1	Log in to eRA with your UCT credentials using the following link: **http://eraonline.uct.ac.za** Click **Login** which can be found at the top right of the screen.	

2	You should be logged in your **Researcher** role. If not, please use the **Switch Role** function, using the orange arrow to drop down, and select your **Researcher** role.	

3	Using the left navigation, select the applicable project stage you would like to search within, by clicking on the **Award Management** tab and selecting one of the three modules available: 1. **Project Applications/Approval Requests**: For all Internal Approval and Conference Travel Grant submissions. 2. **Contracts**: For all contracts processed through RC&I. 3. **Project Awards**: For all awarded contracts that require post-award tracking and financial activities. <u>NB</u>: Use the reference number as a guide to which module you should access to search for the applicable record.	
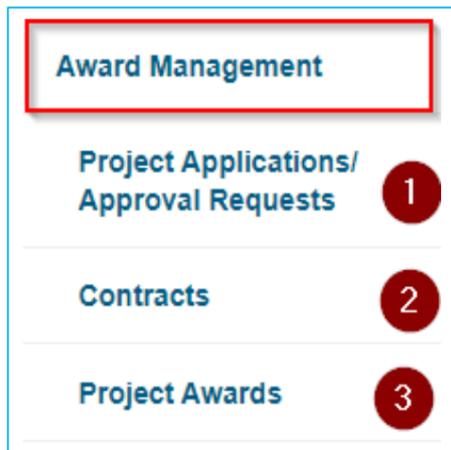
4	Once you have selected the appropriate module, a list view of all records which you've been added as a Primary Investigator to, will be displayed.	
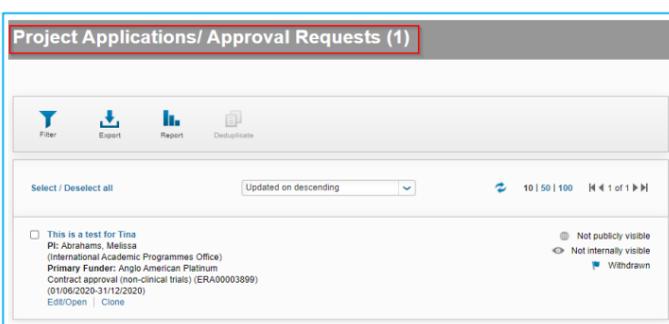
5	To search for the applicable record, click on the **Filter** function. This will display a search query.	
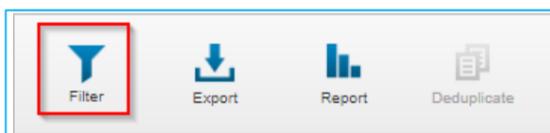
6	You can use the drop down selection for each of the fields to select the desired search criteria. Of course, you also have the option to search by reference number. Once you inserted the desired search criteria, click **Apply**.	
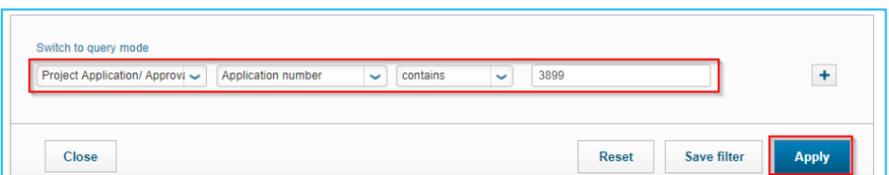
7	Search results will be returned and displayed just below the query fields.	
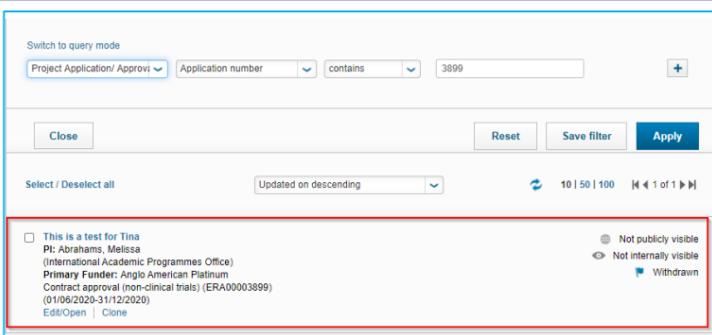
8	From the list view, you'll be able to see certain details related to the record, including the reference number. To the right of this information, you will see a flag icon as well as the related status of that record, indicating where in the process that particular record is. If you wish to access the form to view more details, you can click on **Edit/Open** to open up the related approval/contract/project form.	