

## Reminder: Importance of internal pre-award approval deadlines

Timely notifications and submission of your pre-award approval, via the UCT 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 delays or complications in the review 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: [joy.joachims@uct.ac.za](mailto:joy.joachims@uct.ac.za)

Red Cross/Old Main Building: [fhsombrf-preawds01@uct.ac.za](mailto:fhsombrf-preawds01@uct.ac.za) and copy [Anvor.Wevers@uct.ac.za](mailto:Anvor.Wevers@uct.ac.za)

4

weeks before funder  
deadline

### Submit eRA approval request

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

2

weeks before funder  
deadline

### Submit final budget

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

1

week before funder  
deadline

### Approval and institutional submission

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

For more information on UCT's electronic Research Administration (eRA) system and for 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.