

# TORA User Guide

## How to Make an Amendment to an Application Submitted on TORA for Institutional Approval

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### User Guide Objectives

This user guide will show you how to:

- Log in to TORA
- Find out if you have an amendment request
- Make the amendment requested
- Submit your application to workflow
- Identify who to contact for further queries

### Logging in to TORA

1. The TORA homepage can be accessed by clicking on the box titled “**TORA**” on the [Research Support](#) website. This will bring you to the [TORA homepage](#).

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### Welcome to the TORA Homepage

TORA is DCU's new research application and award management system. The system facilitates seamless integration from institutional approval of funding applications, through to the recording of successful awards and their associated budgets, and finally to the management of post-award financials. Using TORA, you can:

- submit funding applications for institutional approval
- receive feedback on your application
- track the status of your application through the institutional approval process
- store your application and award documentation in a single document store
- view all of your applications and awards.

**ALL intended applications for external funding must be submitted for prior Institutional Approval.** Please allow a **minimum of five (5) working days** for RIS/GSO and Finance Office review and endorsement.

[Click Here to Access TORA](#)

By submitting an application on TORA you are agreeing to the **Terms and Conditions** below.

TORA can be accessed on campus. If you are accessing TORA off-site you will require VPN access. Please contact [ISS](#) to arrange this.

2. On the TORA Homepage, click on the **“Click Here to Access TORA”** link and you will be brought to the log in screen.

Log in using your usual DCU AD username and password and type AD in the domain field.

DCU

Windows password authentic ▼

User name

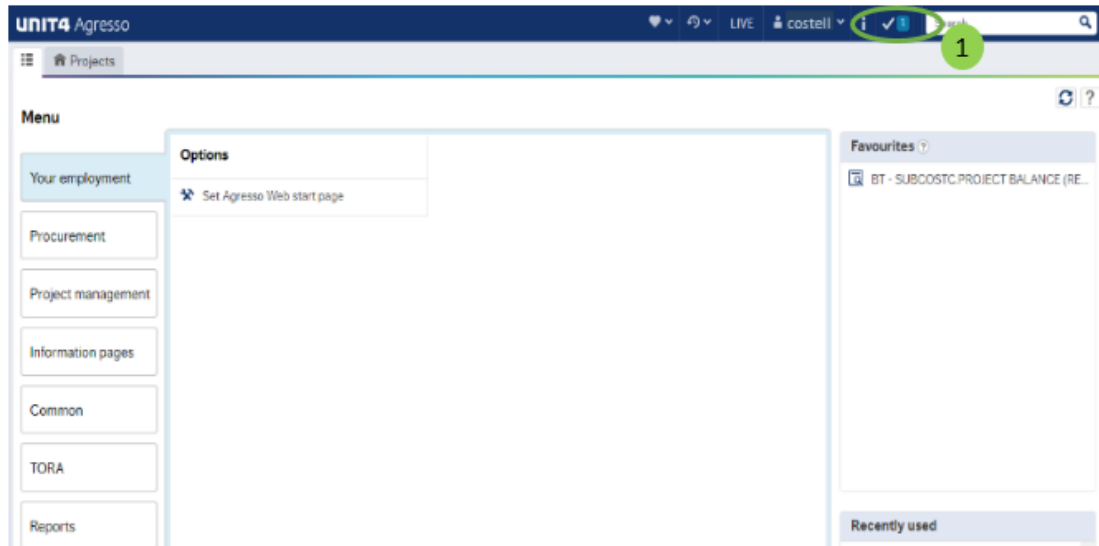
Domain

Password

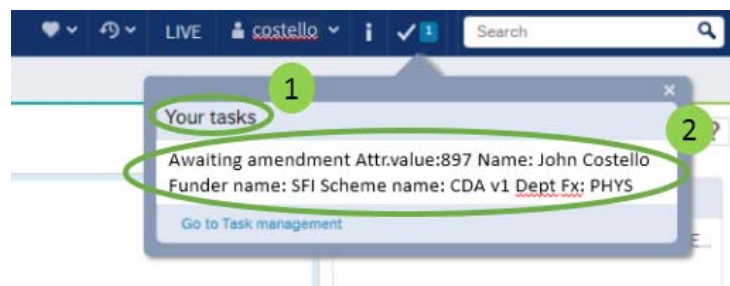
[LOGIN](#)

## Making an Amendment

Depending on your access rights, your Home Page on Agresso may look similar to the screenshot below. If you have any tasks, you will see a number indicated in the top right hand corner (1).



1. Click on the number and your tasks will appear in a drop down list (1). Note that this list contains your Agresso tasks, which could include a request to amend a TORA form or could also include actions relating to other areas of Agresso (e.g. purchase orders). To make your TORA form amendment, click on the Form detail in your task list (2) and your TORA Form will open.



2. Check the comment in the “**Workflow log**” (1) to see what amendment is being requested and then make the amendment. Typical amendments requested include attaching the proposal or budget document or entering values into one of the mandatory fields.

3. Once you have made the required amendment, click the **“Task complete”** button (1) at the bottom of the screen. A green banner will appear at the top of the form confirming that the form has been submitted.

## Workflow & Approval

Once you have submitted your form it will be in workflow and it will go to Research and Innovation Support (RIS) or the Graduate Studies Office for review and approval (which Office it goes to will be determined by the call/scheme selected). Once approved, it will then go to the Finance Office. The PI may receive communications and feedback from each of the Offices as it goes through workflow. The PI will receive an email confirming institutional approval once it has been approved by both Offices.

## Contact Details & Further Information

If you have any queries please feel free to contact Research and Innovation Support (RIS) ([research@dcu.ie](mailto:research@dcu.ie), 7008000) or the RIS Information Systems Manager, Isabel Hidalgo ([Isabel.hidalgo@dcu.ie](mailto:Isabel.hidalgo@dcu.ie), 7007894).

Further user guides and resources can be accessed via the [DCU Research Support](#) webpage, including guides on:

- how to view the status of my application(s)
- how to access a summary of my applications and awards
- how to find funding
- how to prepare a successful proposal.