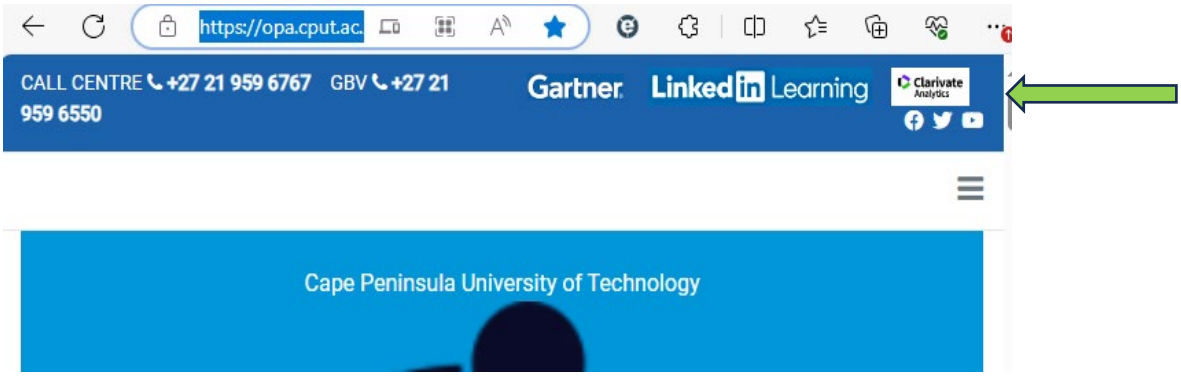
IMPROVEMENT OF QUALIFICATION FUNDING (IQP)

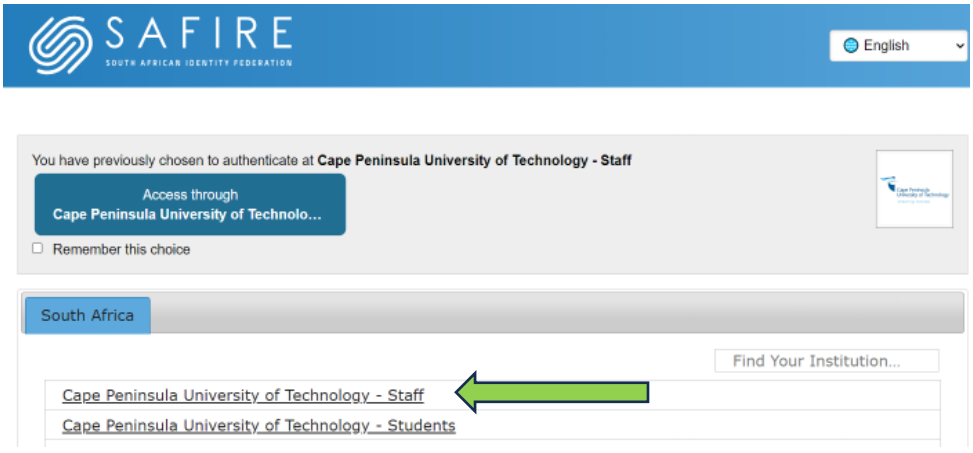
The purpose of this guide is to assist CPUT staff members in submitting grant applications on the Converis Grants Management System (Clarivate Analytics).

Create and Submit an Improvement of Qualification Grant Application using Converis by following these steps.

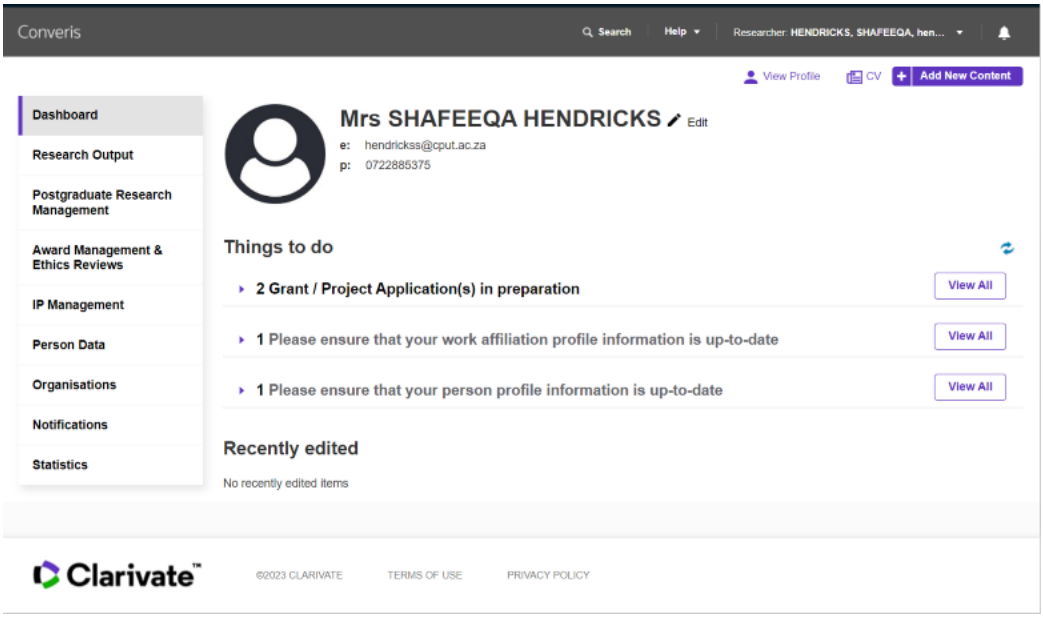
1. Click on the OPA link https://opa.cput.ac.za and then on the Clarivate Analytics icon.



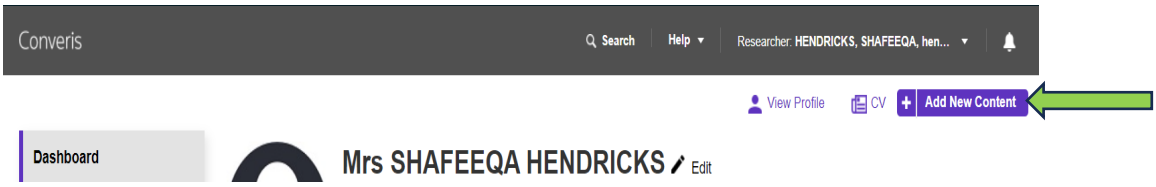
2. The SAFIRE webpage will appear. Click on Cape Peninsula University of Technology for Staff.



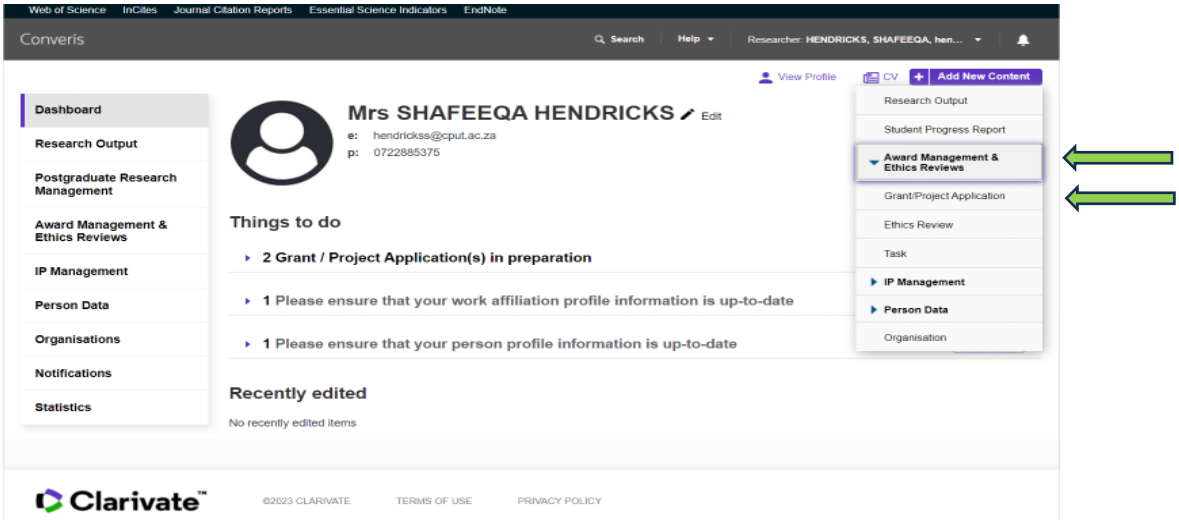
3. Login with your CPUT Username and Password, and you will be directed to the Clarivate Analytics homepage dashboard.



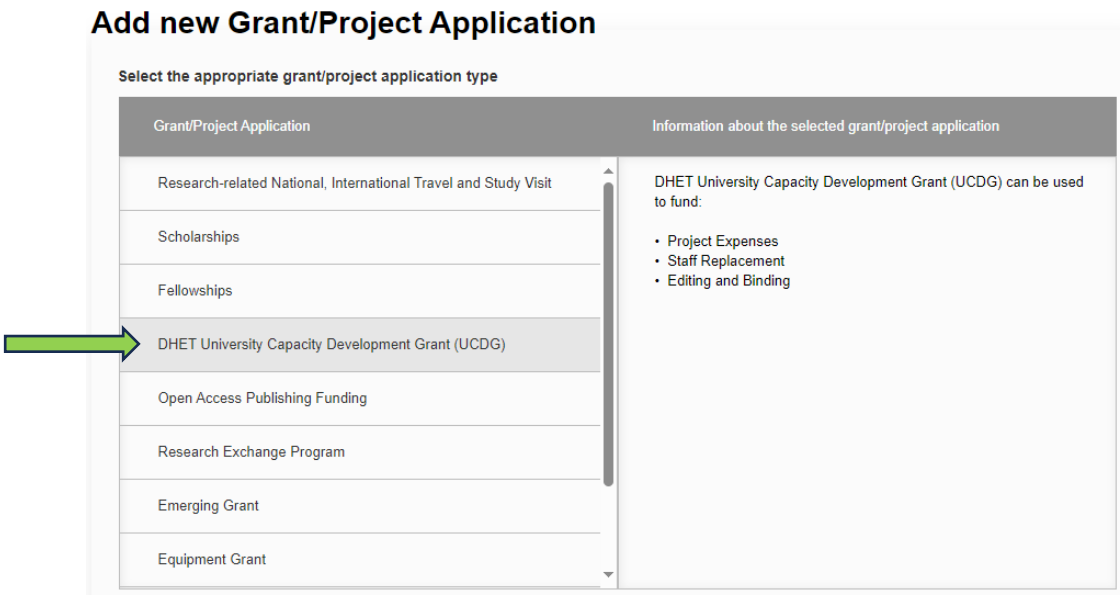
4. From your dashboard, click on Add New Content.



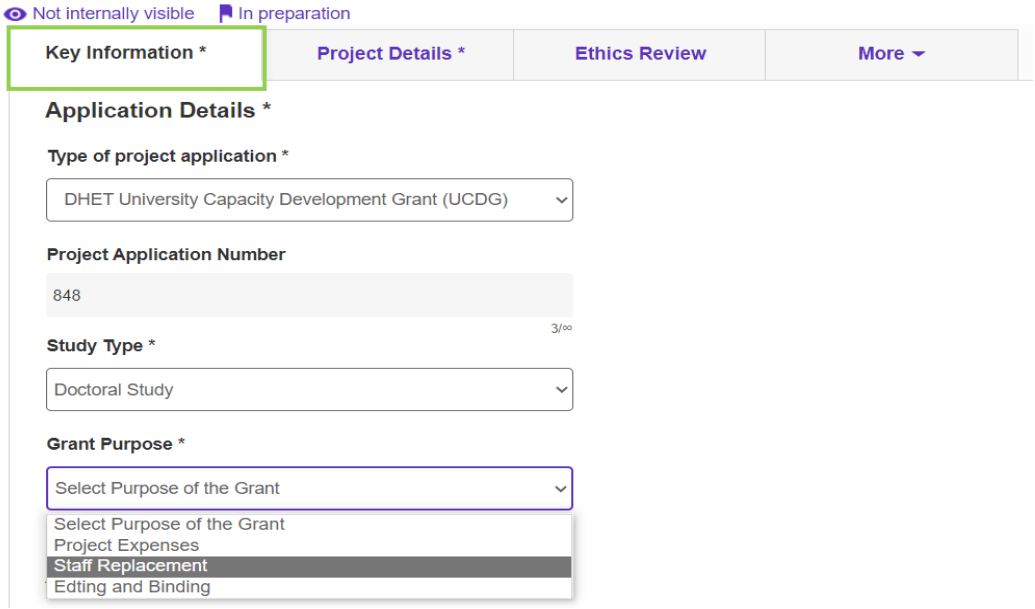
5. Select Award Management & Ethics Reviews and then Grant/Project Application.



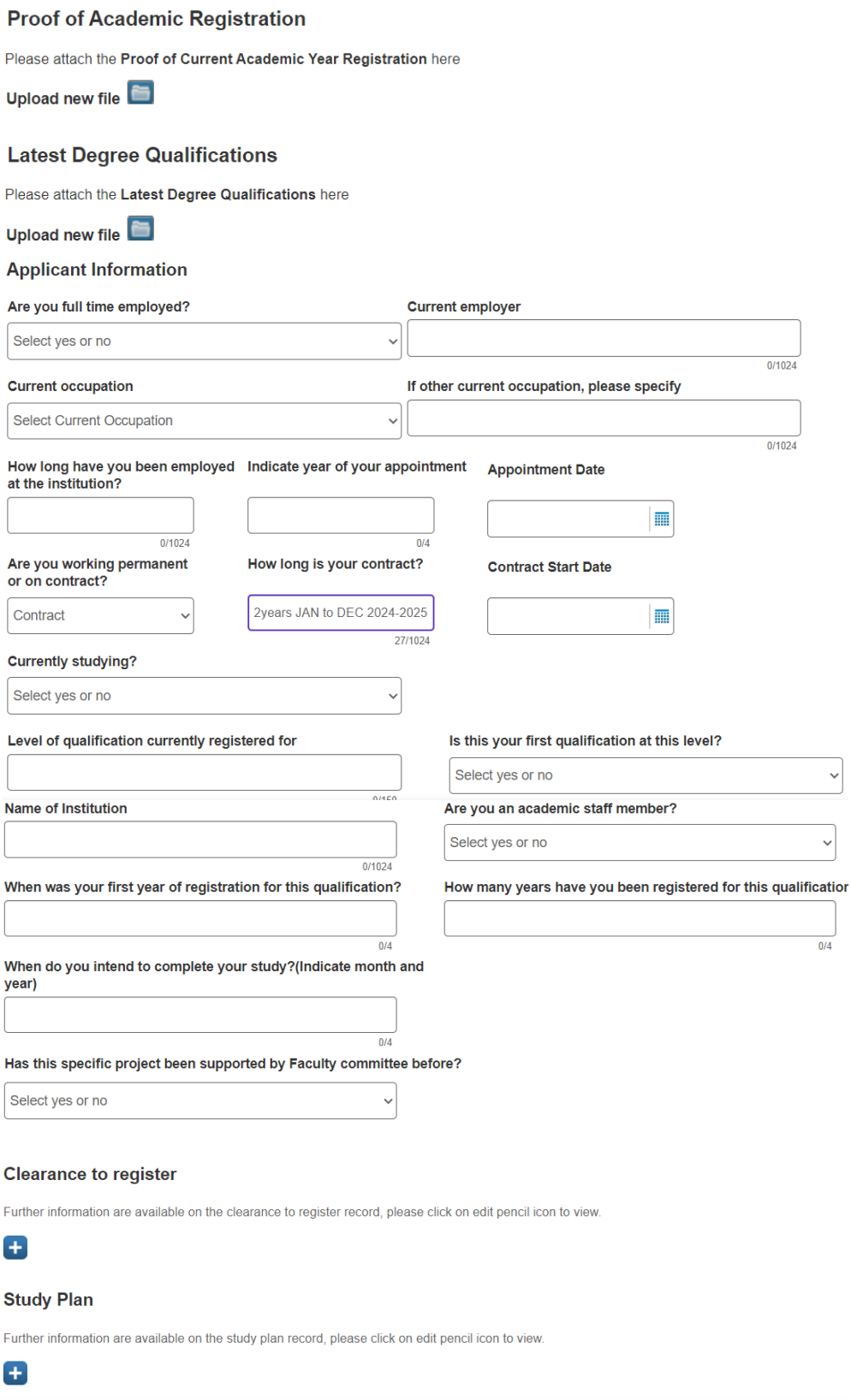
6. Select the type of Grant/Project Application DHET University Capacity Development Grant (UCDG), also known as IQP.



7. Complete all the required information in the Key Information tab.
Select the type of project application DHET University Capacity Development Grant (UCDG). Information required under this section is compulsory.

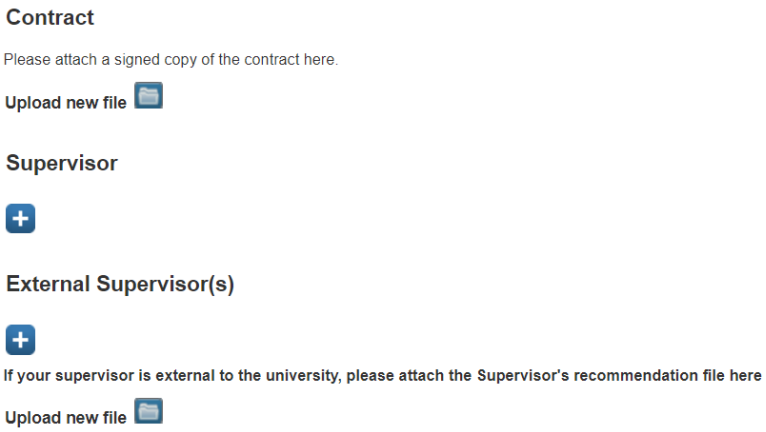


- Grant Purpose: Select **"Staff Replacement."** The **Project Expenses**, **Editing,** and **Binding** will be included in your budget section.
- The biographical Information will appear under **Applicant Details**. You can edit it by clicking on the pencil if required.

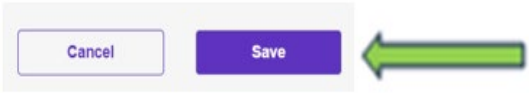


Clearance to register and Study Plan is not required to complete the application.

Staff member employment contract to be uploaded here.

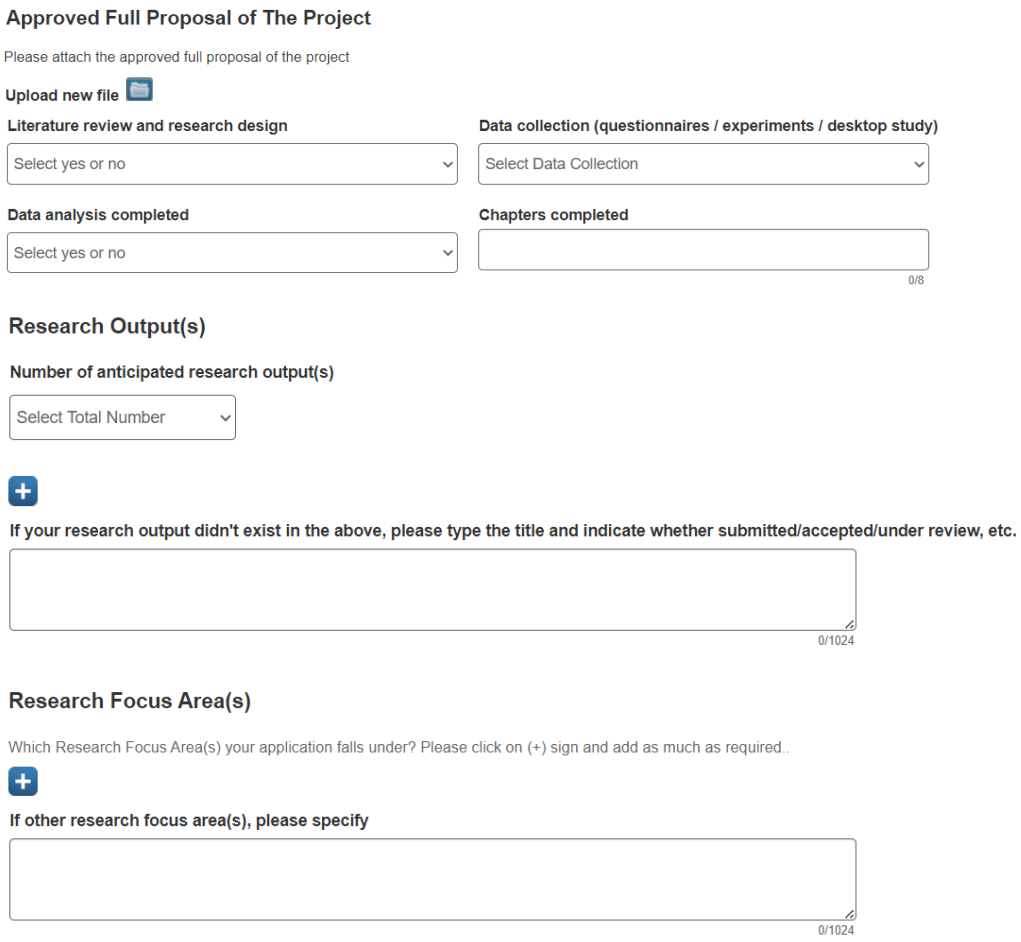


Select the plus sign (+) icon above and add your internal supervisor by searching for the name and surname. If your supervisor is not affiliated with the university, upload a letter from your external supervisor to the "upload new file" icon, as shown above.



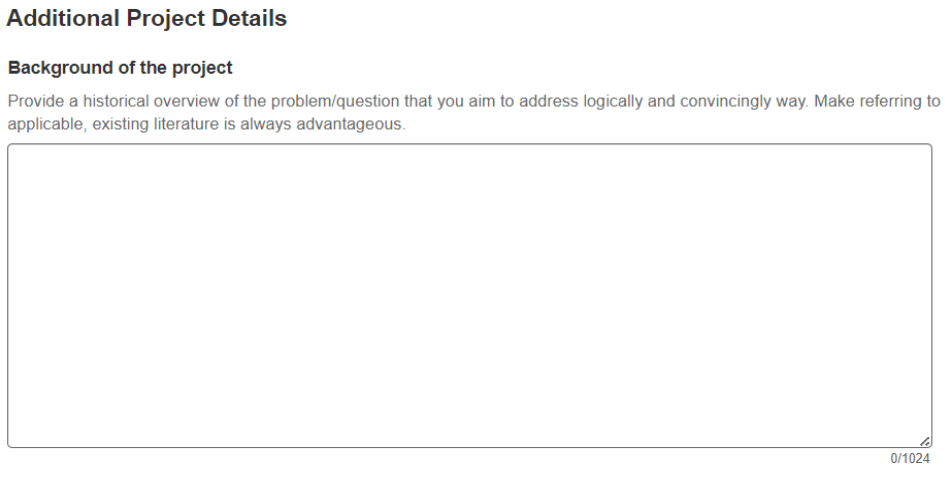
Click **Save** to continue working on the application and move to the next tab.

8. Complete all the required information on the tab key Project Details.



Click the plus sign (+) icon above and expand the **Research Output(s)** and **Research Focus Area(s)**.

Complete the Additional Project Details sections in narrative form.



Research Significance

Why is this research that you want to undertake important and why is it worth investigating? Show alignment to institutions focus areas, strategies &/or national policies

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Design and Methodology

How do you plan to research this problem? Where will the research take place? Who will be involved and why? What research approach are you taking? Which methods do you intend using and why?

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How the grant will enhance your performance in the category you are applying for

The applicant should provide clear indication as to how these funds will benefit him/her.

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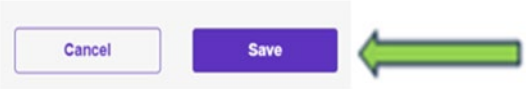
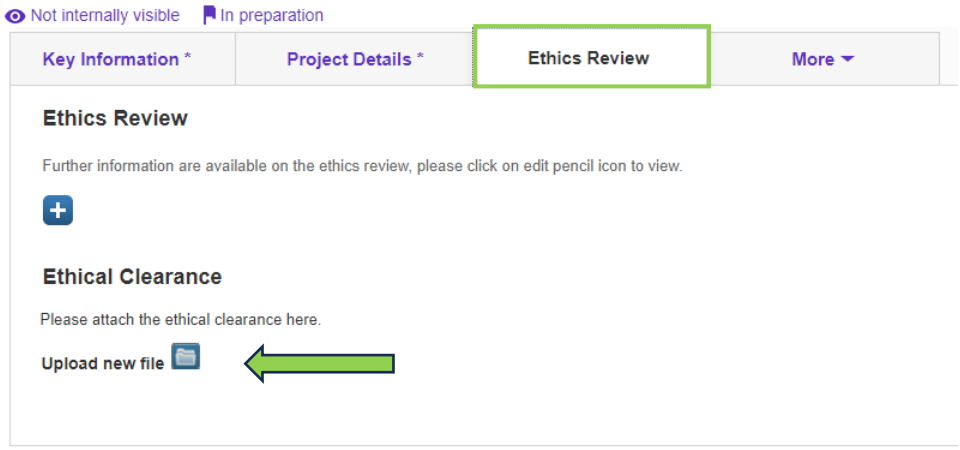


Click **Save** to continue working on the application and move to the next tab.

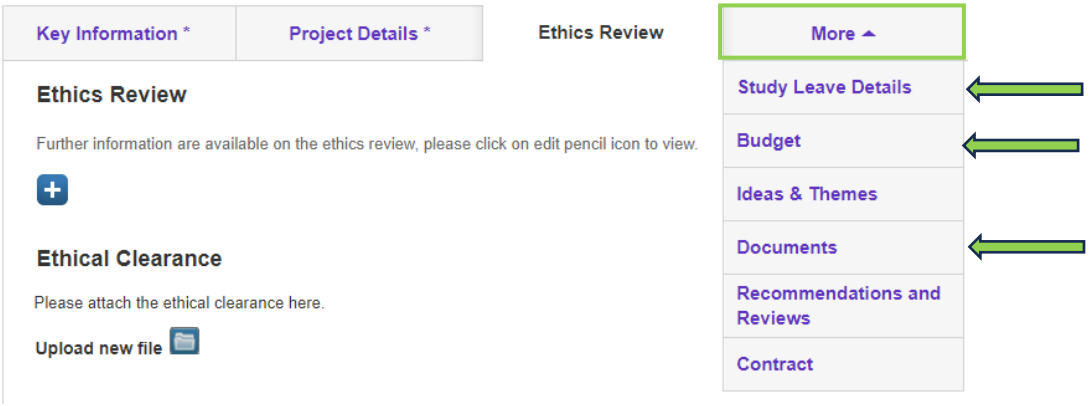
9. Click on Ethics Review and “upload new file” of the Ethical Clearance Certificate. The ethical clearance certificate is compulsory. **NB:** You need not complete the Ethics Review application.



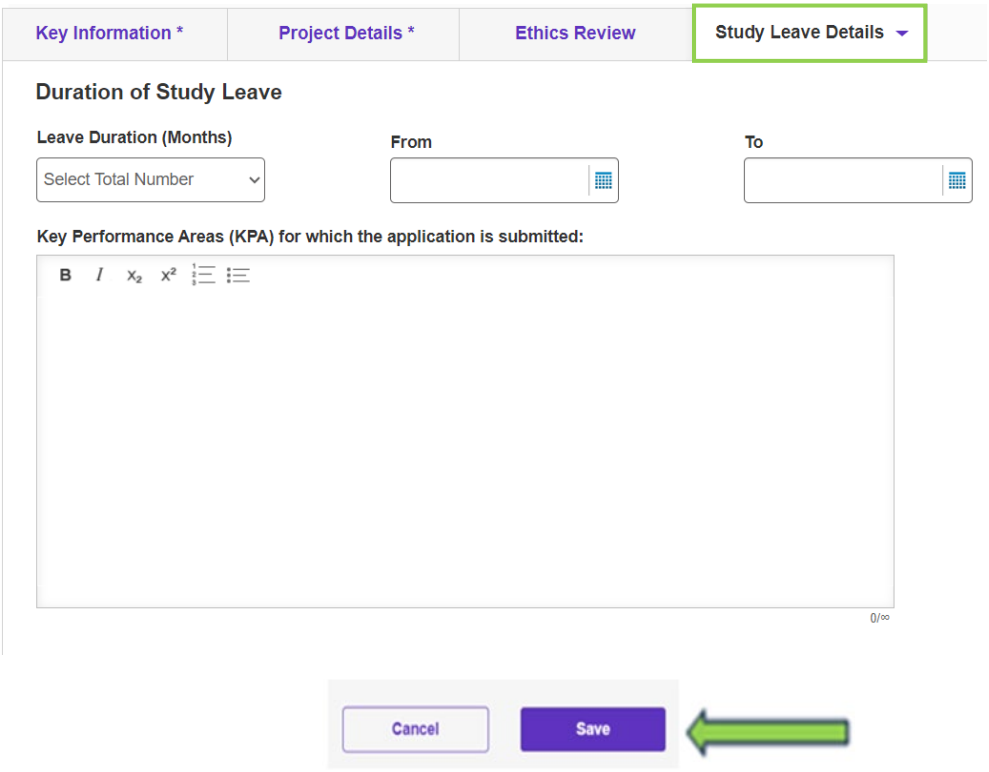
Click **Save** to continue working on the application and move to the next tab.

10. Click on the More tab and complete only the mandatory menu sections: “Study Leave Details, Budget, and Documents.”

Note: Ideas & Themes, and Contract are not required to complete the application.

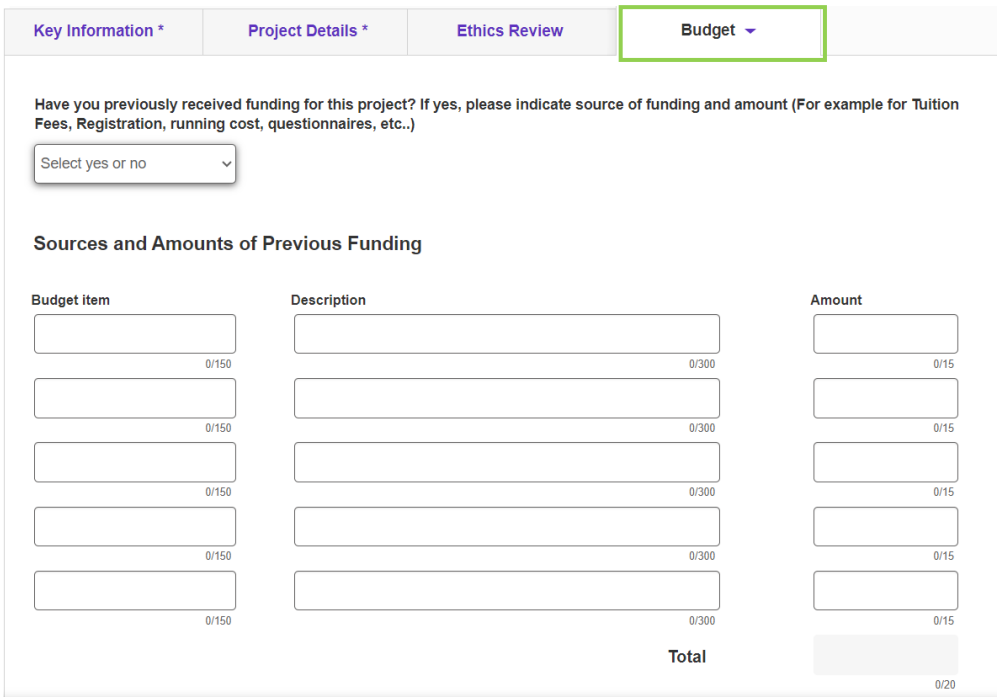


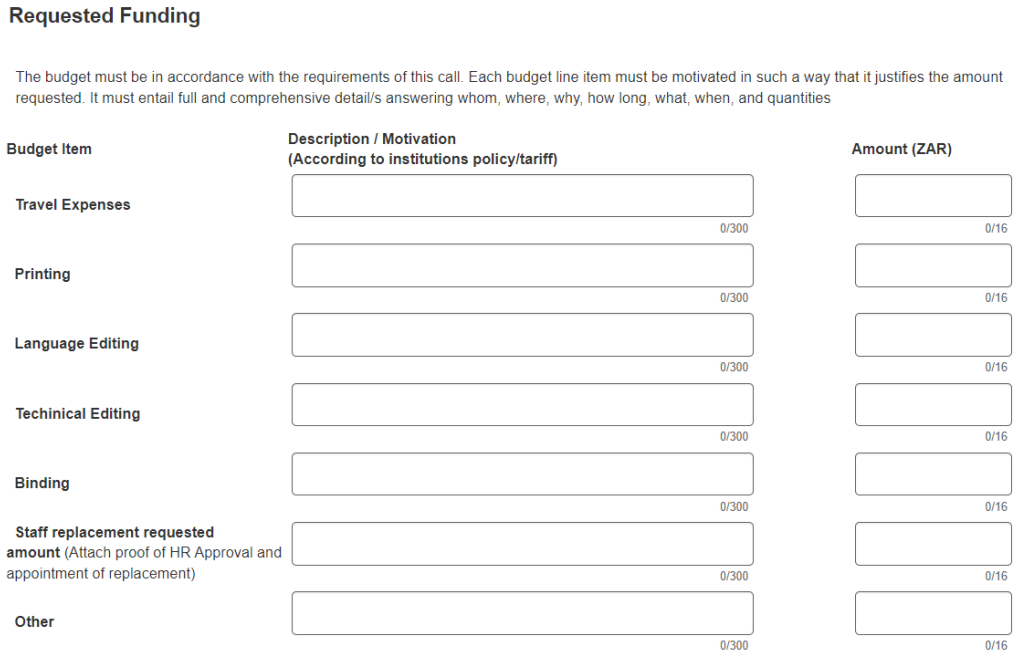
11. Click on Study Leave Details and complete the Duration of Study Leave and the KPA(S) for the staff replacement.



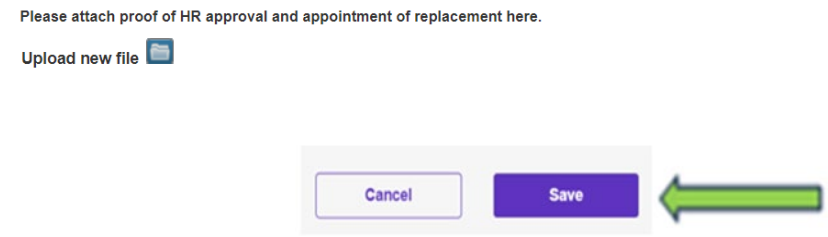
Click **Save** to continue working on the application and move to the next ***Budget*** tab

12. Click on Budget and complete the Requested Funding section.



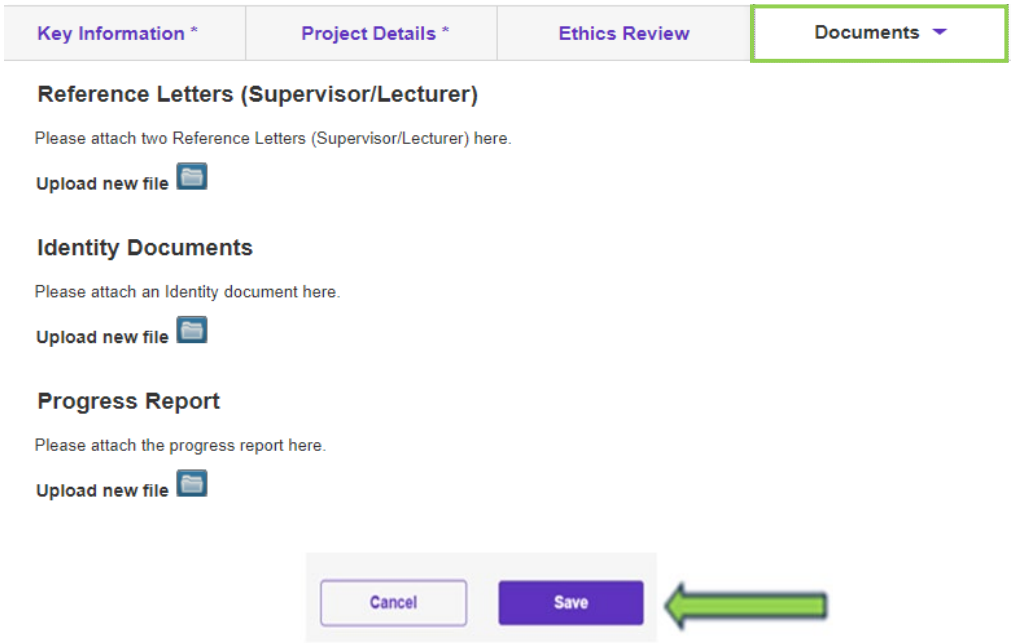


Once you complete the budget, click **save**, and the total will automatically add the amounts.



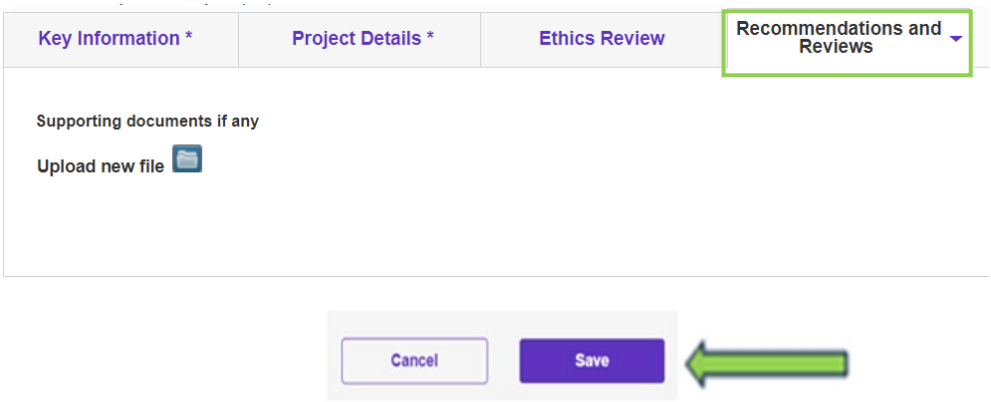
Click **Save** to continue working on the application and move to the next ***Documents*** tab.

13. Click on the Documents tab and "upload new file" for all the supporting documents.



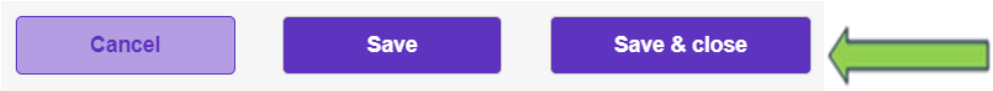
Click **Save** to continue working on the application and move to the next tab.

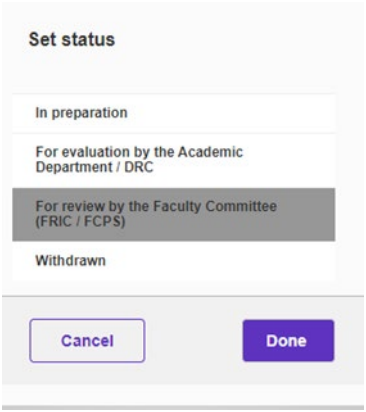
14. Recommendations and Reviews section – applicants may upload additional recommendation letters, if any.



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.

Applicants must ignore the steps for Supervisor/Mentor/Host Review and for evaluation by the Academic Department/DRC **and submit it to your FRC** For review by the 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