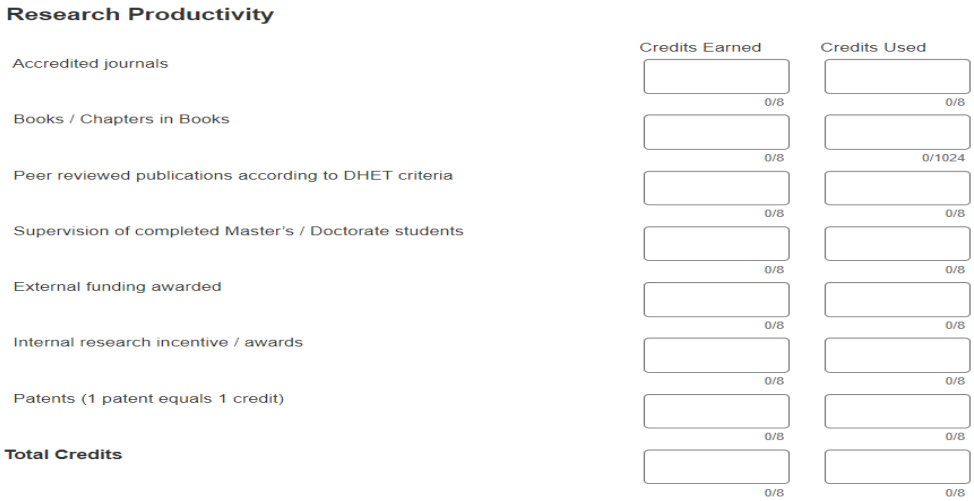
8. Complete all the required information on the key Research Productivity tab. Your research outputs will be filtered automatically after clicking the plus sign icon (+) to search for your outputs over the last 3 years. **NB:** The research outputs do not apply to first-time applicants. They may proceed and complete their applications.



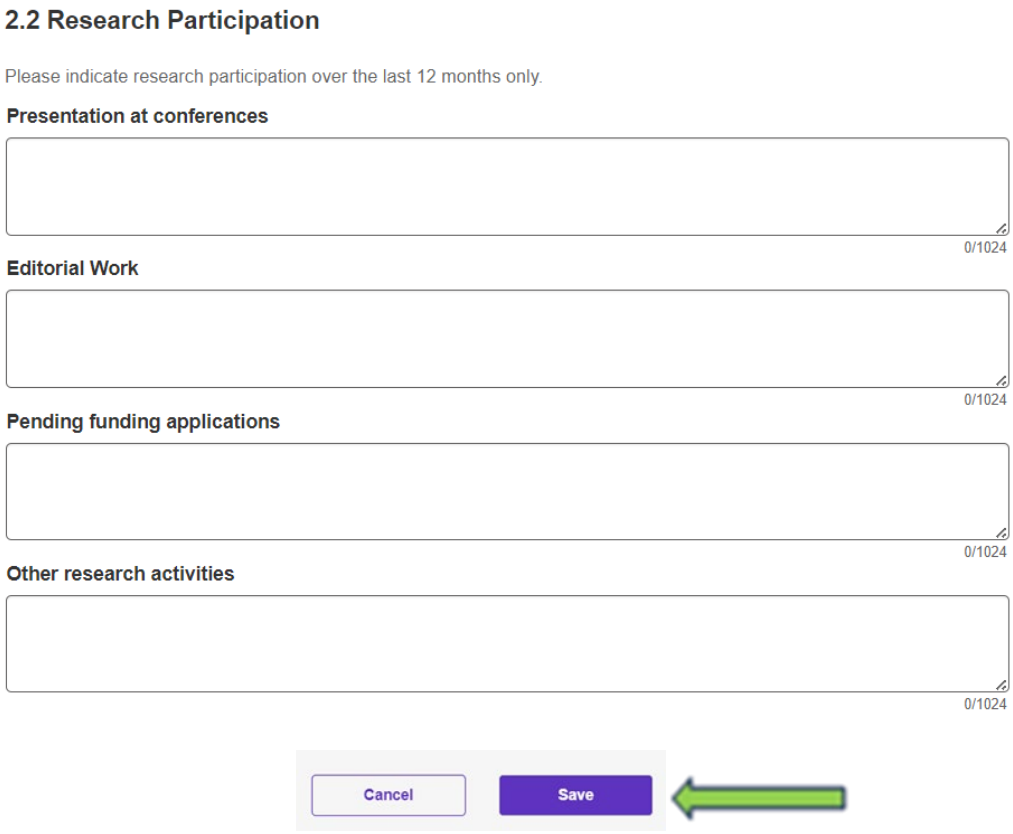
Patent (s) – Do not complete this section if you do not have any patents.



Research Productivity - This section should not be completed.

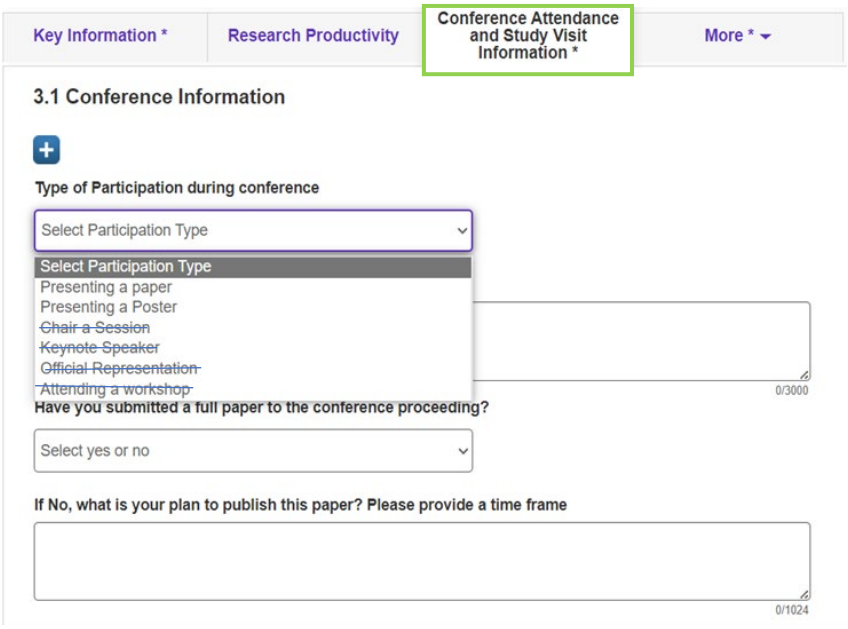


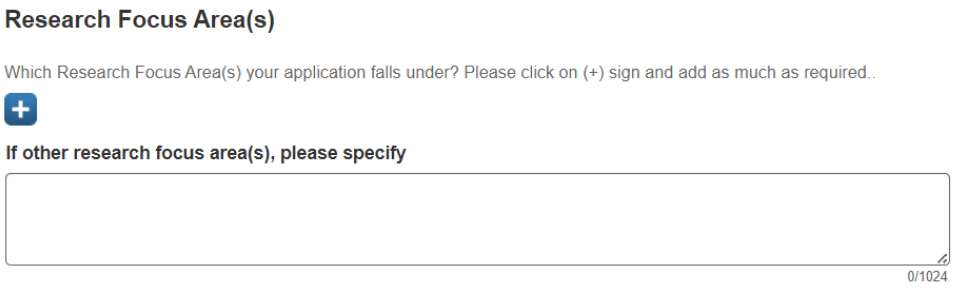
Complete the section on Research Participation if applicable.



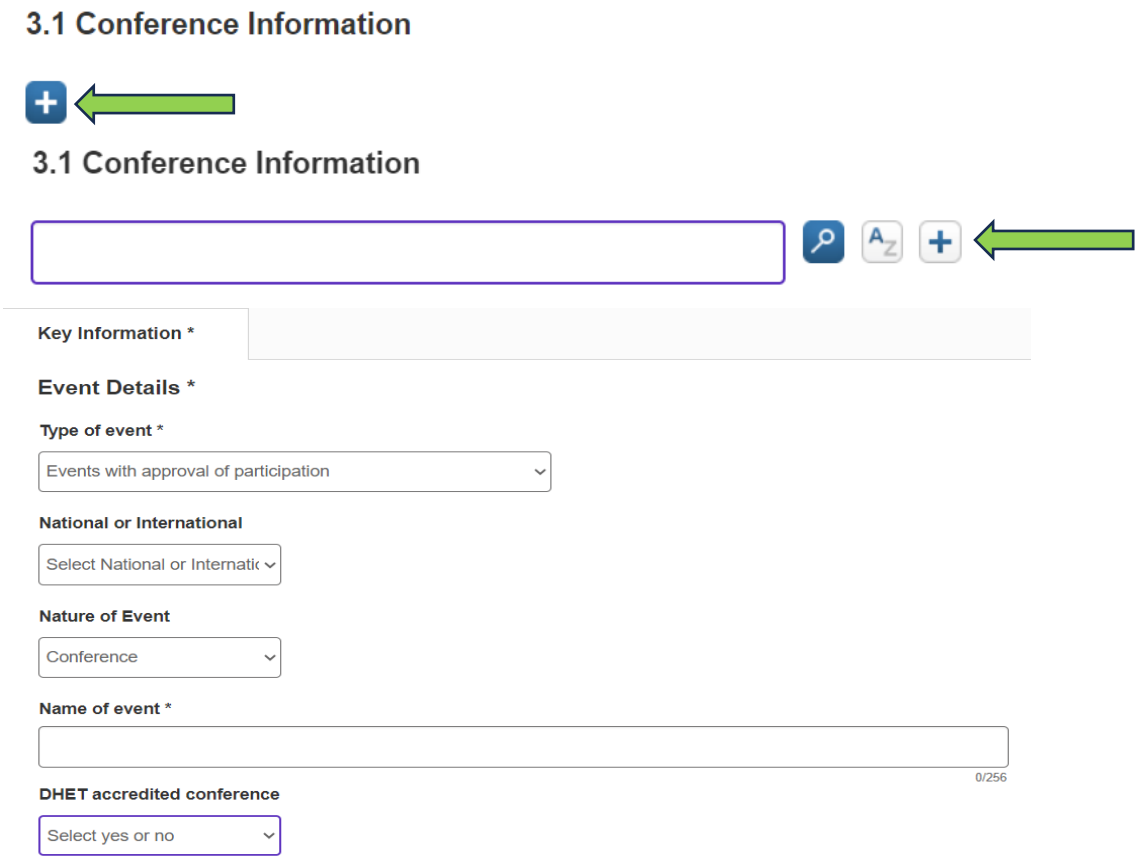
Click **Save** to continue working on the application and move to the next tab.

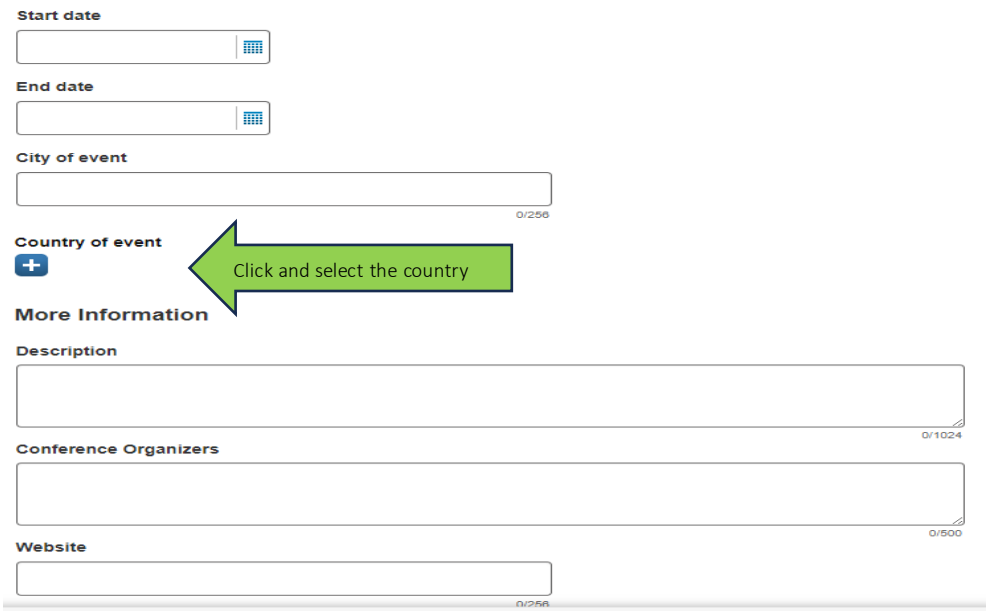
9. Complete the required information on the tab key Conference Attendance.
The required fields in 3.1 Conference Information and your Research Focus Area(s).
NB: It is important to note that ConfCom supports participation at conferences that will be presenting papers or posters but does not fund other types of participation.





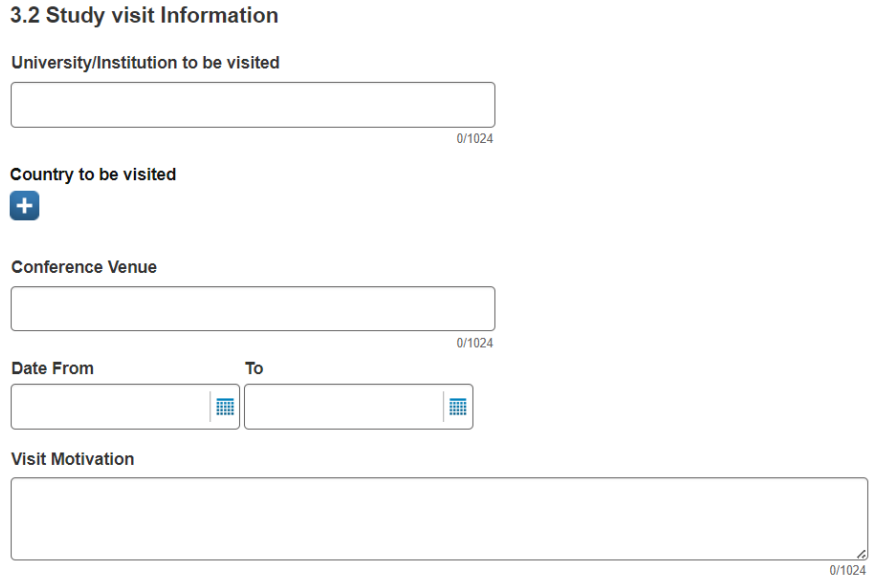
Click the plus sign icon (+) and expand to the second plus sign icon (+). The Key Information tab regarding ***Event Details*** will appear below. Applicants are required to complete this mandatory section.

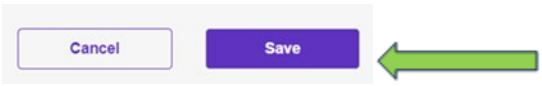




Note: Keywords are not compulsory.

Study visit Information section should not be completed.

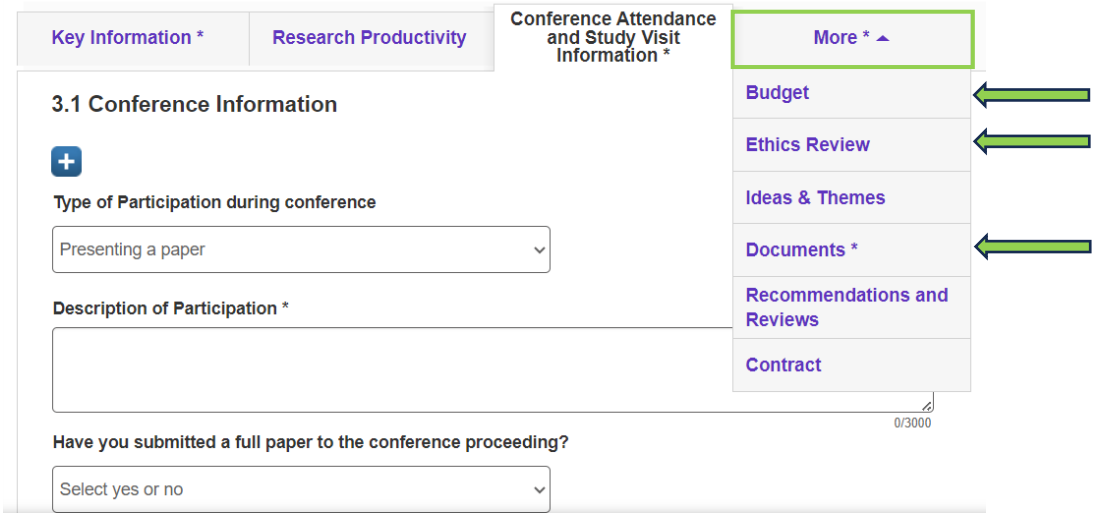




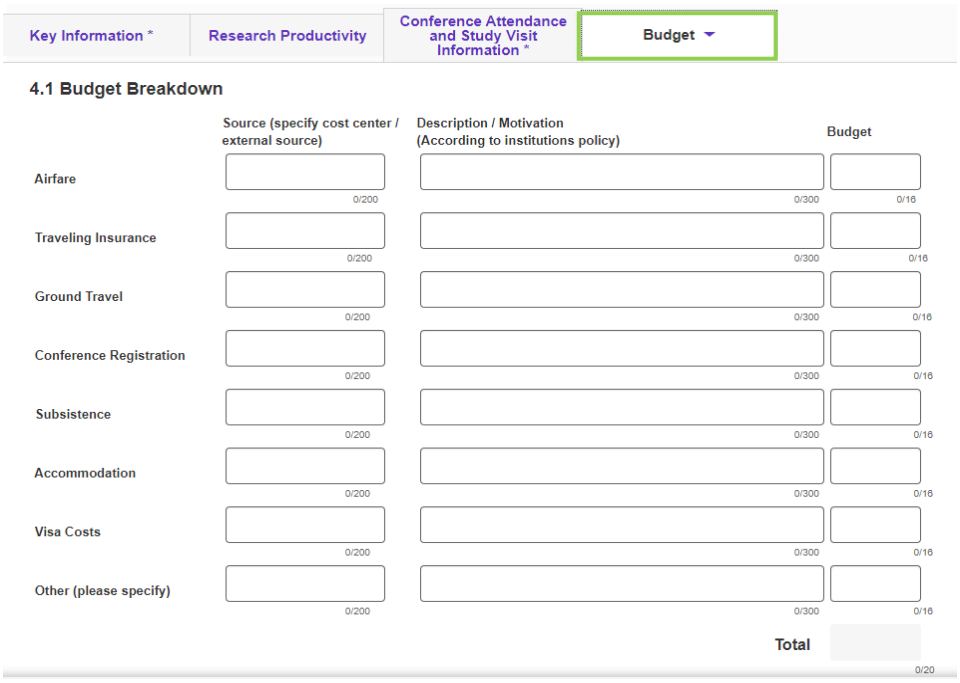
Click **Save** to continue working on the application and move to the next tab.

10. Click on the More tab and complete only the mandatory menu sections "Budget, Ethics Review, and Documents."

Note: Ideas & Themes, and Contract is not required to be completed.



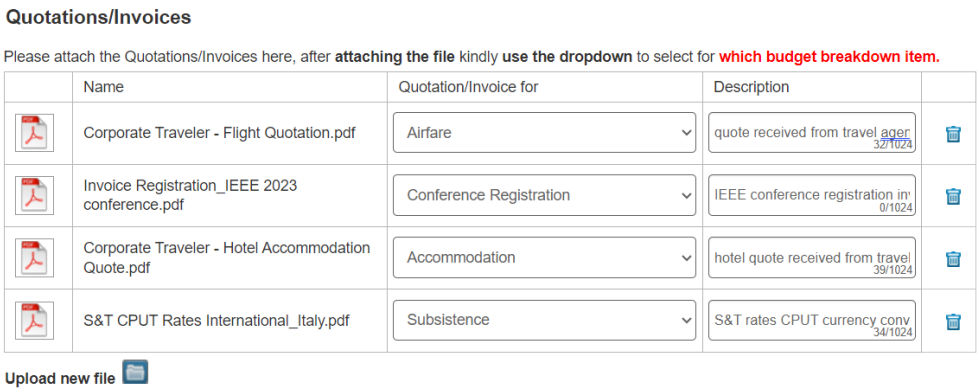
11. Click on the Budget tab and complete the 4.1 budget breakdown and funding period for the duration of conference dates. Applicants can add more than one cost center/ other source of funding if applicable.



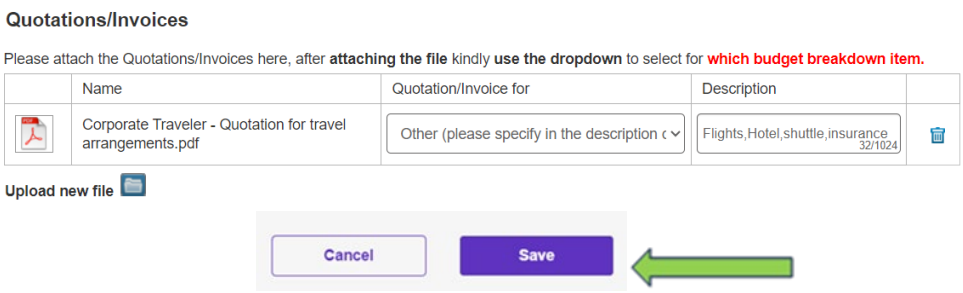
Once you complete the budget, click **Save**, and the total will automatically add the amounts.

Quotations/Invoices

This section is compulsory, and supporting documentation should be uploaded to the new file. Ensure the CPUT Travel Agent (Corporate Traveler) is consulted for your travel arrangement quotations. Save the name of the quotation/invoice under each budget breakdown item.

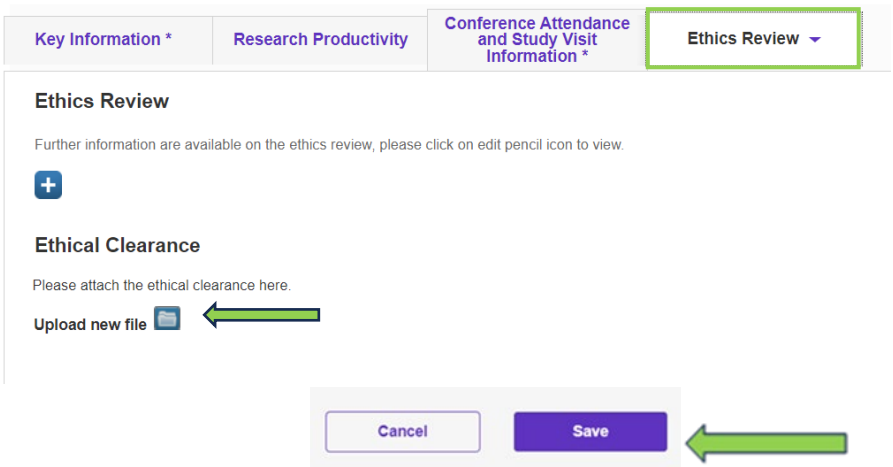


Alternatively, you can upload one quotation received from CPUT travel agent (Corporate Traveler) and include the description of the travel.



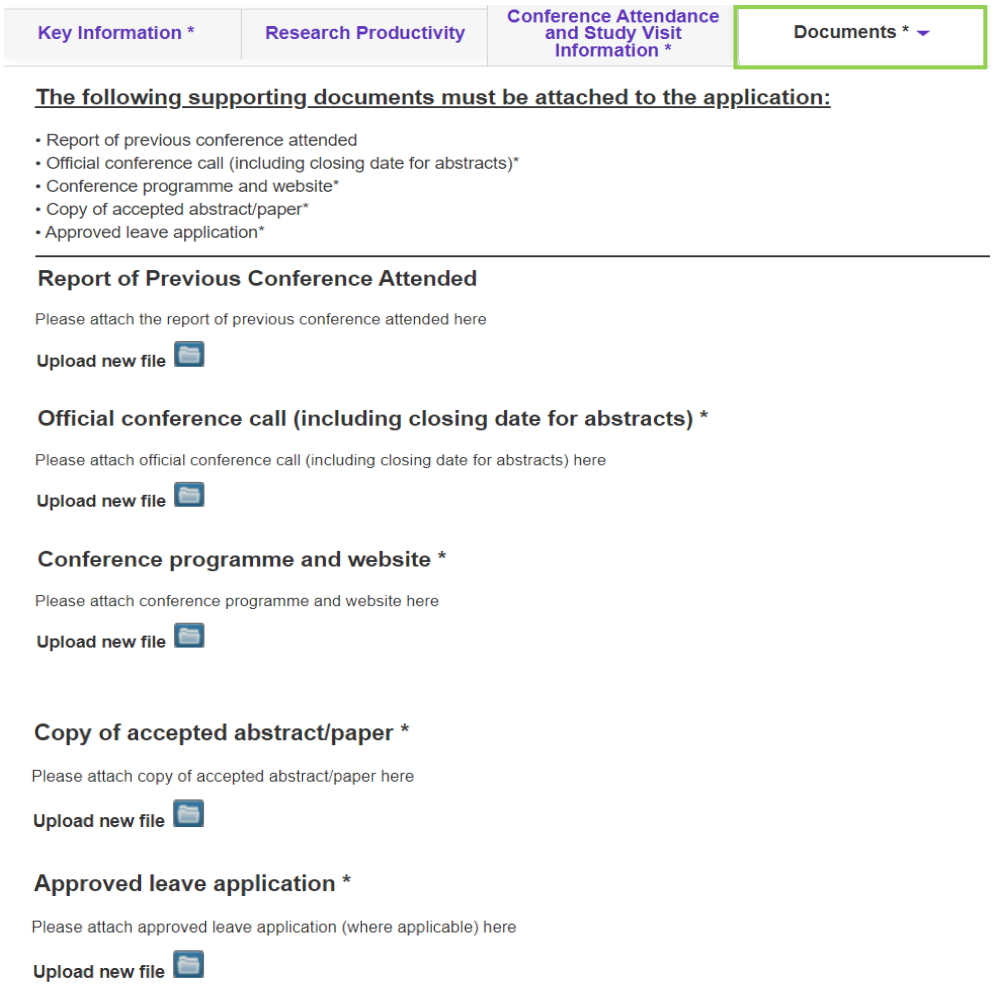
Click **Save** to continue working on the application and move to the next ***Ethics Review tab***.

12. Click on Ethics Review and "upload new file" of the Ethical Clearance Certificate. The Ethical Clearance Certificate is compulsory. **NB**: You need not complete the Ethics Review application.

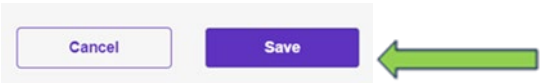


Click **Save** to continue working on the application and move to the next ***Documents tab.***

13. Click on Documents tab. This section is compulsory for uploading all supporting documents.



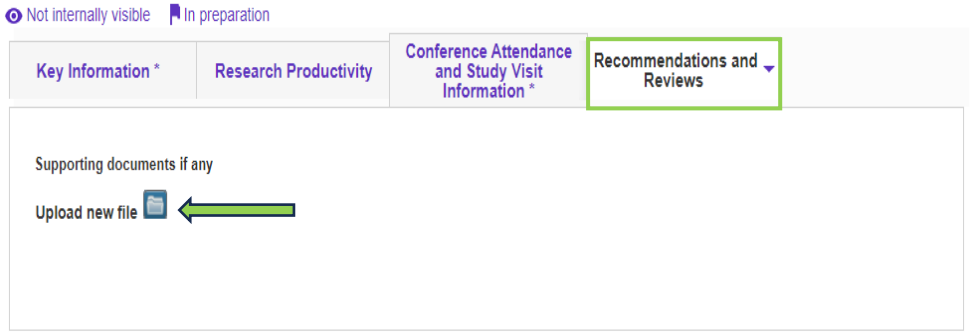
Note: Approved leave application is required for academic and non-academic staff applications.

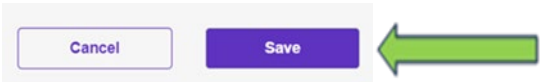


Click **Save** to continue working on the application and move to the next tab.

Note: Postgraduate students and fellows applications will be submitted to their supervisor/s for their recommendations and should follow the ***Recommendations and Reviews tab.***

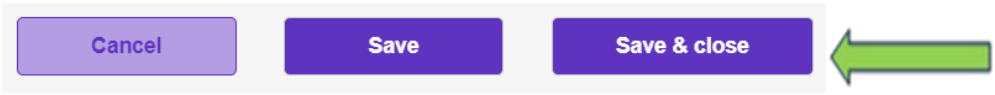
14. Recommendations and Reviews - Postgraduate students and fellow applicants can upload their supervisor's recommendation letter of support.

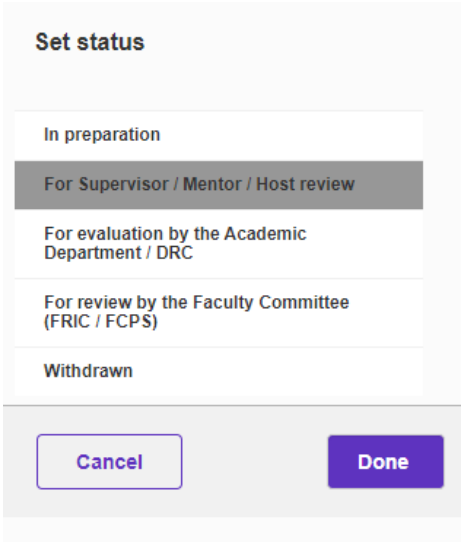




Click **Save** to continue working on the application and move to the **final step** of the application.

15. Click **Save & Close** your application. You will be directed to the Set status below.





Select **in preparation status** if you still want to keep the application in progress.

For postgraduate students and fellows, applications will be submitted to the **Supervisor/Mentor/Host review.**

For academics and non-academics staff applications must ignore the step for evaluation by the Academic Department/DRC **and submit to your FRIC,** for review by Faculty Committee (FRIC/FCPS).

Then click **Done**.

Contact the following staff members if you experience any technical issues or have any inquiries regarding grants:

Technical Issues
Ms Luyolo Oyo
Email: KamatiL@cput.ac.za

Grant-related inquiries
Ms Shafeeqa Hendricks
Email: Hendrickss@cput.ac.za

Ms Pumza Makaula
Email: Makaulap@cput.ac.za