Cape Peninsula University of Technology
creating futures

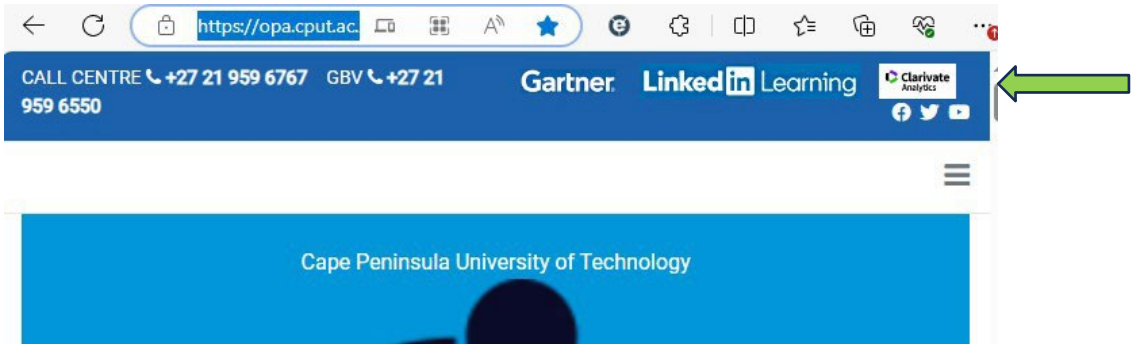
Clarivate

PROGRESS REPORT - CONSOLIDATED RESEARCH FUND (CRF)

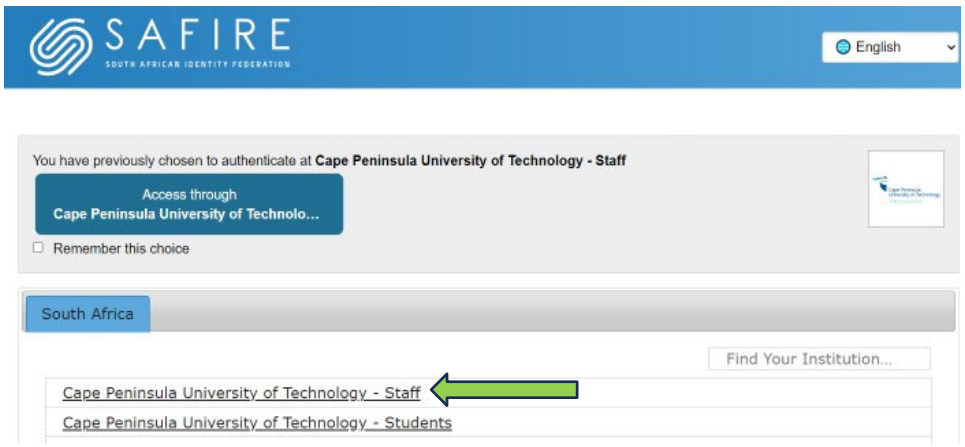
The purpose of this guide is to assist academics and non-academics staff in submitting progress reports who are applying for themselves or on behalf of their postgraduate students and fellows, through the Converis Grant Management System (Clarivate Analytics).

Create and Submit a **CRF Final Progress Report** using Converis by following these steps.

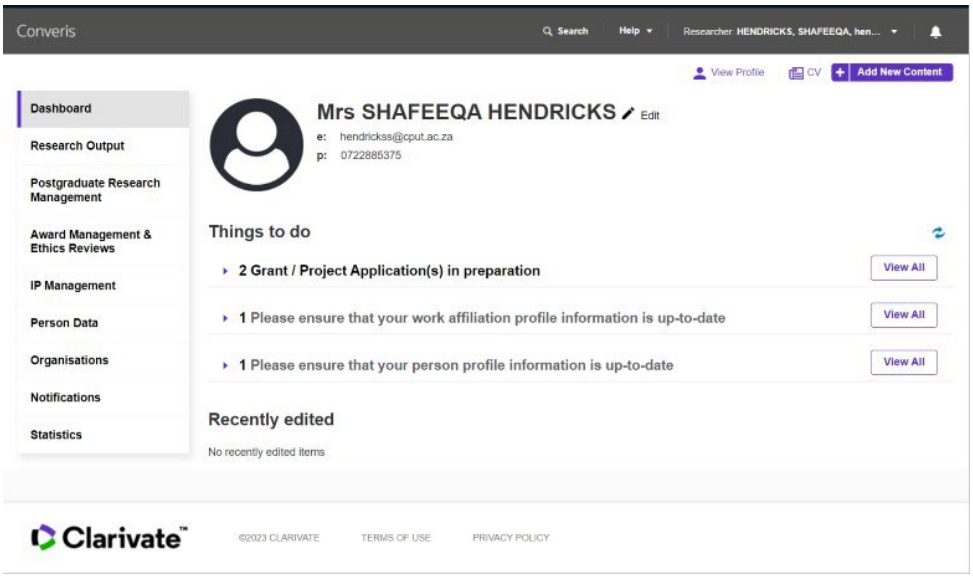
1. Click on the OPA link https://opa.cput.ac.za and then on the Clarivate Analytics icon.



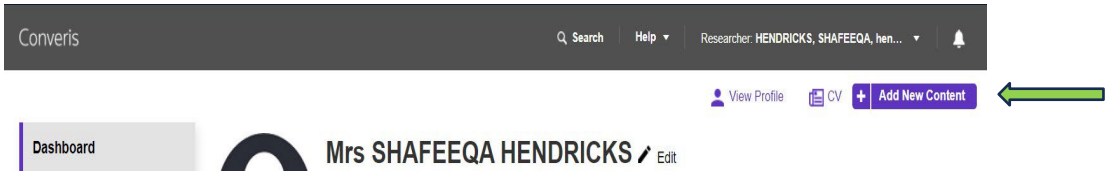
2. The SAFIRE webpage will appear. Click on Cape Peninsula University of Technology for Staff.



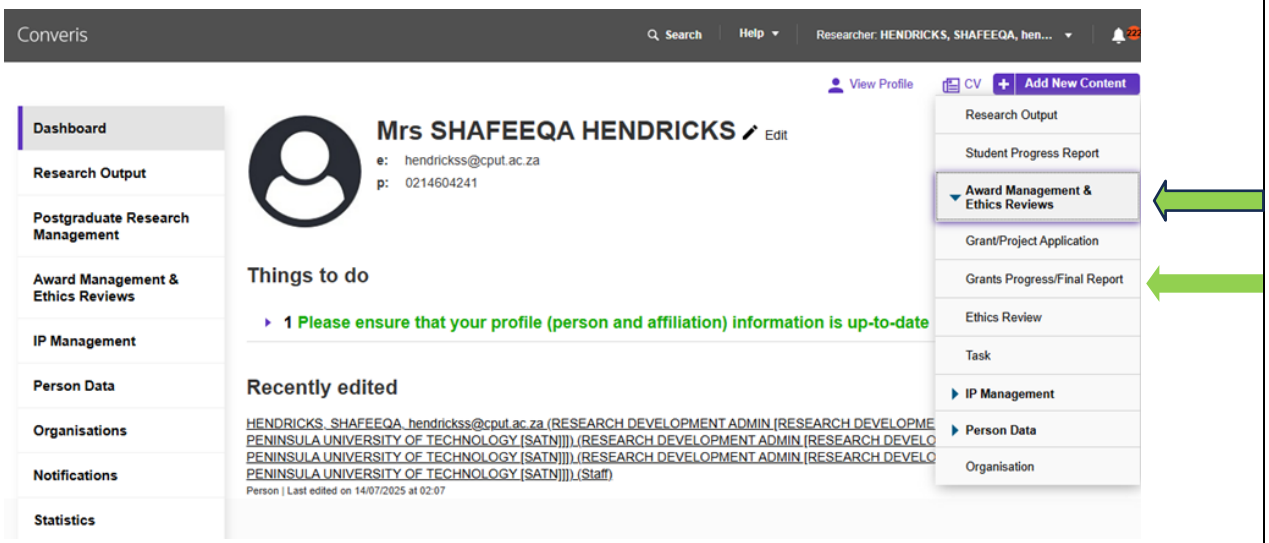
3. Login with your CPUT Username and Password, and you will be directed to the Clarivate Analytics homepage dashboard.



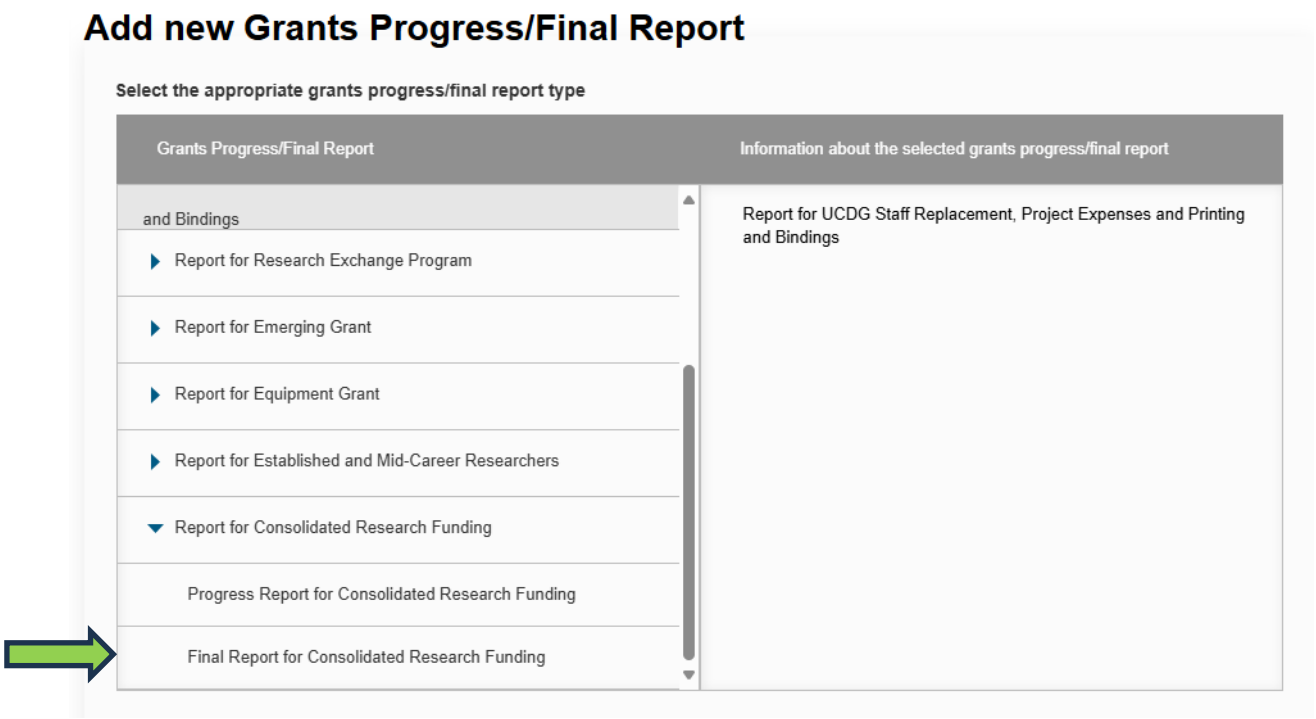
4. Click on **Add New Content**. (Top Right Corner)



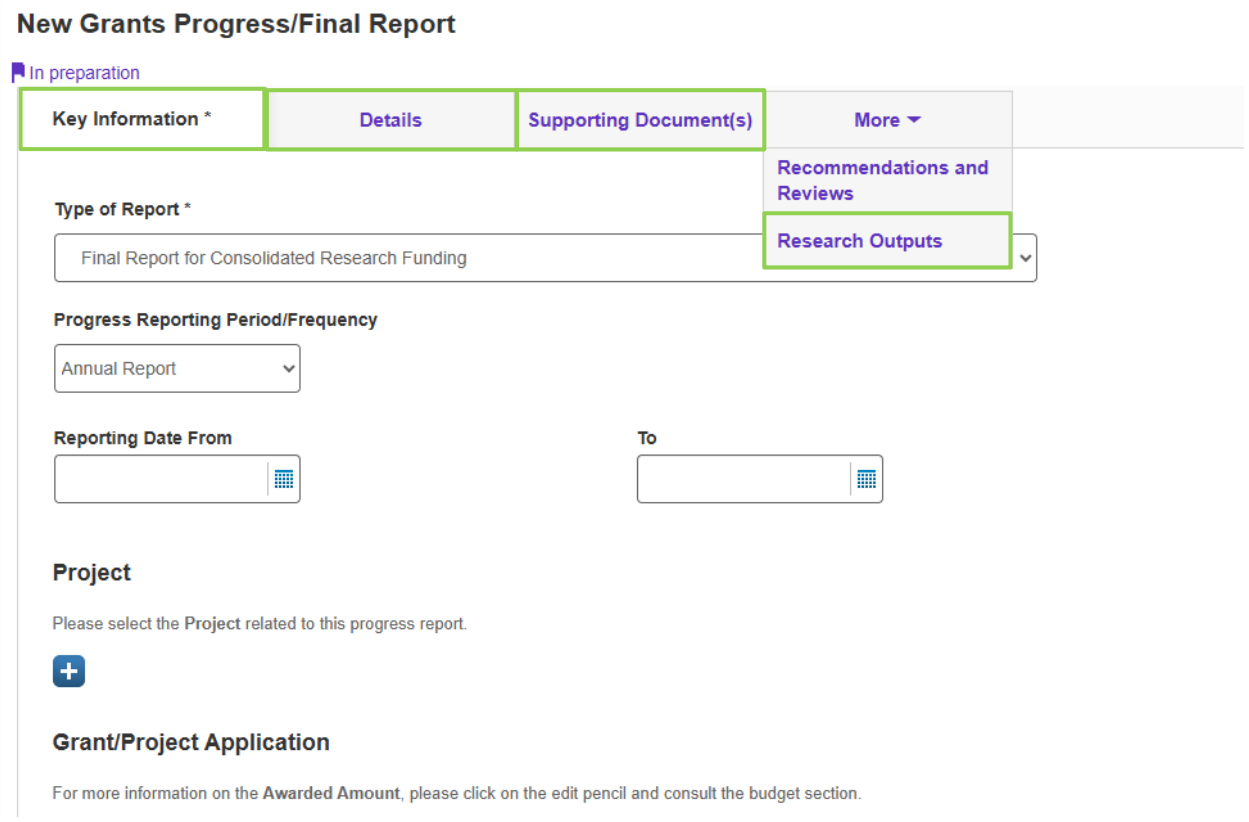
5. Select Award Management & Ethics Reviews and then Grant Progress/Final Report.



6. Select the type of Grant Progress/Final Report for Consolidated Research Funding and select **Final Report** for CRF.



7. Complete the required information in the Key Information, Details, Supporting Documents and More – Research Output tabs as seen below. **Ensure you click save after every section before going on to the next tab.**



7.1 Key Information tab

Type of Report – Select Final Report for Consolidated Research Funding

Progress Frequency – Select Annual Report

Reporting date from - January to December select dates from the calendar icon

Project - Click the plus sign. Select the A-Z icon and select the CRF Project you are reporting on

Your CRF grant/project application will appear

Click Save and move onto the next tab

7.2 Details tab

Executive Summary – provide a brief summary report on your CRF research project

Highlights – briefly provide your highlights during the reporting period. You may also include challenges if any, that you envisaged

Results – report briefly on your deliverables on the CRF research project

Click Save and move onto the next tab

7.3 Supporting Document tab

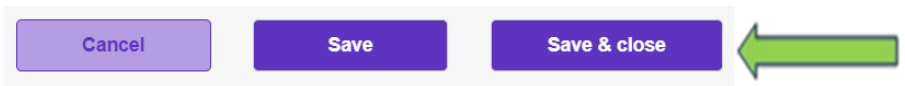
Upload your financial expenditure report for the period (Request this information from the DRD - research finance unit).

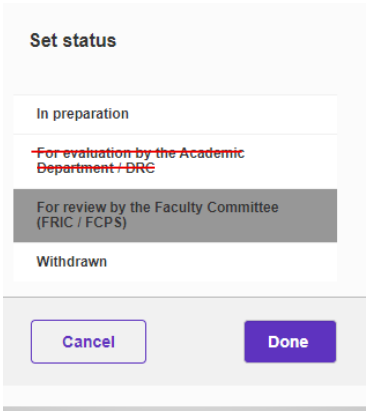
Click Save and move onto the next tab

7.4 More – Research Outputs tab

Indicate by clicking on the plus signs should you have submitted any research output or conference proceeding journal article related to this research project.

8. Click Save & Close your progress report. You will be directed to the Set status as seen below.





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

For researchers, and supervisor progress reports 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 related to grant progress report.

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