Cape Peninsula University of Technology
creating futures

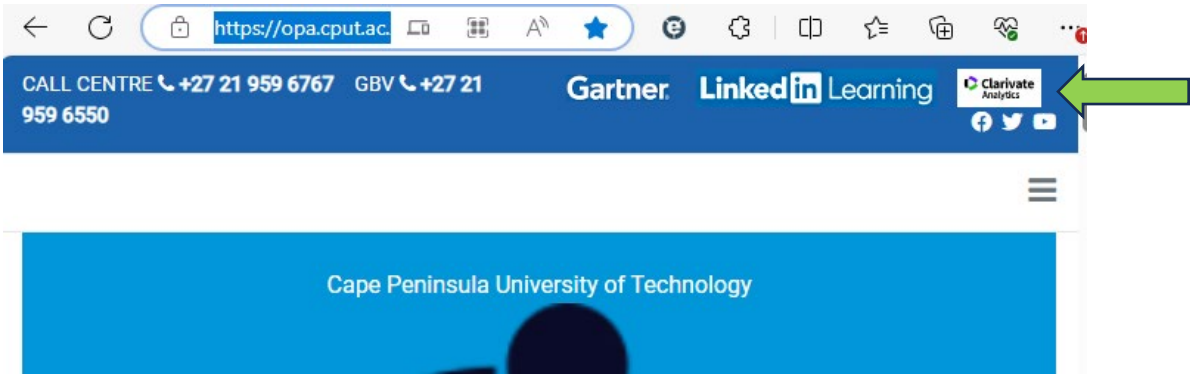
Clarivate

PROGRESS REPORT - RESEARCH EXCHANGE PROGRAMME (REP)

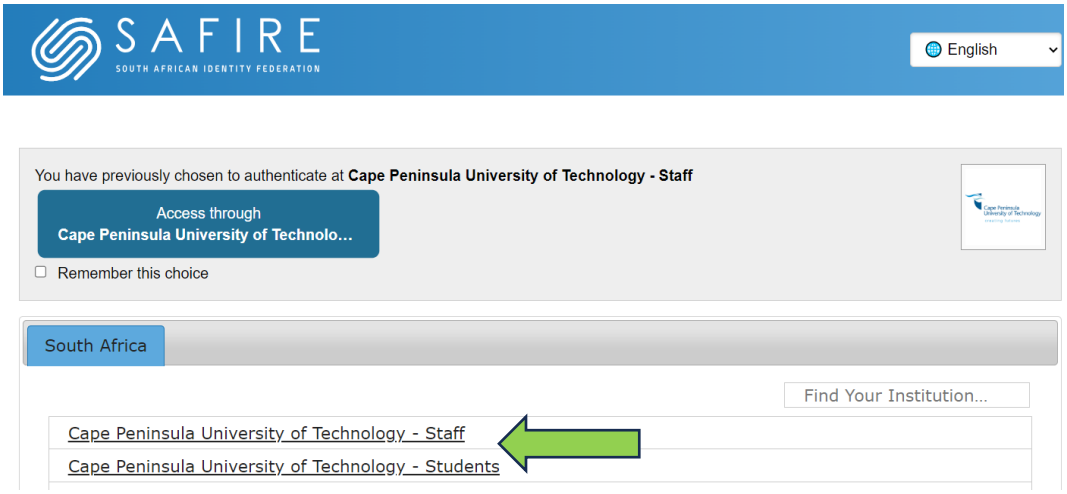
The purpose of this guide is to assist academics and non-academics staff in submitting progress reports for themselves or on behalf of their postgraduate students and fellows through the Converis Grants Management System (Clarivate Analytics).

Create and submit a Research Exchange Programme (REP) Final Progress Report using Converis by following these steps.

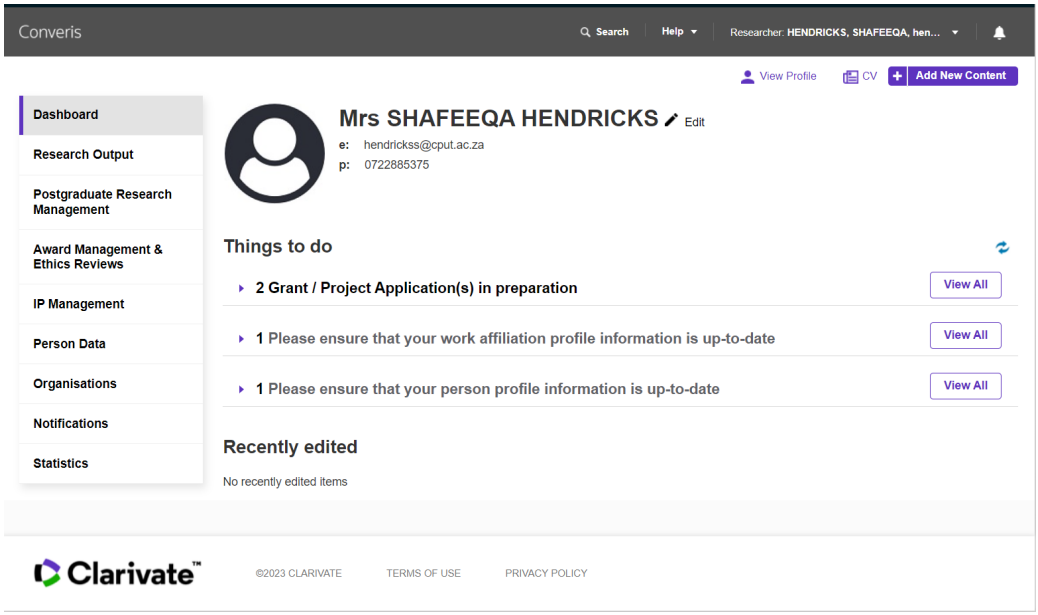
1. Click on the OPA link https://opa.cput.ac.za and then on the Clarivate Analytics icon.



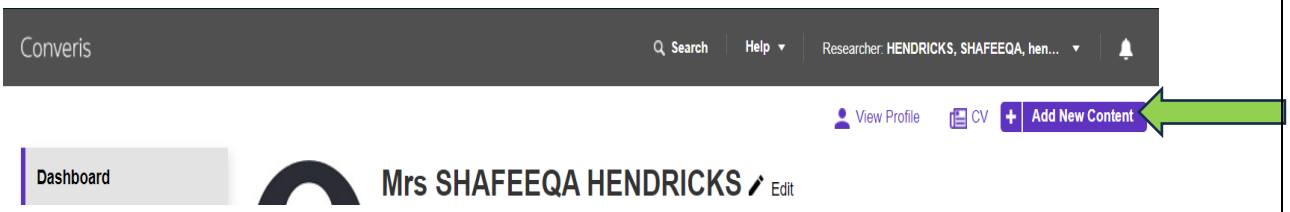
2. The SAFIRE webpage will appear. Click on Cape Peninsula University of Technology for Staff.



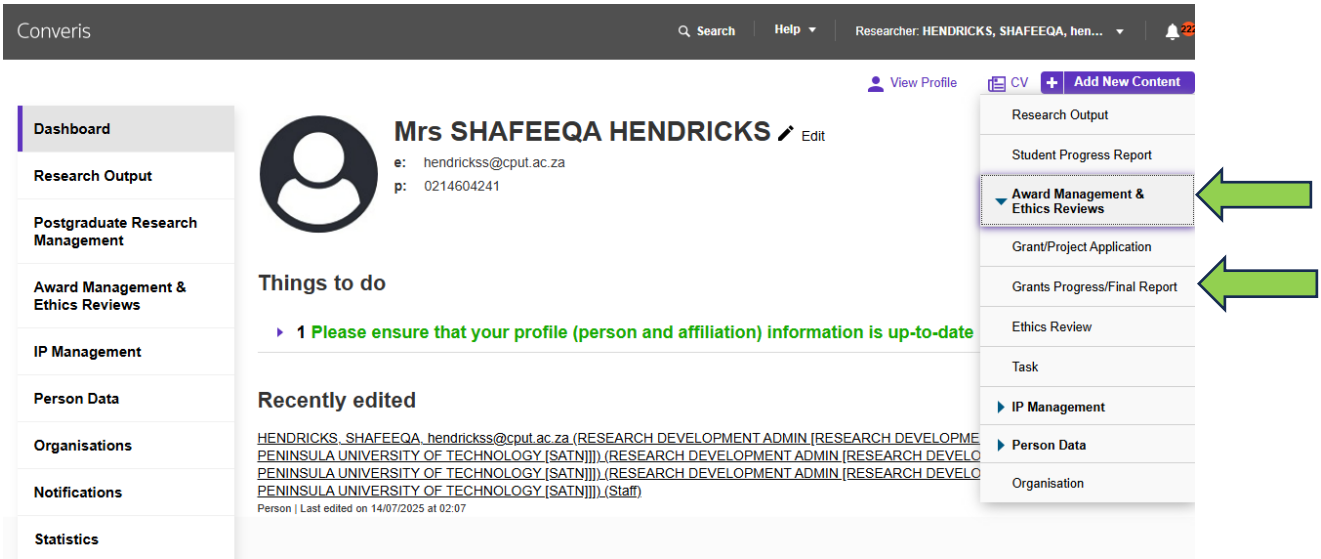
3. Login with your CPUT Username and Password, and you will be directed to the Clarivate Analytics homepage dashboard.



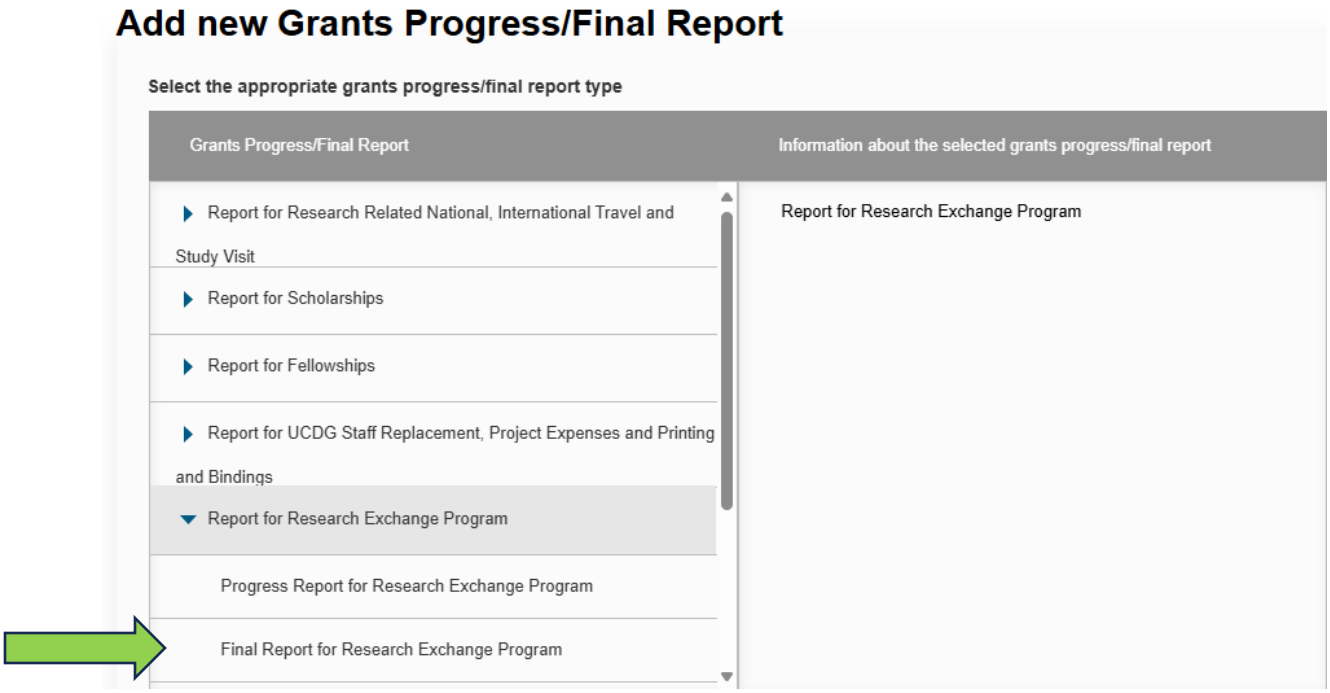
4. Click on **Add New Content**.(Top Right Corner)



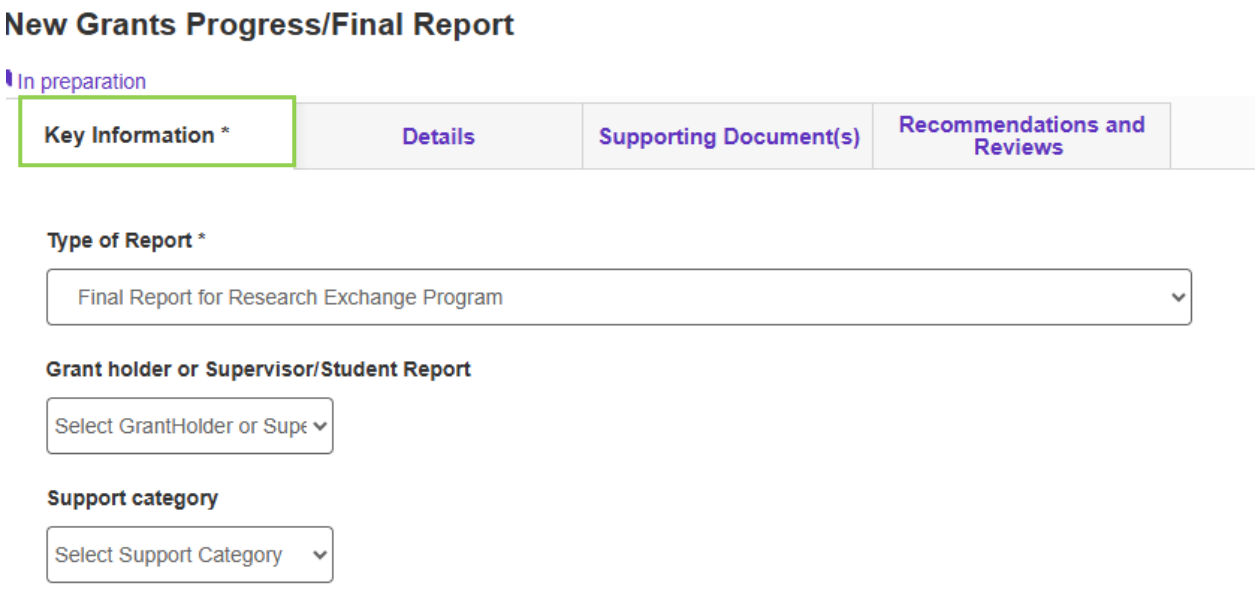
5. Select Award Management & Ethics Reviews and then Grant Progress/Final Report.



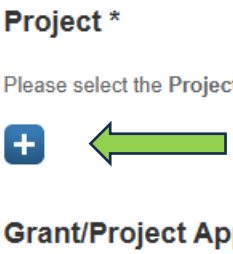
6. Select the type of Grant Progress/Final Report for Research Exchange Programme.



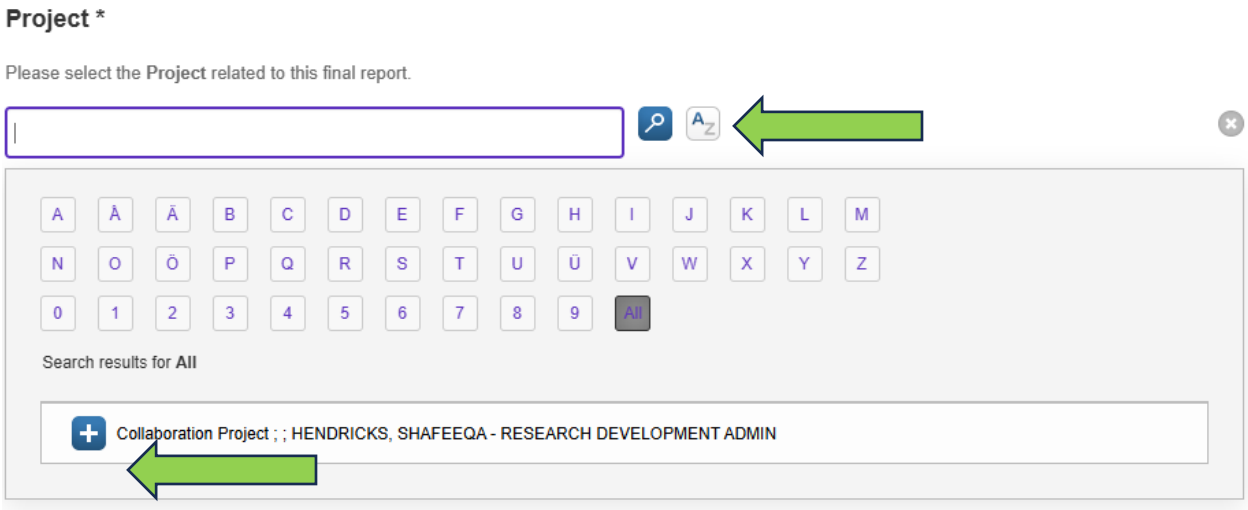
7. Complete the required information in the Key Information tab.
   - Select the type of report- Final Report for Research Exchange Programme
   - Researchers select - grant holder report
   - Supervisors select - supervisor/student report to complete on behalf of their post graduate students and post doc fellows
   - Select the support category in which you were supported i.e.: travel grant or hosting a visiting researcher or Africa Engagement



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

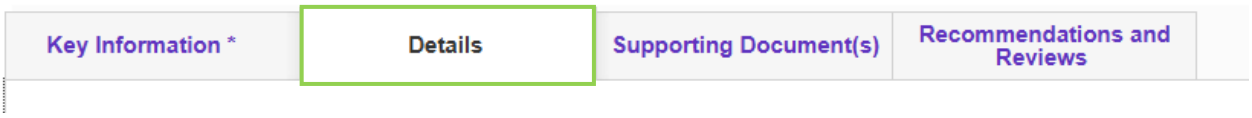


NB: Click on the AtoZ icon and your project should appear below then click on the plus sign to add your project to your report



Click **Save** to continue working on the progress report and move to the next tab Details

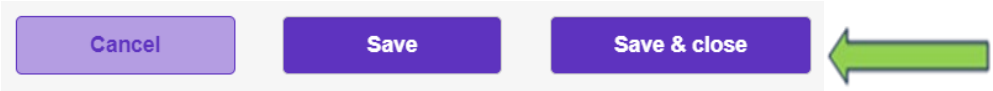
8. Complete the required information on the Details tab in the blocks provided

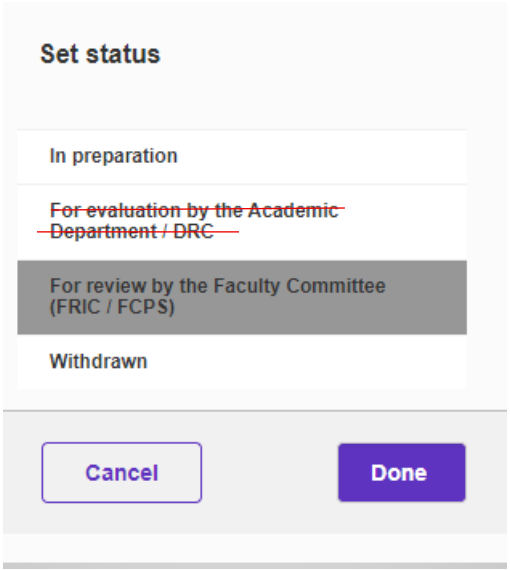


Click **Save** to continue working on the progress report and move to the **final step** of the application.

Note: The supporting Document(s) tab key and Recommendation & Reviews is not compulosry to complete the progress report.

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





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

For researchers, and supervisor final progress reports - 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 staff members if you experience any issues regarding progress reports:

Technical Issues
Ms Luyolo Oyo
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Grant-related inquiries
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MakaulaP@cput.ac.za