Cape Peninsula University of Technology
creating futures

Clarivate

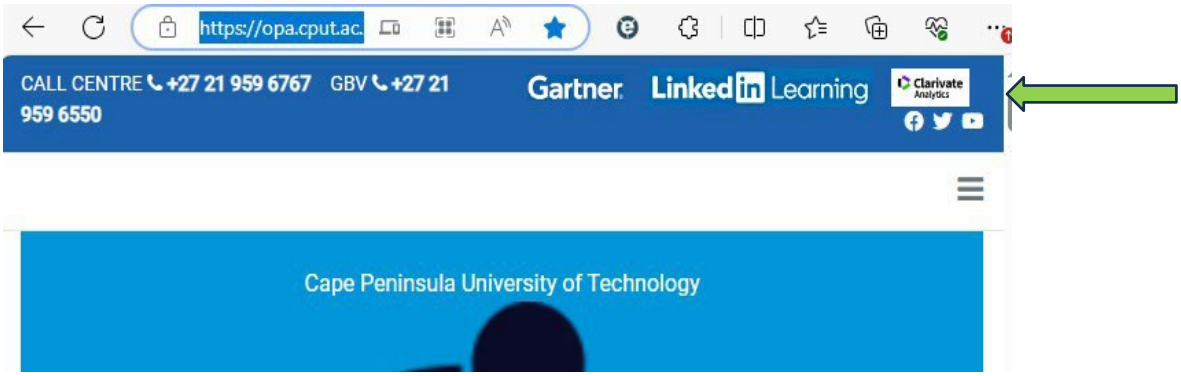
PROGRESS REPORT - IMPROVEMENT OF QUALIFICATION FUNDING (IQP)

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

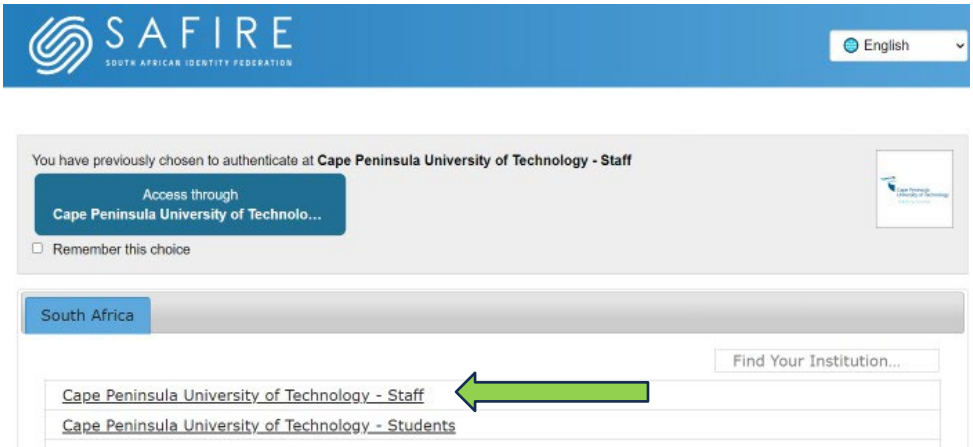
IQP recipients completing their doctoral and masters studies should submit a progress report on a quarterly basis. Only once the degree has been completed you will be required to complete the Final Progress Report.

Create and submit a progress report using Converis by following these steps:

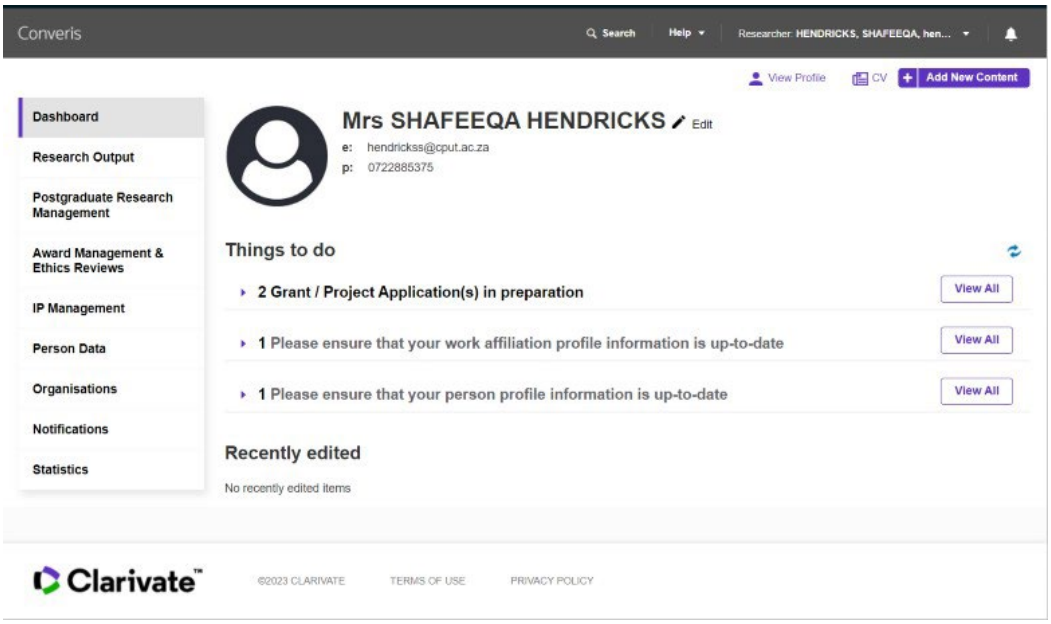
1. Click on the OPA link https://opa.cput.ac.za and then on the Clarivate Analytics icon.



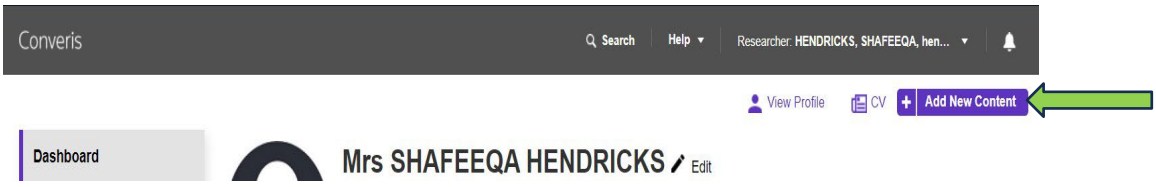
2. The SAFIRE webpage will appear. Click on Cape Peninsula University of Technology for Staff.



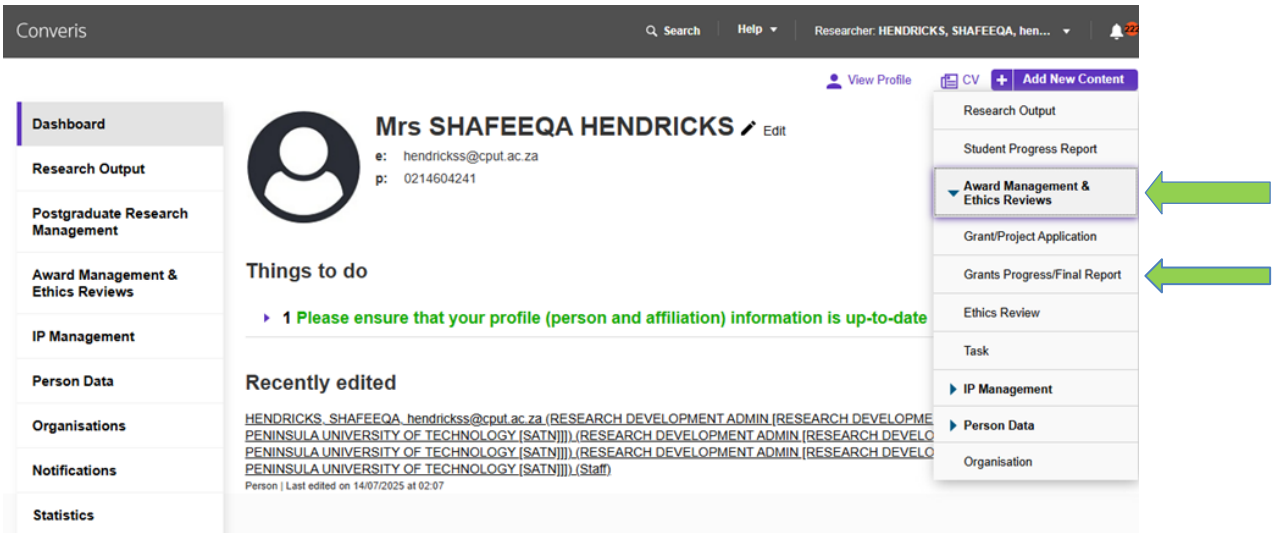
3. Login with your CPUT Username and Password, and you will be directed to the Clarivate Analytics homepage dashboard.



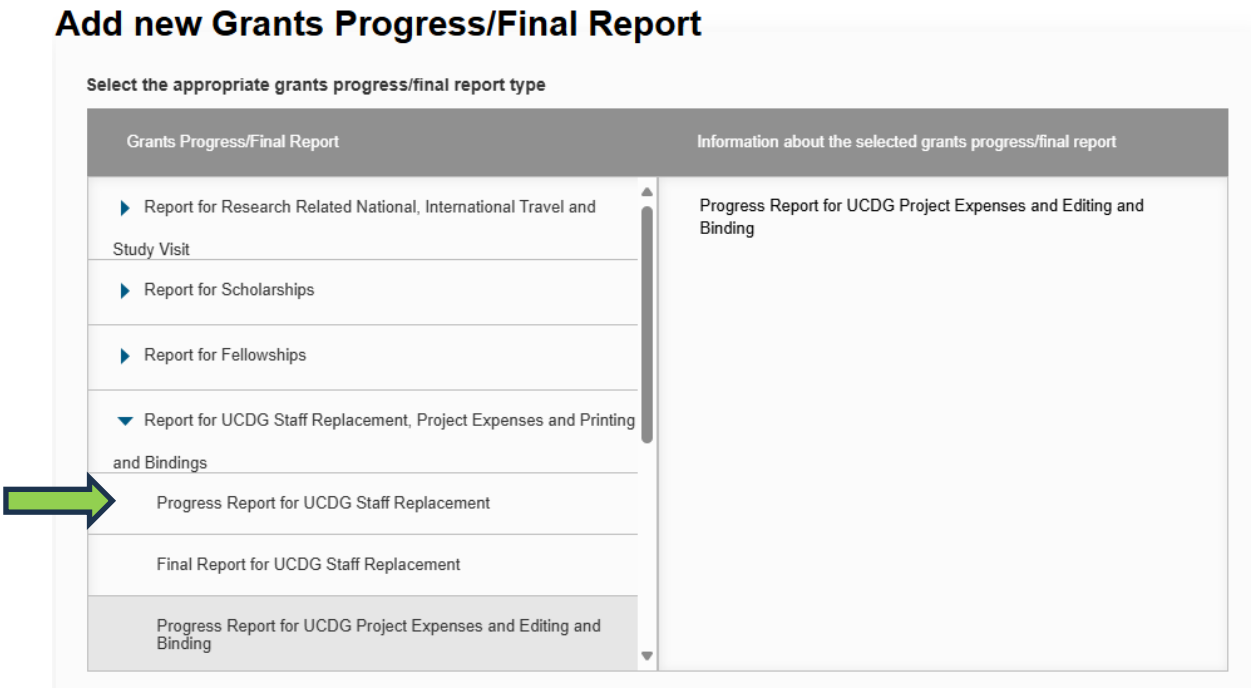
4. From your dashboard, click on **Add New Content**. (Top right corner)



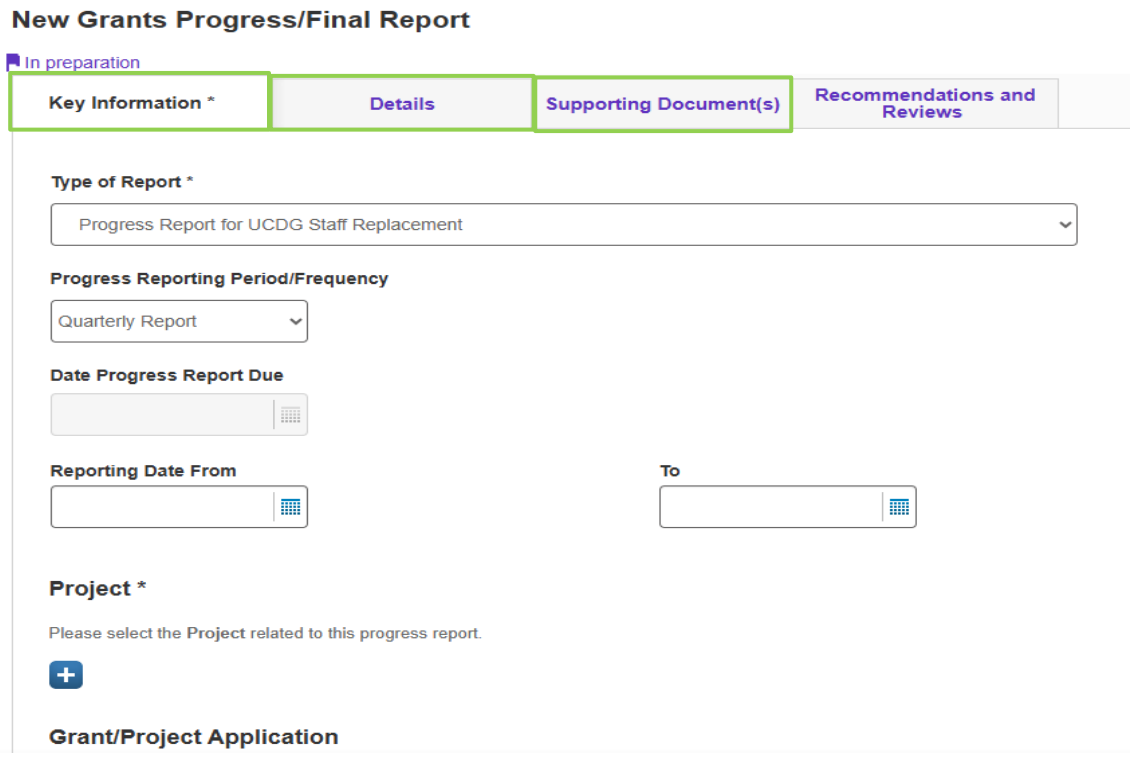
5. Select Award Management & Ethics Reviews and then Grants Progress/ Final Report.



6. Select the type of Grant Progress/Final Report - **Progress Report UCDG Staff Replacement** (also known as IQP)

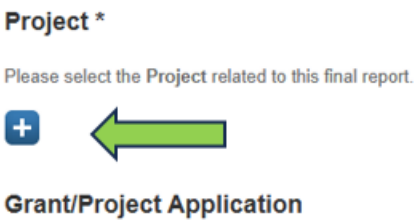


7. Complete the required information in the Key Information, Details, and Supporting Documents tabs. **Ensure you click save after every section before going on to the next tab.**



7.1 Key Information tab

- Type of Report – Select Progress Report for UCDG Staff Replacement
- Progress Reporting Period/Frequency – Select Quarterly Report
- Reporting Date From - Select Quarterly dates from the calendar icon
- Project - Click the plus sign. Select the A-Z icon and select the Project you are reporting on



Your IQP grant/project application will appear

Click Save and move onto the next tab

7.2 Details tab

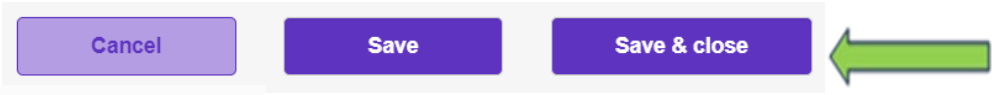
- Report summary on the progress of the study – ***by clicking on the plus sign***, you will be able to create and keep track of your new tasks by completing the summary information block. E.g. indicate how far you are with your chapters or analysis, select deadline date, email reminder dates for yourself, indicate task type report, and anticipated completion date can be selected from the calendar icon. Assigned to and Documents are not compulsory options – Click on Done for the new task.
- Supervisor's Report on progress – a written report from the supervisor can be uploaded to the supporting documents tab as indicated ***in 7.3 below***.
- Describe challenges – report on any challenges experienced in the block provided
- Highlights or achievements – if you have participated and presented at a conference indicate in the block provided.

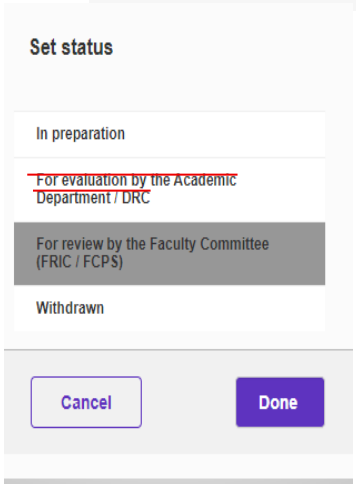
Click Save and move onto the next tab

7.3 Supporting Documents tab

- Proof of registration – upload your current year proof of academic registration
- Payment of Tuition Fees – not compulsory
- Copy of qualification or Proof of Submission to Examination – this is not compulsory when completing your quarterly reports only at the end of your completion Final Progress Report
- **Other supporting documents** – You are required to upload your quarterly signed supervisor progress report in any format.
    - Include a quarterly expenditure report for staff replacement and running expenses (Request this information from the DRD - research finance unit).
    - Include any other information e.g. paper presentation if you have presented at conference.

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.

Staff must ignore the step for supervisor/mentor/host review and 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