



VUT

Vaal University of Technology

Your world to a better future



Research Information Management System

PI TRAINING MANUAL

Please note the following:

- Please ensure that you submit your application before the closing date
- **NO LATE APPLICATIONS WILL BE ACCEPTED, and there will be NO EXCEPTIONS**
- The **eform will be deactivated at 16:30 on the closing date** and will be accessible until the time when it is open for the next call
- Please ensure that all required information and documents are attached to the eform
- Application status can be tracked by checking your record, using the record number on the system (Refer to pg. 16)
- No hard copies will be accepted

Requirements for successful application:

- 0.33% of your Research Outputs
- 10% of other Source of Funding

Login

RIMS URL: <https://vut.rims.ac.za>

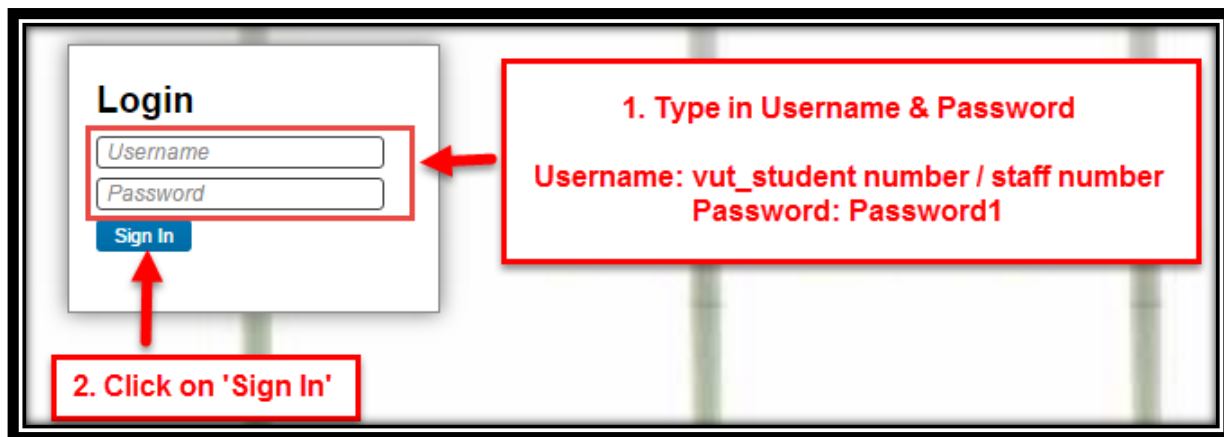


InfoEd eRA Portal Streamlining Electronic Research Administration

Click on 'Login'

Login	Welcome to the InfoEd eRA Portal for Electronic Grants Administration
SPIN	
GENIUS	
Agreement Portal	

InfoEd is the leading provider of software solutions for managing sponsored programs.



Login

1. Type in Username & Password

Username: vut_student number / staff number
Password: Password1

2. Click on 'Sign In'

Sign In

Creating new proposal

Step 1

Please read instructions

Complete step 1 before Step 2

1. Please click on the "EDIT ICON", below to complete application form.

NB: Do not upload any other documentation.

Step 2

1. Check *Completed box* on the top right before proceeding
2. Click on *Finalize tab* to submit proposal to Research Directorate for review.

Home My Profile My Items Search For Items Contacts Calendar Message

1. Hover over 'Sponsored Projects'
2. Click on 'Create New Proposal'

1 Sponsored Projects 2 Create New Proposal

Award Tracking Create New Tracking Record

Financial Tracking Locate Records

Filter

tion) - Apply neces
ME, MARTHA EBEN
go

Applicant

Important: Please enter Firstname or Lastname below if applicant is not you.

Confirm VUT Staff/Student number before selecting.

Admin, Edsa

Funding

Important: Please enter Sponsor/VUT Funding name below and select the funding you are applying for.

confe

Vaal University of Technology / VUT Conference Funding

1. Type in conference on the text box
2. Select VUT Conference Funding

Important: Please enter Start Date and End Date of the project

Important: For Conference Funding please enter dates as Travel Start date and Travel End date

Start Date: (dd/mm/yyyy)

End Date: (dd/mm/yyyy)

Application Type: Conference Funding

Title

Important: Please enter title of the research project.

Important: For Conference Funding please enter paper or poster of conference.

Enter proposal title

Select conference start & end date

Application Number: This proposal will be automatically numbered.

Create Proposal

click on 'Create Proposal'

Please Note :

Please follow instructions

1. On the next screen please follow steps carefully to submit your application.
2. Please do not upload any documents at this point, else your application will be sent back for re-submission. On

Click on "Save and Continue" below to proceed.

**Click on 'Save
and Continue'**

Save and Continue

Editing form

Components for Initial Application

Form/Document Name	Edit
VUT FUNDING APPLICATIONS	

Click on 'Edit'

Research & Higher Degrees

MAIN APPLICATION FORM

PLEASE NOTE: VUT Funding/Bursary year

*VUT FUNDING SOURCE
VUT Conference Funding

*Please complete the VUT Conference Funding Application form by clicking on the link below.
[VUT Conference Application Form - 2016](#) incomplete

Click on 'VUT Conference Application Form - 2016'

SECTION A: PARTICULARS OF APPLICANT

*Are you applying as a Postgraduate or Staff member?

Admin, Edsa

Email Employee/Student ID Department

Name Vaal University of Technology

Select whether you are Postgraduate/ Staff

Postgraduate
Staff

Postgraduate

SECTION A: PARTICULARS OF APPLICANT

*Are you applying as a Postgraduate or Staff member? **Postgraduate** ▼

Admin, Edsa

Email	Employee/Student ID	Department

Name: _____ Vaal University of Technology

NB: If your VUT email address does not appear above, Please contact Serabo Kgekoane at searabok@vut.ac.za ext 7638. As all correspondences should be sent to this email address.

*Telephone Number: _____ Identity/Passport Number: _____

*Date of birth(dd/mm/yyyy): _____ *Age: _____

*Gender: ▼ *Race: ▼

*Citizenship: _____

*Highest Academic Qualification: _____

*Institution where obtained: _____ Year obtained: _____

*Which level?: ▼

*Supervisor (Title, Name & Surname): _____ *Supervisor's Email Address: _____

Complete all fields

Section shows if you are applying as Postgraduate

Staff

SECTION A: PARTICULARS OF APPLICANT

*Are you applying as a Postgraduate or Staff member? **Staff** ▼

Admin, Edsa

Email	Employee/Student ID	Department

Name: _____ Vaal University of Technology

NB: If your VUT email address does not appear above, Please contact Serabo Kgekoane at searabok@vut.ac.za ext 7638. As all correspondences should be sent to this email address.

*Telephone Number: _____ Identity/Passport Number: _____

*Date of birth(dd/mm/yyyy): _____ *Age: _____

*Gender: ▼ *Race: ▼

*Citizenship: _____

*Highest Academic Qualification: _____

*Institution where obtained: _____ Year obtained: _____

Complete all fields

NB: Please ensure that your email address appears on the email textbox as all communications will be sent to your VUT email address

SECTION A: PARTICULARS OF APPLICANT

*Are you applying as a Postgraduate or Staff member? Management Science, User

Email	Employee/Student ID	Department
searabok@vut.ac.za	vut_manages	ACCOUNTANCY

Name:

NB: If your VUT email address does not appear above, Please contact 8

*Telephone Number

*Do you have any published Research Outputs? Yes No

*DHET Accredited Journal Articles Yes No

*DHET Non Accredited Journal Articles Yes No

*Published Conference Proceedings Yes No

*Academic Books Yes No

If 'yes' is ticked, complete this section

*Do you have any published Research Outputs? Yes No

*DHET Accredited Journal Articles Yes No

*DHET Non Accredited Journal Articles Yes No

*Published Conference Proceedings Yes No

*Academic Books Yes No

*Are you a first time Conference applicant? Yes No

[When you are here click on SAVE](#)

DHET Accredited Journal Articles for the past three (3) years (Please click the + to add data.)

Authors (Internal & Extrenal)	Journal Name	Title of Article	Year, Page num
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For DHET accredited/ Non accredited Journal complete this section
 1. Click on Yellow cross
 2. complete text boxes

*Are you a first time Conference applicant? Yes No

*How many times have you previously received Conference awards?

*How many times have you made use of the funds awarded to you?

Complete this section if you are not first-time conference applicant

Conference details

Select whether you traveling international/ national

*Conference Type
*Title of paper(s)
Test Record
Organisers

International
National

Organisers

Complete all fields

*City & Country

Duration of conference

*From (dd/mm/yyyy) 06-Jun-2016 *To (dd/mm/yyyy) 10-Jun-2016

Motivate


*Is there an expected outcome? Yes No


*Specify


*Will the full paper be published (Not only the abstract)? Yes No


SECTION D: SUPPORTING DOCUMENTATION Add Question


*1. Do you have proof that your paper has been accepted? Yes No

*1.1 Upload proof that your paper has been accepted. 

*1.2 If proof of acceptance is not available, please submit proof that Abstract has been submitted. 

*2. Copy of the abstract 

*3. Supervisor letter to support advanced stage of Students Development 

*4. Line Manager Approval 

Attach all required documents

SECTION D: CONFERENCE BUDGET (A) (Please complete in RANDS only)

Travel Expenses

Airfare (If applicable) R _____

Visa Costs R _____

Land travel/Mileage R _____

Accommodation(if applicable) R _____

International Subsistence (Includes Accommodation & Incidental Expenses). Click on link for SARS Subsistence and Travel Guide [SAR Subsistence and Travel Guide](#)

Number of Days _____ R _____

Conference Registration Fees R _____


Total (A) R 0 _____

Please attach quotes/evidence for all the above

Capture expenses according to the type of conference to be attended


Right-click & 'open link on new window' to check SARS subsistence guide

Please attach quotes/evidence for all the above

Airfare (If applicable) 


Accommodation(if applicable) 


*Do you require a visa? Yes No

*Conference Registration Fees 

*Do you have the required 10% co-funding? Yes No

Attach all relevant documents

Land travel/Mileage 

Subsistence (Number of days) 

*Do you have the required 10% co-funding? Yes No

Please complete Other Source of Funding Section.

When you are here click on SAVE

CONFERENCE BUDGET: OTHER SOURCE OF FUNDING (B)

Source	Amount
Source 1	_____
Source 2	_____
Source 3	_____
Source 4	_____

Complete the 'Source' and 'amount' for 10% co-funding

CONFERENCE BUDGET: TOTAL REQUESTED FROM CONFCOM

Conference budget (Total A) *R _____

Other source of funding (B) R _____

Conference Funding Committee Request *R _____

Capture total conference budget

When you are here click on SAVE

SECTION F: STAFF APPLICANT CONDITIONS

In terms of funding approved and received for postgraduate studies, the applicant hereby acknowledges:

- *An institutional obligation to remain in the employ of the VUT for a minimum period of 2 years from the date of obtaining the qualification. Should the staff member leave the employ of the VUT within this 2 - year period, reimbursement will be calculated on a pro - rata basis
- *That if the qualification is not obtained within a reasonable time period (3 years for a masters' degree and 4 years for a doctoral degree) from the date of awarding the funds, the VUT reserves the right to sequester reimbursement of allocated funding

In terms of funding approved and received for international conferences, the applicant hereby acknowledges:

- *An institutional obligation to remain in the employ of the VUT for a minimum time period of 1 - year from the date of the conference. Should the staff member leave the employ of the VUT within this 1 - year period, reimbursement will be calculated on a pro - rata basis. However, should the staff member provide proof of at least a 0,5 research output unit, the 1 - year obligation will be null - and - void.

Check all checkboxes

Completing a form

A screenshot of a form interface. At the top right, there is a button labeled "complete" with a small square icon to its left. A red callout box with a white border and rounded corners points to this button. Inside the callout box, the text "Click on 'complete'" is written in red. The form itself has a white background with black borders and some faint grid lines.

vut.rims.ac.za says:
Incomplete mandatory field(s) found

All mandatory fields must be completed before you 'Complete'

Form complete failed

VUT Conference Application Form
APPLICATION FOR FUNDING: LOCAL A

1. (a) Relevant correspondence from the conference organisers.
(b) Proof of acceptance of paper (if applicable).

2. The application form has the recommendation of the Supervisor and Head of Department.

3. Thereafter, the application form is forwarded to the Office of the Executive Dean of the Faculty for consideration by the Faculty Executive Committee.

4. Application forms are to be submitted at least EIGHT weeks before the Conference/ Workshop/etc. is scheduled to take place to allow for processing.

Please Note

1. Conference funds are awarded on a competitive basis and depend on the availability of funds at the time of your application.
. 10% of Other Source of Funding is required

SECTION A: PARTICULARS OF APPLICANT

*Are you applying as a Postgraduate or Staff member?

Admin, Edsa

Email Employee/Student ID Department

Name Vaal University of Technology

VUT FUNDING APPLICATIONS

Research & Higher Degrees

Click on 'Complete'

Complete

MAIN APPLICATION FORM

PLEASE NOTE: VUT Funding/Bursary you are applying for is shown below.

*VUT FUNDING SOURCE
VUT Conference Funding

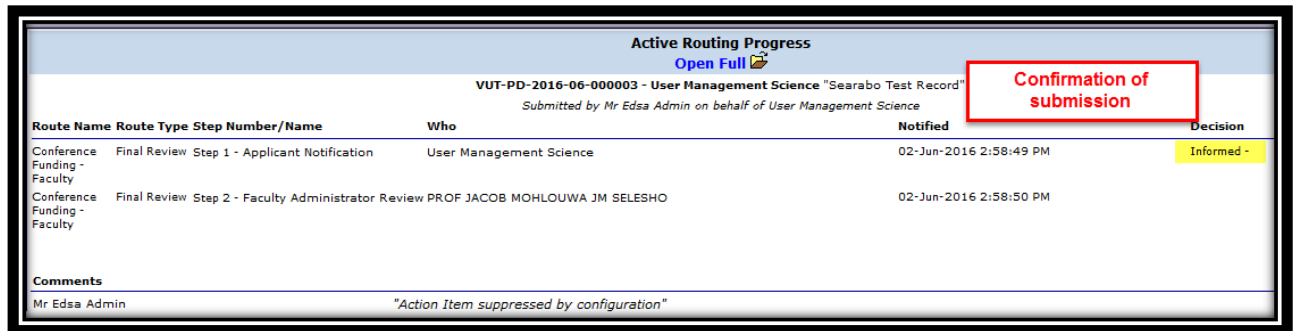
*Please complete the VUT Conference Funding Application form by clicking on the link below.
[VUT Conference Application Form - 2016 Complete](#)

Submission for Review

The screenshot shows a 'Finalize' step in a submission process. On the left, there is a sidebar with a 'Finalize' button highlighted by a red box and a callout bubble that says 'Click on 'Finalise''. The main content area has a blue header 'Finalize' with a question mark icon. Below the header, there are three main steps: 'BUILD PDF / FORM PAGES', 'ASSEMBLE APPLICATION', and 'SUBMIT FOR INTERNAL REVIEW'. The 'SUBMIT FOR INTERNAL REVIEW' step is currently active. Below the steps, there is a paragraph of text: 'Once your proposal has been completed, it can be electronically routed internal modes: Un-submitted and Submitted.' and another paragraph: 'The screen is in Un-submitted mode when your proposal has not yet been route'.

The screenshot shows a table titled 'Components for Initial Application'. The table has columns for 'Form/Document Name', 'Edit', 'Status', 'Upload', and 'Remove'. The first row contains 'VUT FUNDING APPLICATIONS', a pencil icon, 'Completed', a red 'X' icon, and 'Mandatory'. Below the table, there is a link: 'Add Institution Forms/Supporting Documents'. On the right side, there is a 'Submit Final Review' button with a thumbs-up icon, highlighted by a red box and a callout bubble that says 'Click on 'Submit for Final Review''.

The screenshot shows the review path for a proposal. At the top, it says 'Proposal VUT-PD-2016-06-000003 - User Management Science "Searabo Test Record" (Under Development)'. Below this, there are links for 'Refresh Route' and 'Add New Person to Review Path'. The review path is shown as a table with two steps: 'Step 1 Applicant Notification User Management Science' and 'Step 2 Faculty Administrator Review PROF JACOB MOHLOUWA JM SELESHO'. A 'Submit' button is highlighted by a red box and a callout bubble that says 'Click on 'Submit''. At the bottom, it says 'No comments have been recorded yet'.



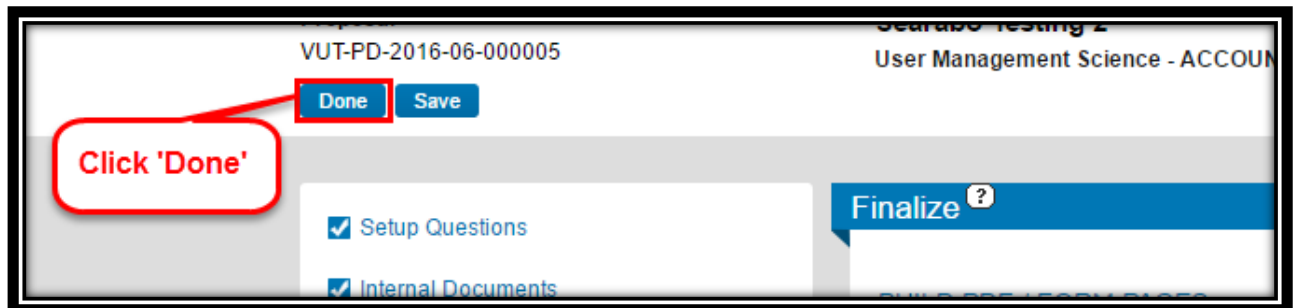
Active Routing Progress
[Open Full](#)

VUT-PD-2016-06-000003 - User Management Science "Searabo Test Record"
Submitted by Mr Edsa Admin on behalf of User Management Science

Confirmation of submission

Route Name	Route Type	Step Number/Name	Who	Notified	Decision
Conference Funding - Faculty	Final Review	Step 1 - Applicant Notification	User Management Science	02-Jun-2016 2:58:49 PM	Informed -
Conference Funding - Faculty	Final Review	Step 2 - Faculty Administrator Review	PROF JACOB MOHLOUWA JM SELESHO	02-Jun-2016 2:58:50 PM	

Comments
Mr Edsa Admin "Action Item suppressed by configuration"



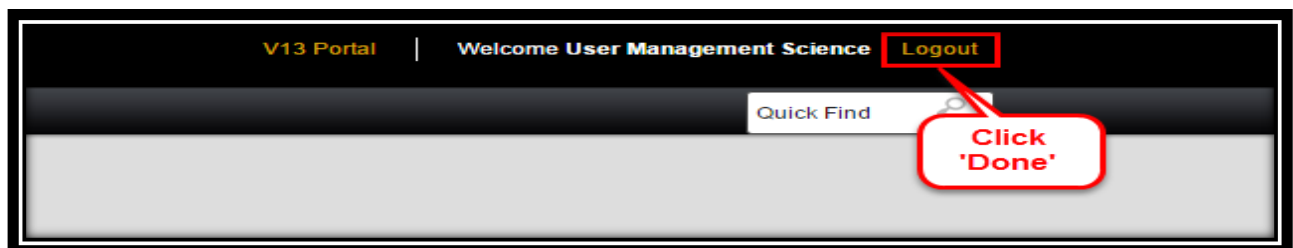
VUT-PD-2016-06-000005 Searabo Testing 2
User Management Science - ACCOUNT

Done **Save**

Click 'Done'

Setup Questions **Finalize** ?

Internal Documents



V13 Portal Welcome User Management Science **Logout**

Quick Find

Click 'Done'

The application will be sent to your faculty for review and the email notification will be sent your VUT email

Dear User Management Science

**The email notification will
be sent to the applicant**

Your application for Conference Funding has been submitted for internal review.

Application No: VUT-PD-2016-06-000003

Department: ACCOUNTANCY

Please use the above Application Number when querying your application

Regards,
Research Directorate

Checking Application Status

- Login >> Sponsored Projects >> Locate my records >> Search for record number >> Record numbers will be displayed as in below

VUT-PD-2016-06-000010	Sponsored Projects	Management Science, User - ACCOUNTANCY	Another test record	Vaal University of Technology / VUT Conference Funding	Not Specified to Not Specified	Status: Completed
VUT-PD-2016-06-000009	Sponsored Projects	Management Science, User - ACCOUNTANCY	Test test	Vaal University of Technology / VUT Conference Funding	Not Specified to Not Specified	Status: FRIC Disapproved
VUT-PD-2016-06-000008	Sponsored Projects	Admin, Edsa - Vaal University of Technology	Exco Meeting 20 June 2016	Vaal University of Technology / VUT Conference Funding	Not Specified to Not Specified	Status: Under Development
VUT-PD-2016-06-000007	Sponsored Projects	Management Science, User - ACCOUNTANCY	Searabo Test Record 14/06/2016	Vaal University of Technology / VUT Conference Funding	Not Specified to Not Specified	Status: Under Development
VUT-PD-2016-06-000006	Sponsored Projects	Management Science, User - ACCOUNTANCY	Another test record	Vaal University of Technology / VUT Conference Funding	Not Specified to Not Specified	Status: Report Requested
VUT-PD-2016-06-000005	Sponsored Projects	Management Science, User - ACCOUNTANCY	Searabo Testing 2	Vaal University of Technology / VUT Conference Funding	Not Specified to Not Specified	Status: ESRIC Review

For further assistance please contact:

Research Directorate

Research Information Officer: Searabo Kgekoane

dorcask@vut.ac.za

Ext 7638