

Reminder: Importance of internal pre-award approval deadlines

Timely notification and submission of your pre-award approval, via UCT's electronic Research Administration (eRA) System, ensures that all the relevant support functions, including FHS Research Finance, FHS Research Office and RC&I, can provide the necessary support to timeously review and approve external research grant proposals and contracts.

Make sure to submit all required documents and approvals by the specified deadlines to avoid any complications in the review and submission process:

6

weeks before funder
deadline

Start pre-award process

Start the pre-award approval request and alert the Senior Finance Officer (details below) of the need for budgetary support.

Senior finance officer contacts

Campus Hub: Widaad.Salie@uct.ac.za

Red Cross/Old Main Building: fhsombrf-preawds01@uct.ac.za and copy Anvor.Wevers@uct.ac.za

4

weeks before funder
deadline

Submit eRA approval request

Submit the eRA Proposal Approval request with the budget to the **Budget Reviewer** step on eRA

2

weeks before funder
deadline

Submit final budget

Submit the eRA Proposal Approval request with the final budget to the **Finance Approver** step on eRA.

1

week before funder
deadline

Approval and institutional submission

Ensure that **all supporting documents reach the Research Contracts & Innovation (RC&I) step** for the final phase: approval and institutional submission.

For more information on UCT's eRA system and the pre-award process visit the [Research Support Hub](#).

PI's are also encouraged to complete the UCT [intention-to-submit form](#) if you intend applying for an external funding opportunity, so we can offer specific guidance.