Cape Peninsula University of Technology
creating futures

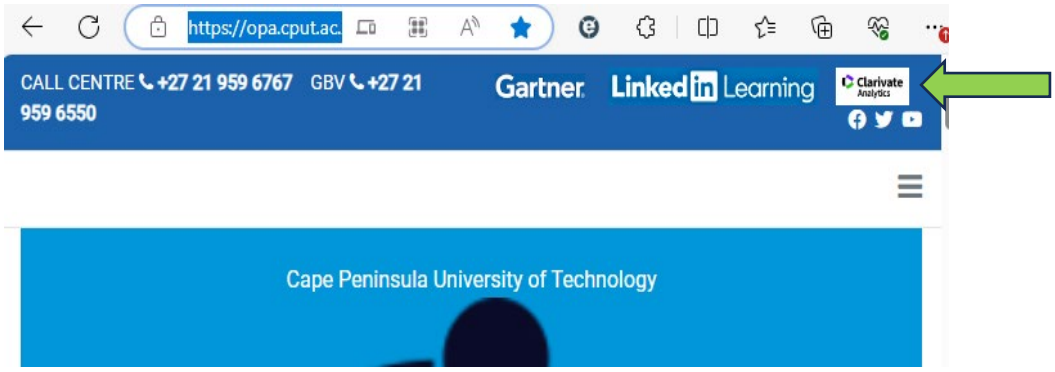
Clarivate™

PROGRESS REPORT - CONFERENCE COMMITTEE (CONFCOM)

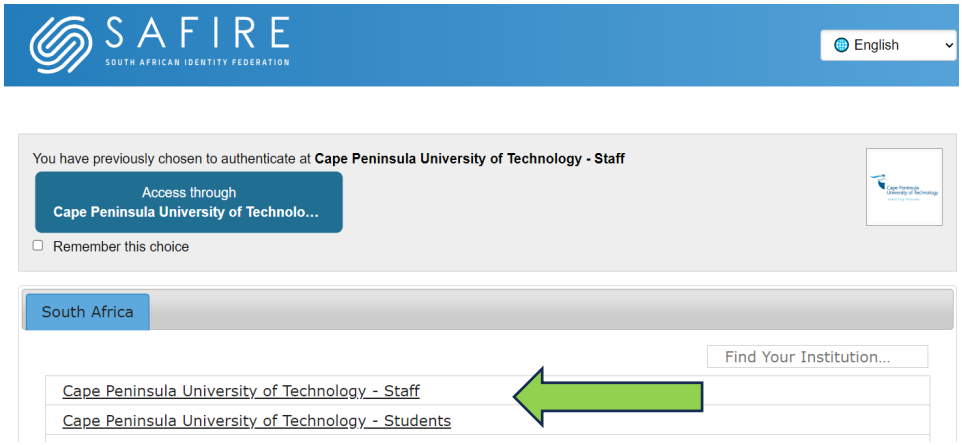
This guide aims to assist academic and non-academic staff, postgraduate students, and fellows in submitting progress reports using the Converis Grant Management System (Clarivate Analytics).

Create and Submit a ConfCom Progress Report using Converis by following these steps.

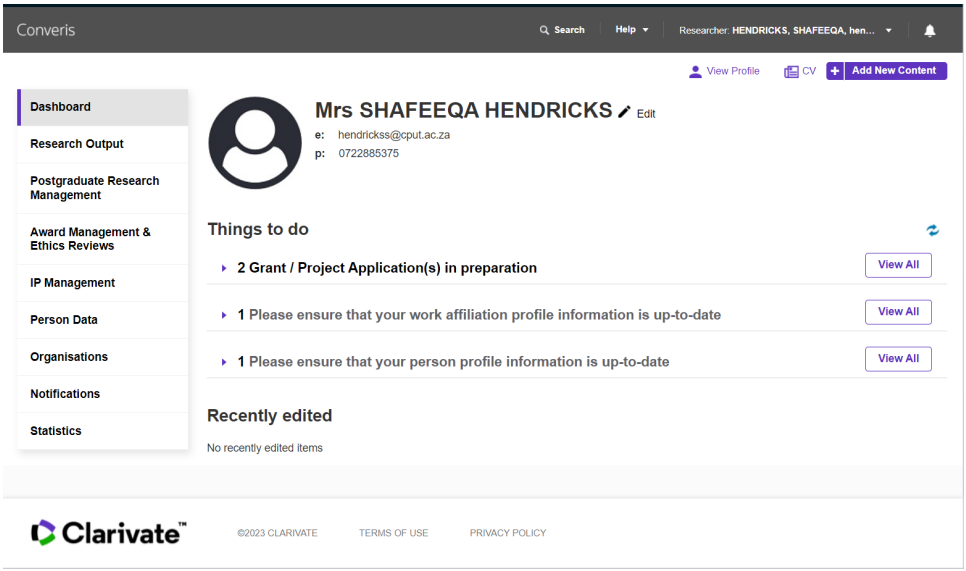
1. Click on the OPA link https://opa.cput.ac.za and then on the Clarivate Analytics icon.



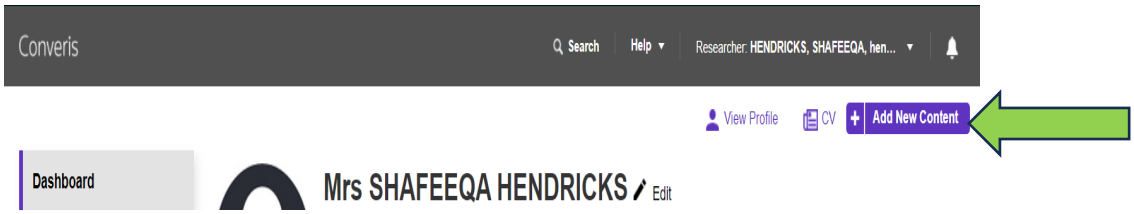
2. The following SAFIRE webpage will appear. Click on Cape Peninsula University of Technology for staff or students.
NB: Fellows must select the students option.



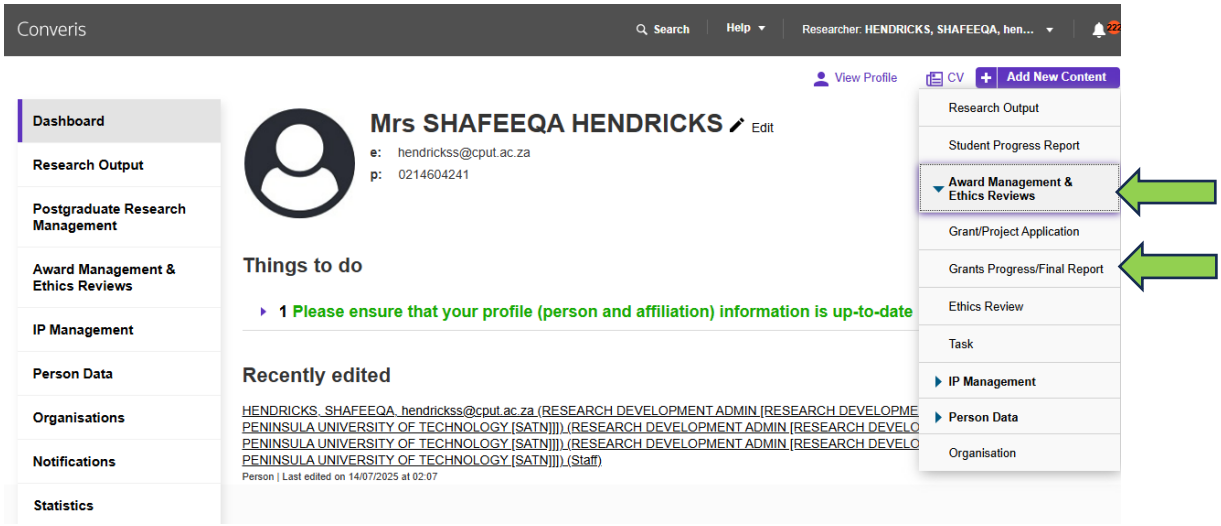
3. Login with your CPUT Username and Password, and you will be directed to the Clarivate Analytics homepage dashboard.



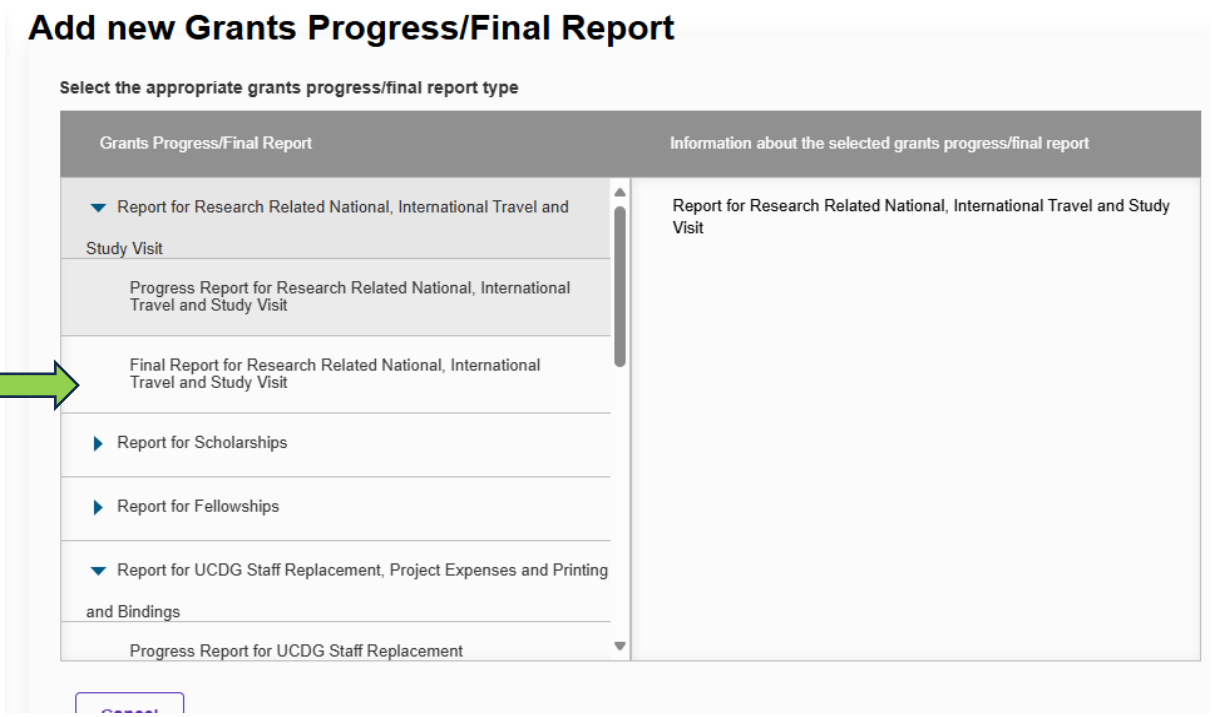
4. Click on **Add New Content**.(Top Right Corner)



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

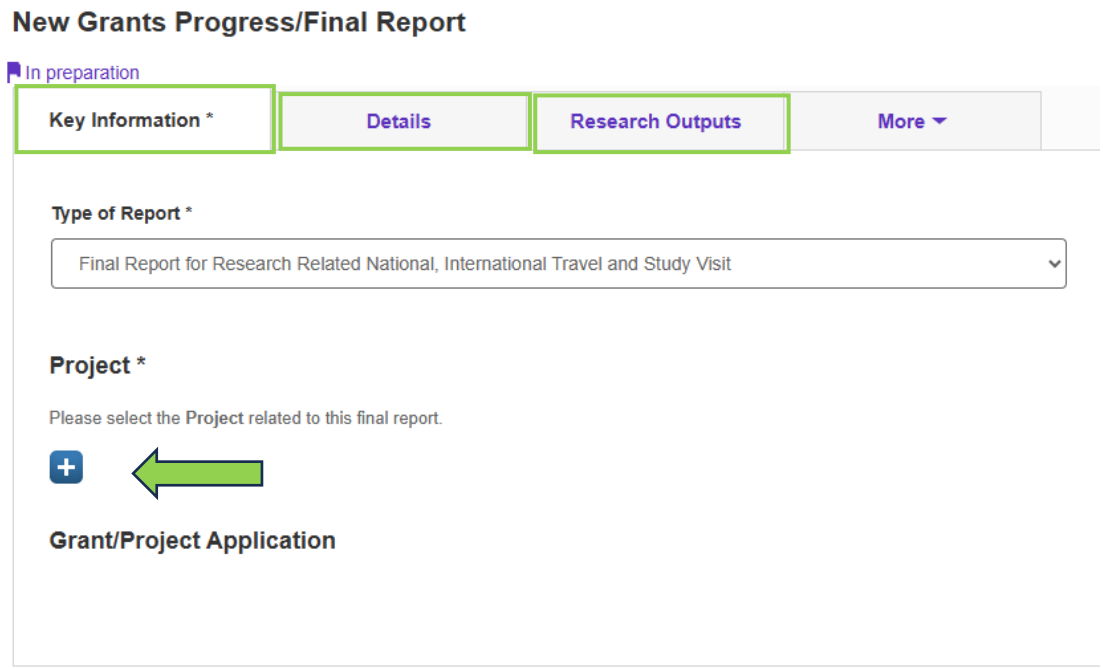


6. Select the type of Grant Progress/Final Report for Research-related National, International Travel, and Study Visit and select **the Final Report.**

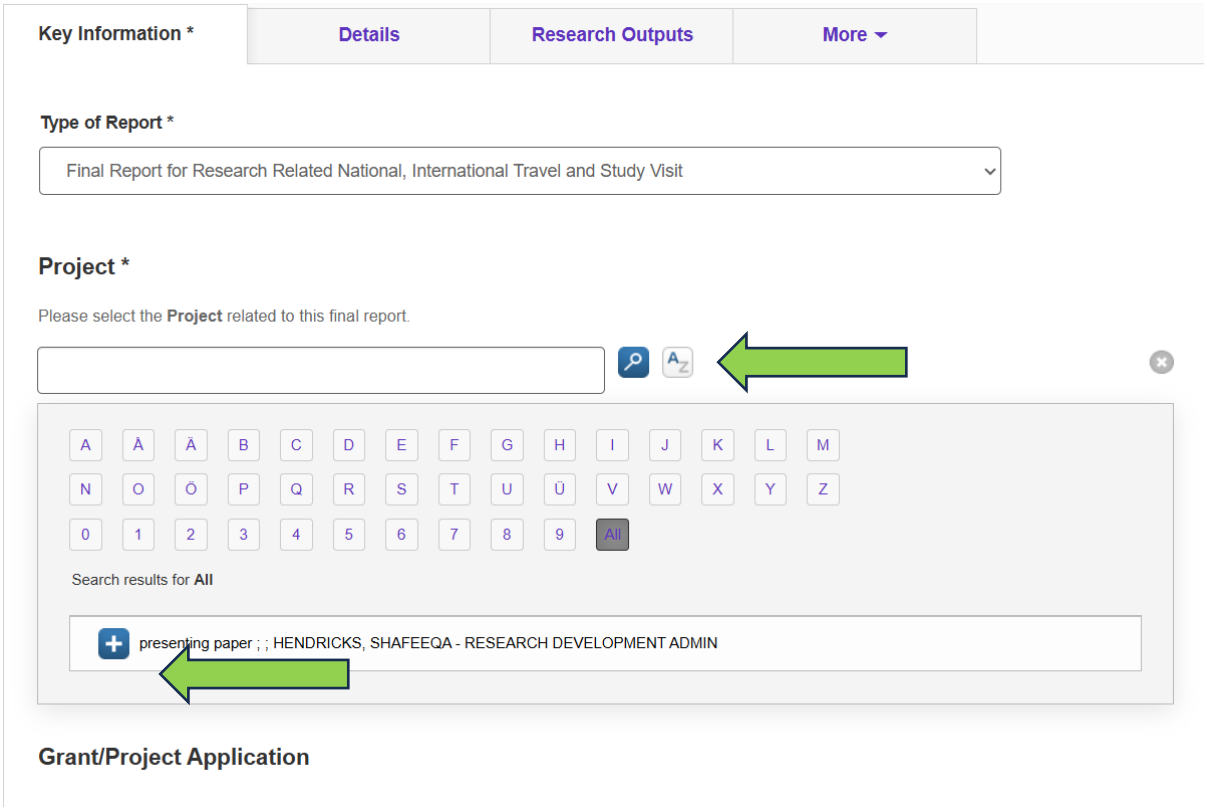


7. Complete the required information in the Key Information tab, Details tab and Research Outputs tab. **Ensure you click save after every section before going on to the next tab**.

8. In the Key Information select the project by clicking on the plus sign.



NB: Click on the AtoZ icon and your project should appear then click on the plus sign to add your project report



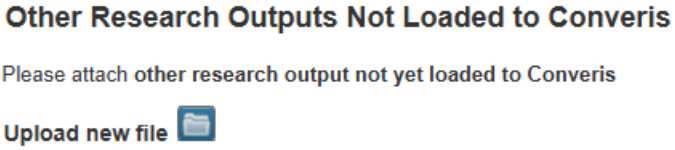
NB: Important to add information under Details and Research Outputs tabs

Details tab:

- Confirm your conference attendance and upload the final programme. If you have not attended the conference, indicate in detail the reason for not attending
- Include experiences, highlights and challenges in the blocks provided
- Quotations and Invoices (you may contact DRD Finance Unit for a report)

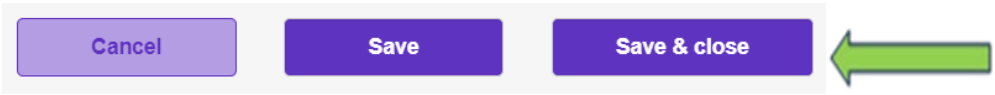
Research Outputs tab:

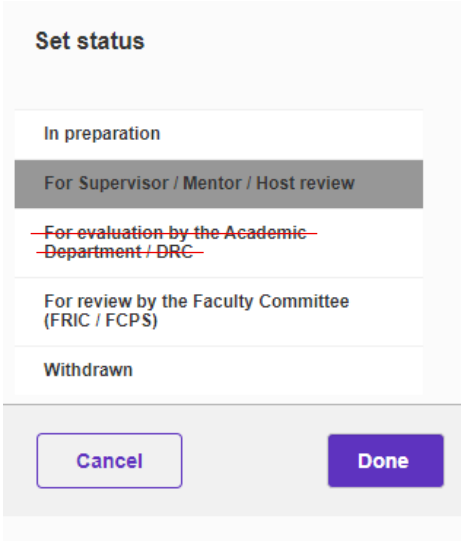
- You are required to report on your paper being published in conference proceeding/accredited journal
- Indicate if you have submitted your paper for publication and provide proof of submission sent in the upload new file below and include a copy of the full paper submitted
- If this has not been submitted within the timeframe provided in terms of reference, a detailed explanation of your plan with dates of your submission must be uploaded



Click **Save** after each tab and move to the **final step** of the progress report.

9. Click **Save & Close** your progress report. You will be directed to the Set status below.





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

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

For academic and non-academic staff progress reports - must ignore the step for evaluation by the Academic Department/DRC and submit directly to your FRC, for review by Faculty Committee (FRIC/FCPS).

Then click **Done**.

Contact the staff members if you experience any issues regarding progress reports:

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