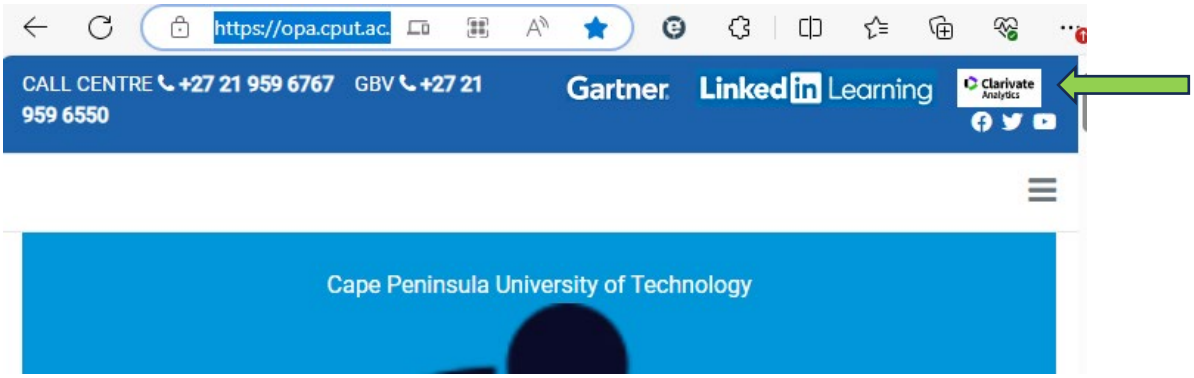
RESEARCH EXCHANGE PROGRAMME (REP)

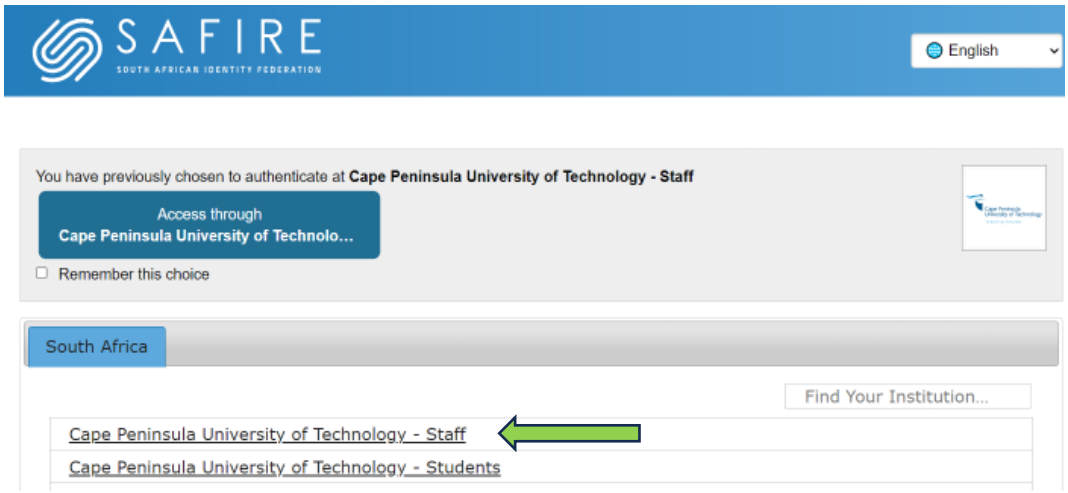
The purpose of this guide is to assist academics and non-academics staff who are applying for themselves or on behalf of their postgraduate students and fellows through the Converis Grants Management System (Clarivate Analytics).

Create and submit a Research Exchange Programme (REP) Grant Application using Converis by following these steps.

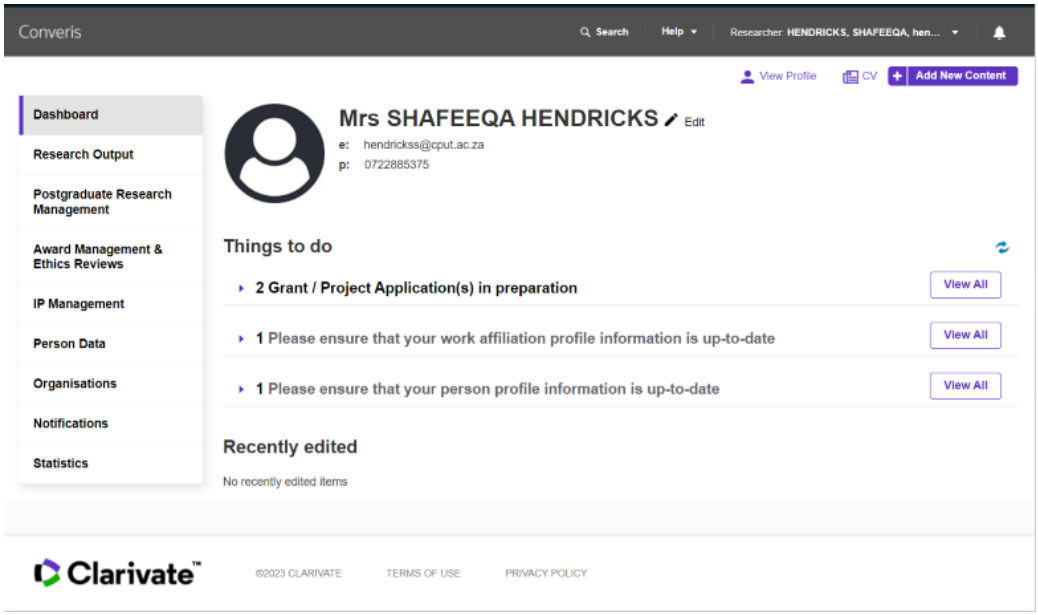
1. Click on the OPA link https://opa.cput.ac.za and then on the Clarivate Analytics icon.



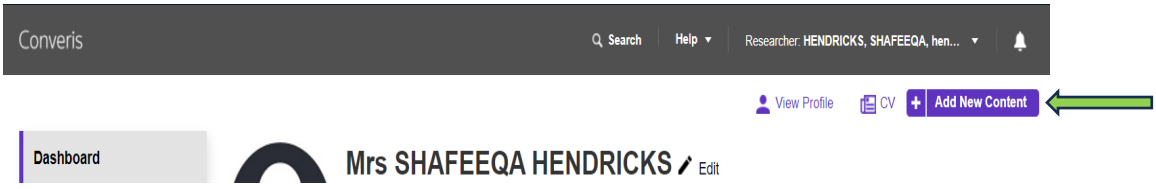
2. The SAFIRE webpage will appear. Click on Cape Peninsula University of Technology for Staff.



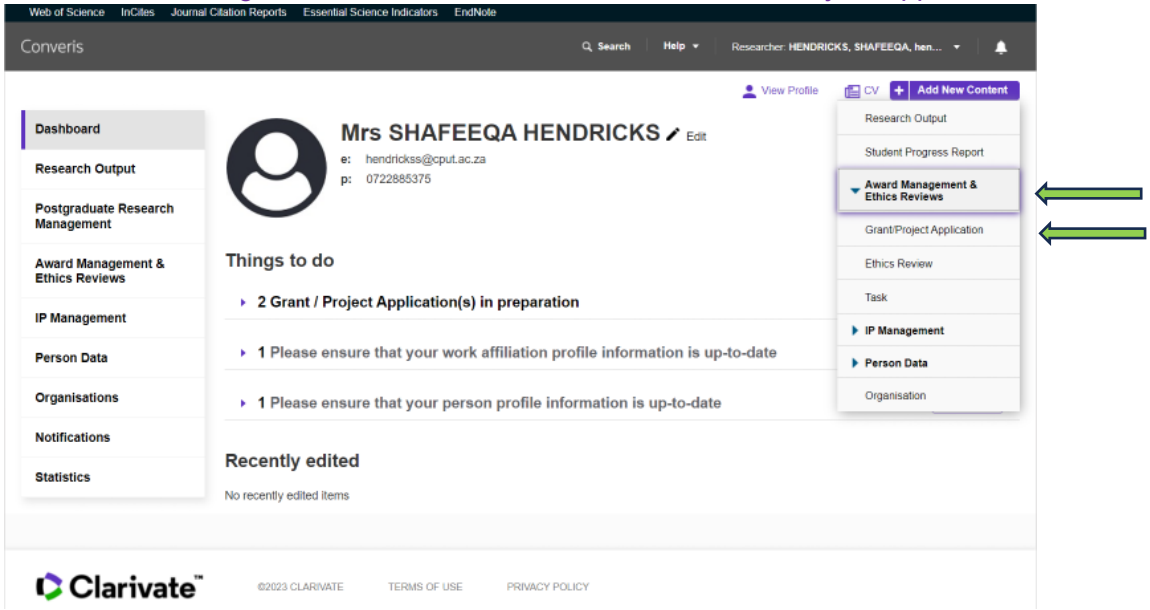
3. Login with your CPUT Username and Password, and you will be directed to the Clarivate Analytics homepage dashboard.



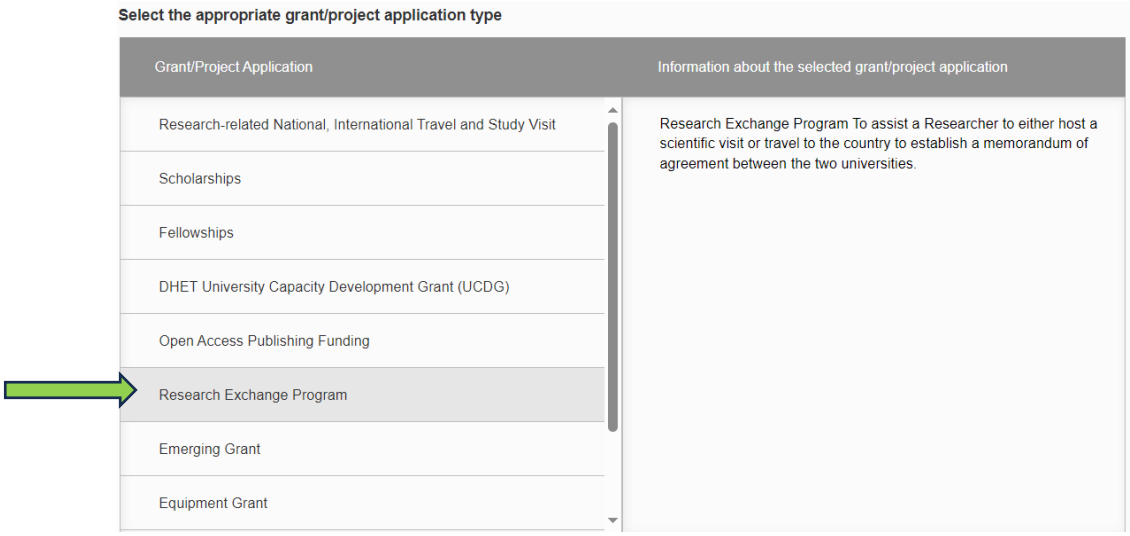
4. From your dashboard, click on Add New Content.



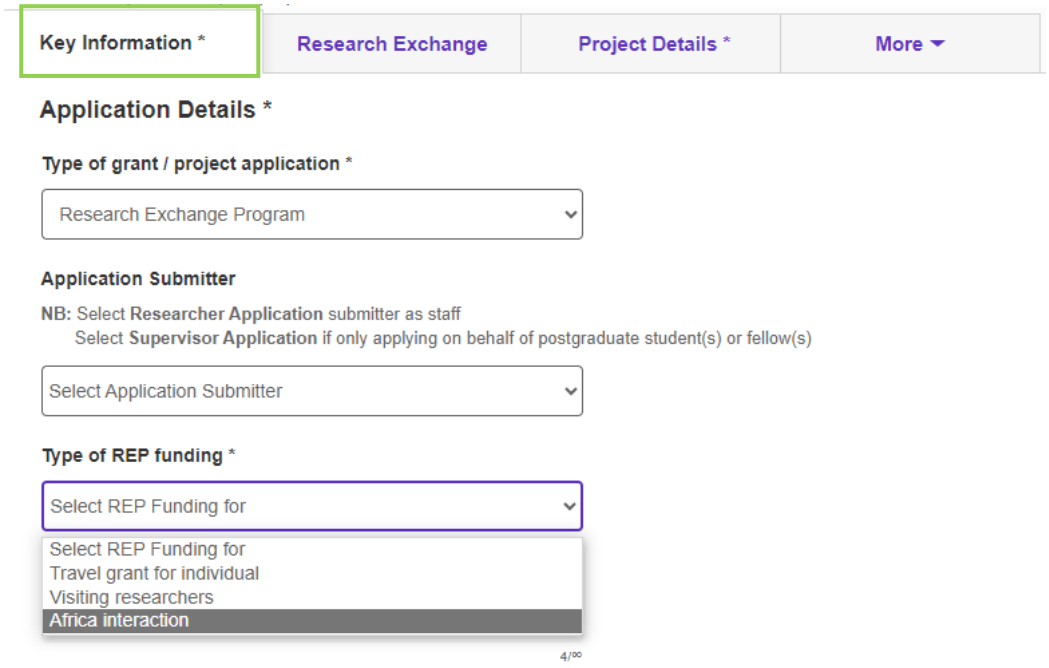
5. Select Award Management & Ethics Reviews and then Grant/Project Application.



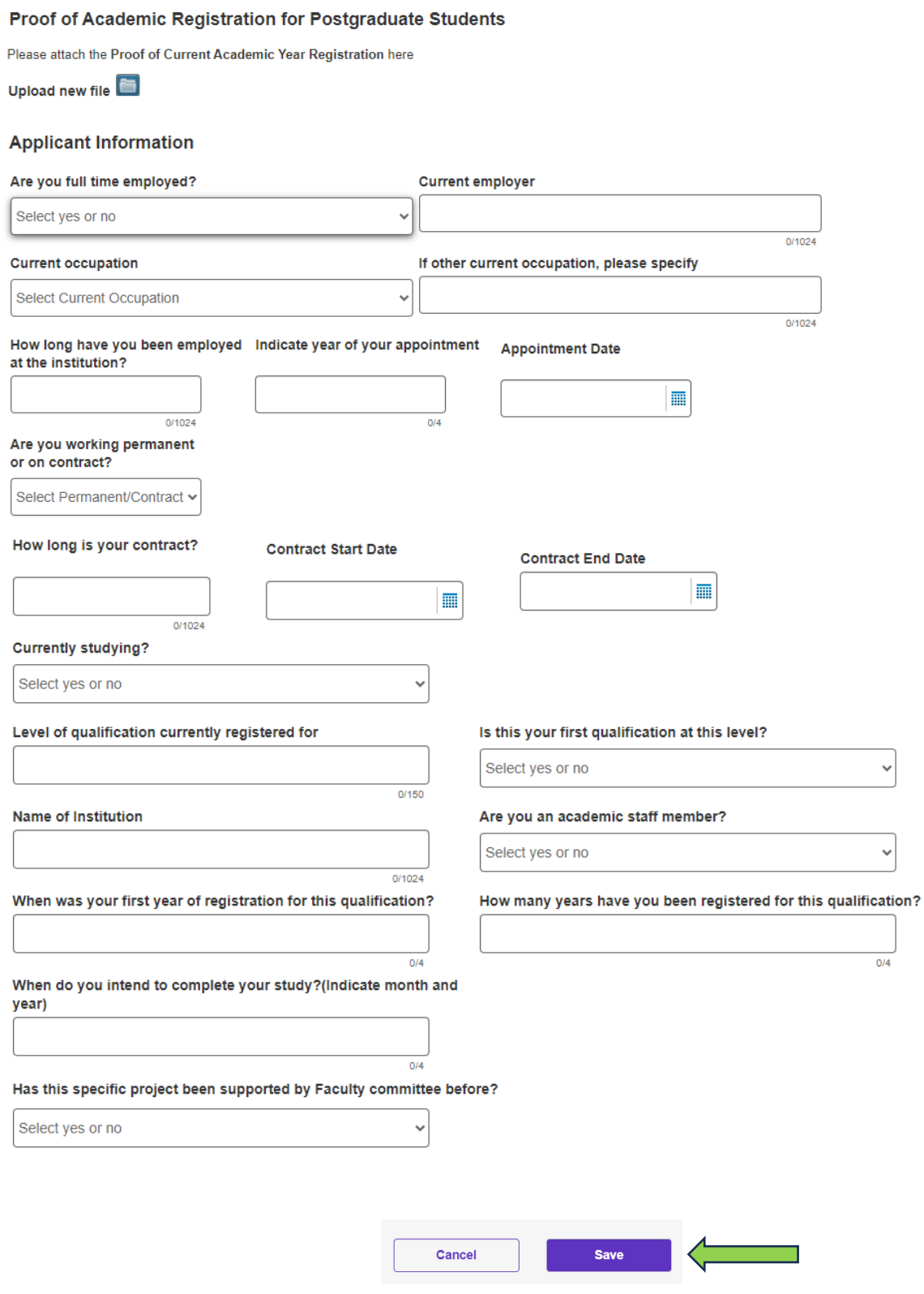
6. Select the type of Grant/Project Application Research Exchange Programme.



7. Complete all the required information in the Key Information tab.
Select the type of project application "Research Exchange Programme."
NB: Information required under the applicant section is compulsory.

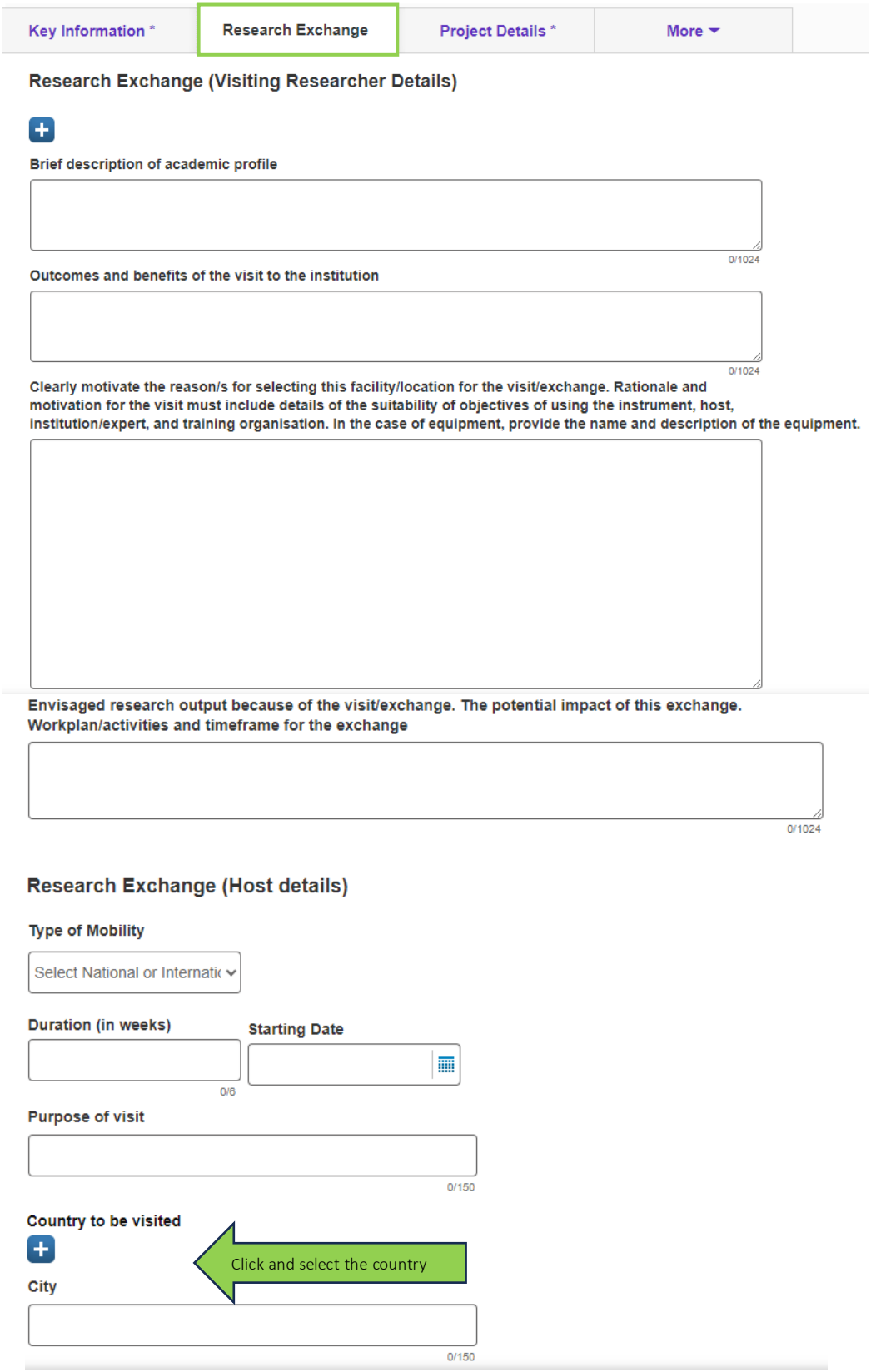


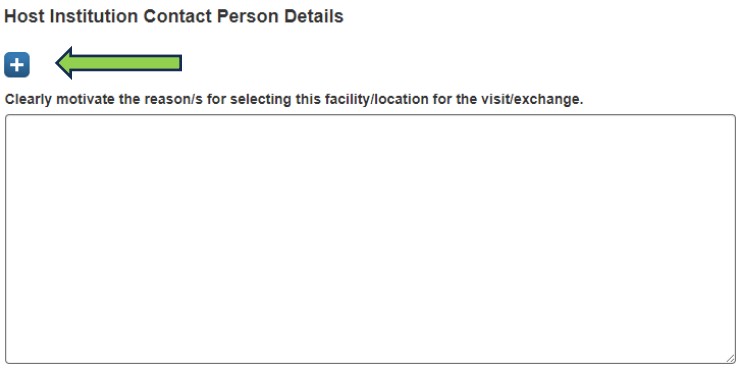
The biographical Information will appear. You can edit it by clicking on the pencil if required.



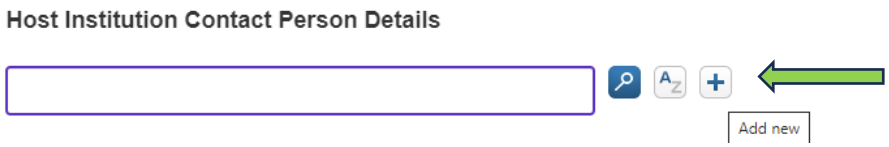
Click **Save** to continue working on the application and move to the next tab.

8. Complete all the required information on the Research Exchange tab.

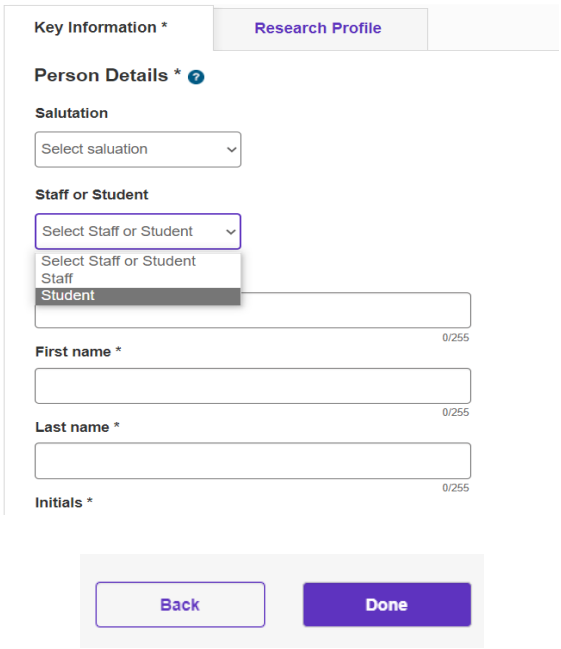




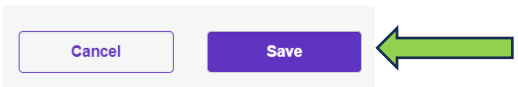
Click the Host Institution Contact plus sign (+) icon and expand to the second plus sign (+) icon.



You can add new key information for the host you are visiting.

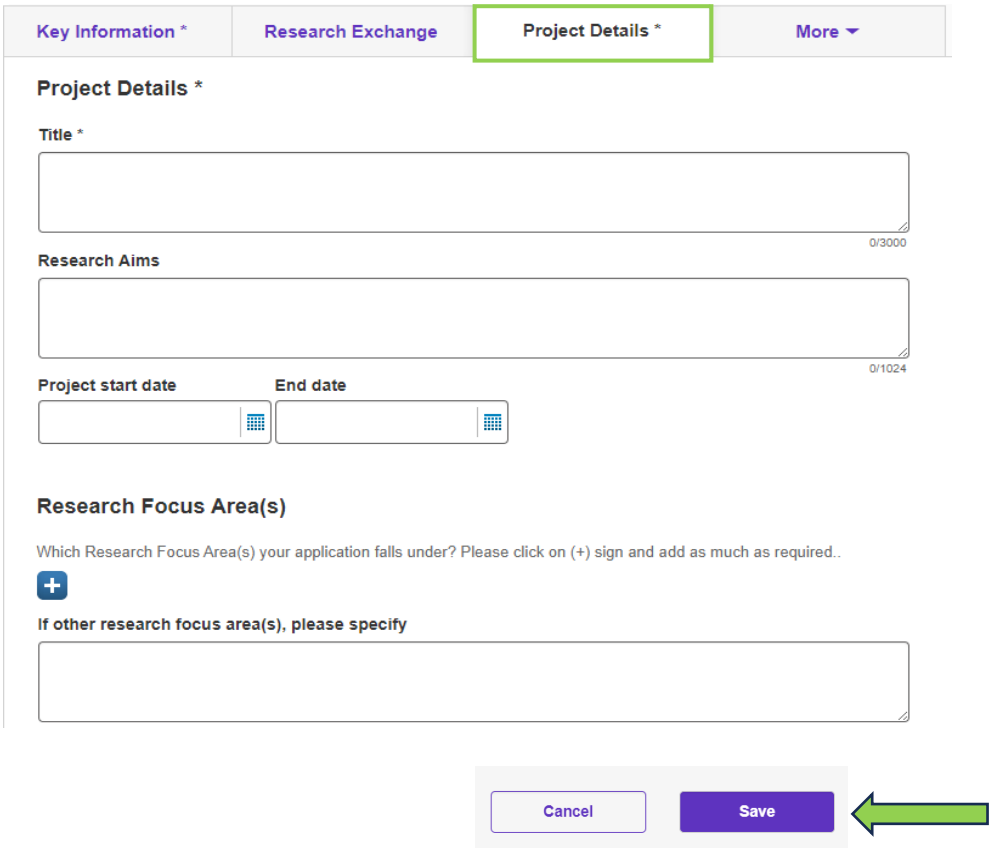


Click **Done** and then **Back** to continue and **Save** this section.



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

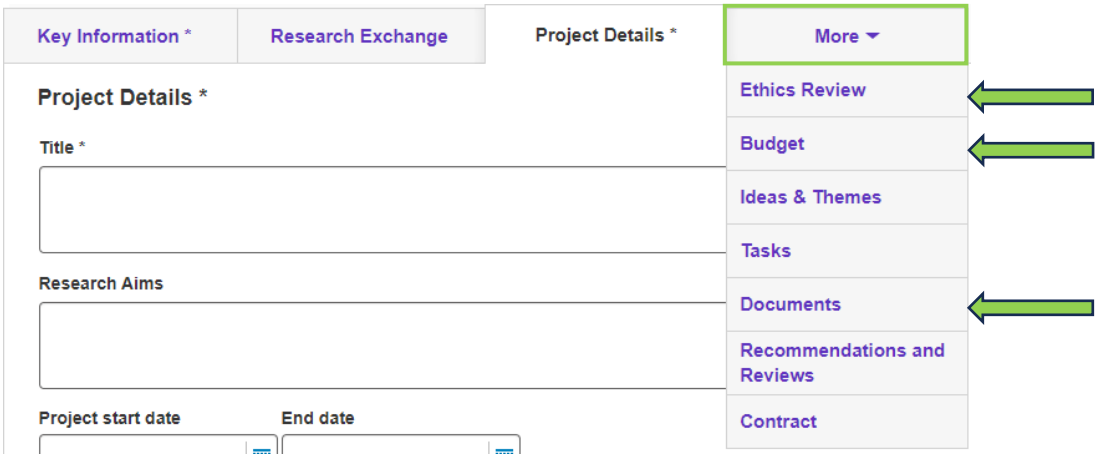
9. Click on Project Details tab and complete the required information.



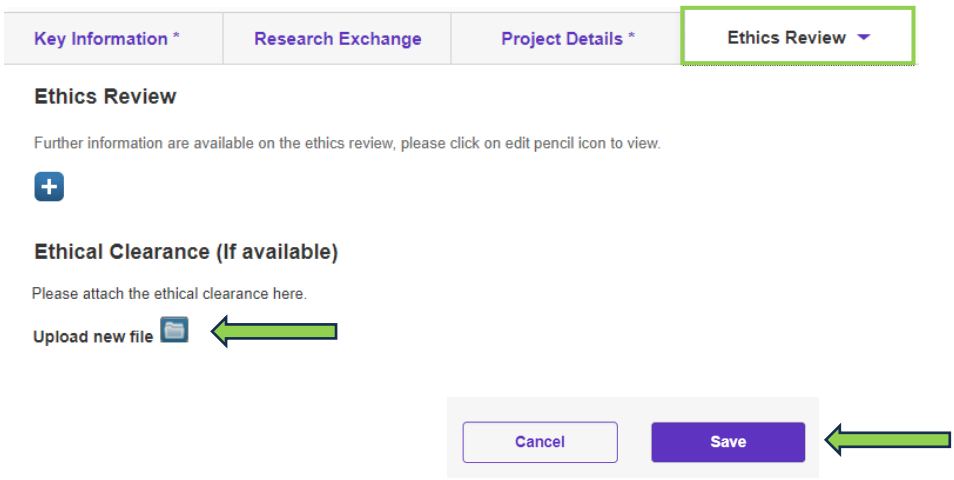
Click **Save** to continue working on the application and move to the next tab.

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

Note: Ideas & Themes, Tasks, Contract, recommendations and reviews are not required to be completed.

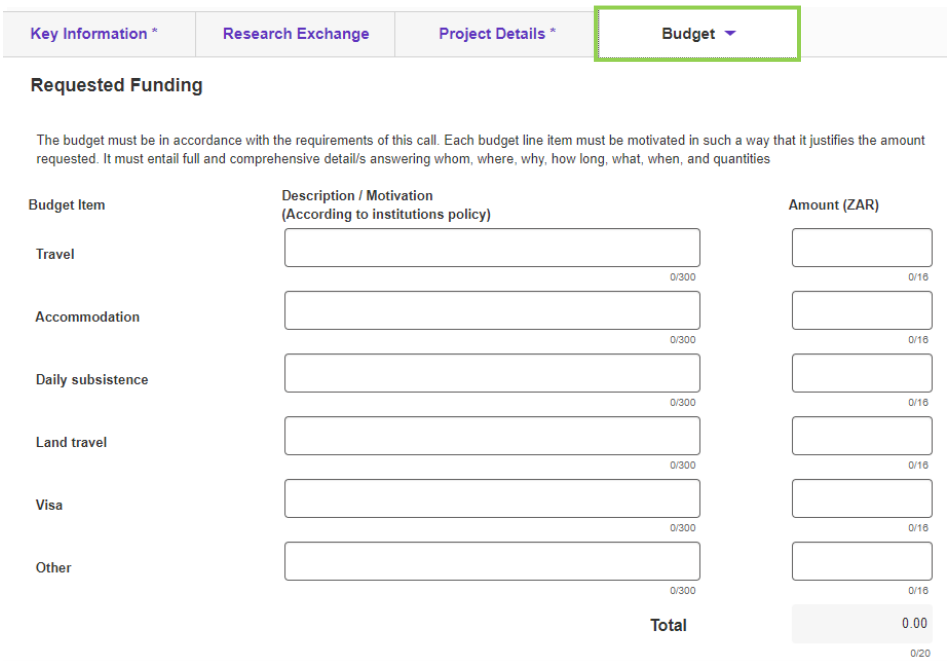


11. Click on Ethics Review and “upload new file” of the Ethical Clearance Certificate. The Ethical Clearance Certificate is compulsory. **NB**: You need not complete the Ethics Review application.

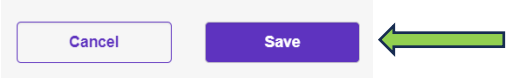


Click **Save** to continue working on the application and move to the next ***Budget*** tab.

12. Click on Budget and complete the Requested Funding.

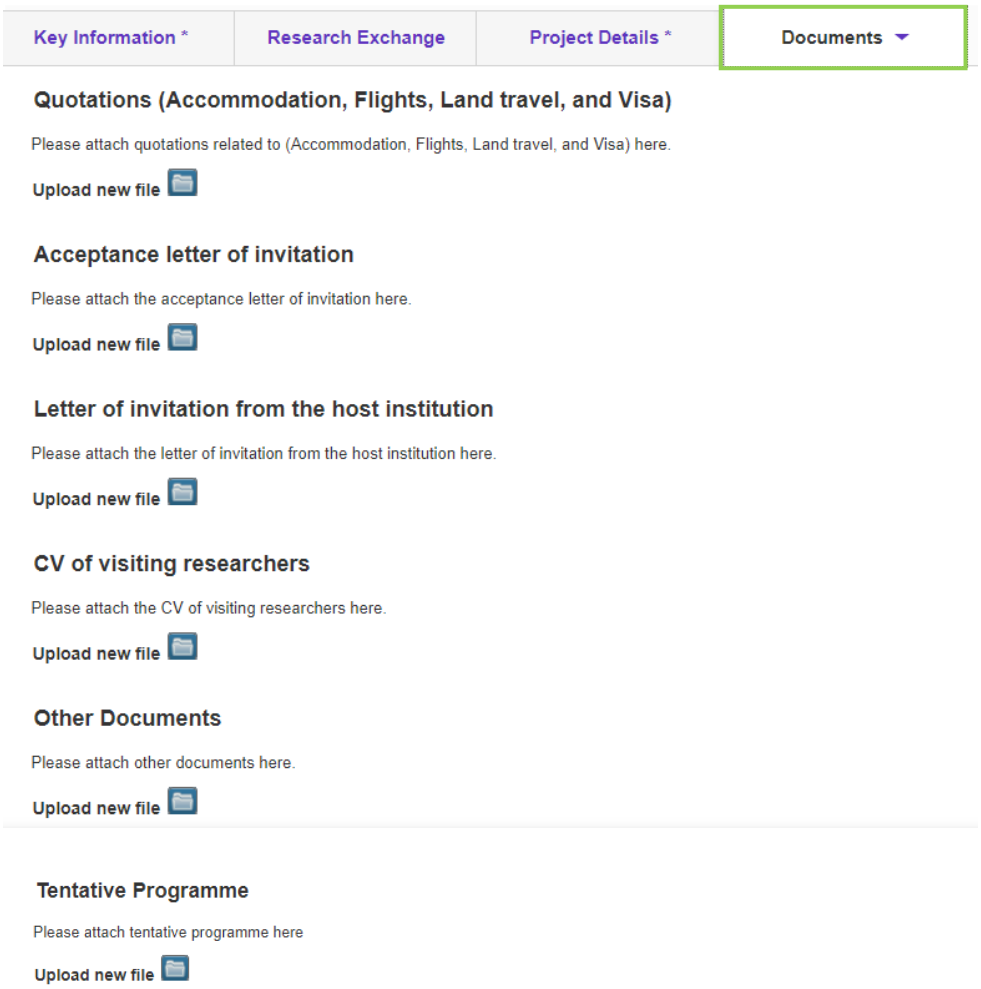


Once you complete the budget, click **Save**, and the total will automatically add the amounts.

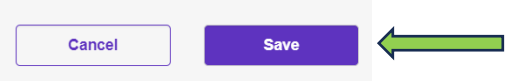


Click **Save** to continue working on the application and move to the next ***Documents*** tab.

13. Click on the Documents tab. This section is compulsory to upload all your supporting documents.

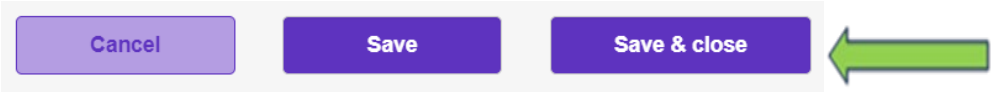


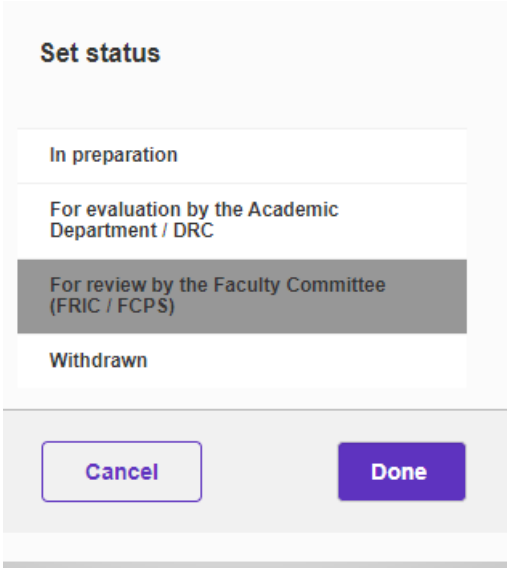
Staff can upload a copy of their leave approval and HoD support letter in the ***Other Documents*** file.



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

14. Click Save & Close your application. You will be directed to the Set status.





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

For researchers, and supervisor applications must ignore the step for evaluation by the Academic Department/DRC **and submit directly 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