

# TORA User Guide

## How to Submit an Application on TORA for Institutional Approval

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### User Guide Objectives

This user guide will show you how to:

- Log in to TORA
- Complete the application form
- 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.

Windows password authentic ▾

User name

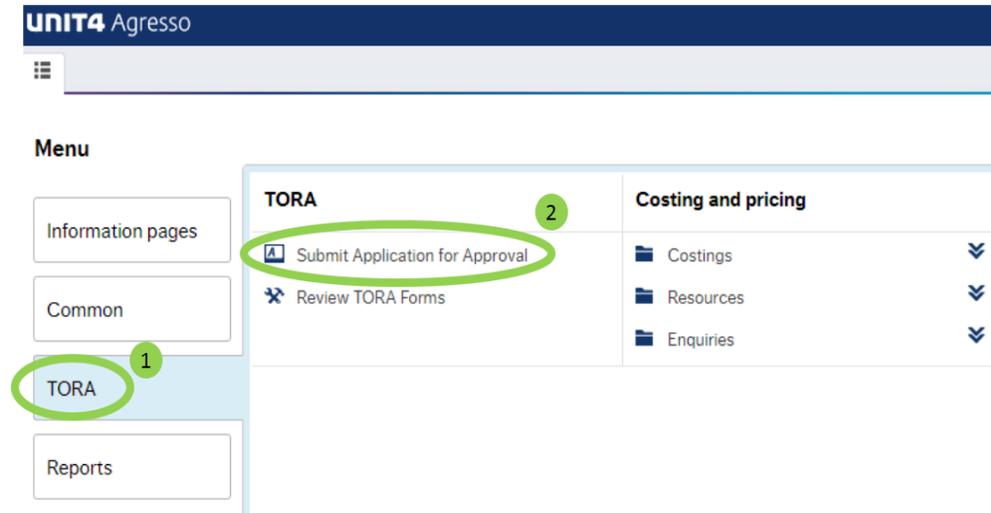
Domain

Password

[LOGIN](#)

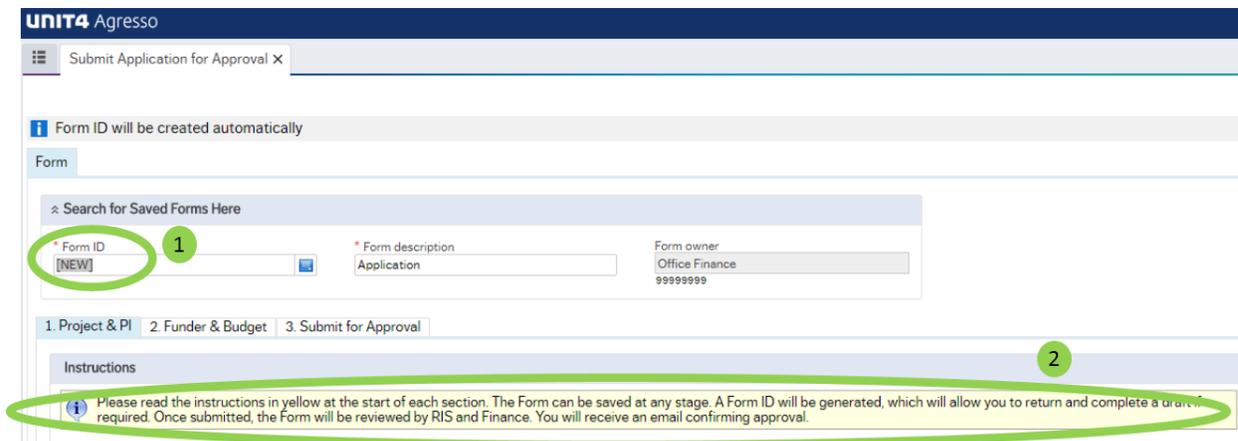
## Menu Pages View

Depending on your access rights, your Home Page on Agresso may look similar to the screenshot below:



1. On the left-hand menu click “TORA” (1), then click “Application for Approval” (2) and the application form will open.

## Completing the Form



The form consists of three short tabs to complete.

There is a **Form ID** field at the top of the page but this is only used if you want to recall an application that you have created previously. (1)

There are **instructions** in yellow at the start of each section to assist in guiding you through the form. (2)

Tab 1: Project & PI

1. Project & PI 2. Funder & Budget 8. Submit for Approval

**Instructions**

Please read the instructions in yellow at the start of each section. The Form can be saved at any stage. A Form ID will be generated, which will allow you to return and complete a draft if required. Once submitted, the Form will be reviewed by RIS and Finance. You will receive an email confirming approval.

**Project Detail**

Insert Project Title and Acronym/Short Title. If there is no acronym use a key word from the full title.

Project Title 1

Acronym/Short Title 2 \* Proposed Start Date 3 \* Proposed End Date 3 TORA project No

**DCU PI**

Click Add and type PI name in PI field. Use spacebar to view list in Dept field. Only include ONE PI. Other investigators should be listed in the Co-PI section below.

PI 4 Dept 5

Add Delete

**DCU CO-PI's** 6

Click Add and type CO-PI name in CO-PI field. Use spacebar to view list in Dept field. Multiple lines can be added if required.

PI Dept

Add Delete

**Next Step**

Scroll to top and complete Tab 2 (Funder & Budget).

Clear Print preview Submit form Save as draft 7 Export

In the **Project Title** field input the full name of the project. (1)

In the **Acronym/Short Title** field input the acronym for your project. If there is no acronym, use a key word or words from the full title. (2)

Next enter the envisaged **start and end dates** for your project. You can click on the calendar icon and select the appropriate dates. (3)

The name of the **principal investigator** or lead PI is inputted in the next section. Start forward typing the name and it will appear in the drop down list. The personnel number will automatically populate. (4)

Click on the spacebar in the **Dept** field and the PI's school and any associated centres to that School will appear in a dropdown list. Click on whether this project is affiliated to the School or a Centre. The affiliation selected will affect overhead distribution. Only one PI should be recorded in this section. (5)

If there is a named **Co-PI** on the project, they can be included in the section titled DCU Co-PI's. Forward type their name as before and once again, select the appropriate School or Centre affiliation. (6)

You have now completed the first tab. Click **Save as draft** (7) and progress to **Tab 2**. (8)

## Tab 2: Funder & Budget

The screenshot shows the 'Funder & Budget' tab of a form. At the top, there are navigation tabs: '1. Project & PI', '2. Funder & Budget', and '3. Submit for Approval'. The 'Funder & Budget' tab is active. The form is divided into several sections:

- Funder/Call Detail:** Contains a text area with instructions (1), a 'Funder' dropdown menu (2), a 'Funder Call/Scheme' dropdown menu (3), and a 'Call/Scheme Deadline' date field (4). There are 'Add' and 'Delete' buttons below the dropdowns.
- Additional Funder(s):** A section for adding more funders, with an 'Add' button (5).
- DCU Role on Project:** A dropdown menu for selecting the role (6).
- DCU Budget:** Two input fields for 'DCU Direct Costs Total' (7) and 'DCU Overheads Total' (8).
- In-kind Contribution:** A table with columns for 'Type' (9), 'Description' (10), and 'In-kind Value' (11). There are 'Add' and 'Delete' buttons below the table.

At the bottom of the form, there are buttons for 'Clear', 'Print preview', 'Submit form', 'Save as draft' (12), and 'Export'. A green circle with the number 13 is positioned at the top right of the form area.

To select your **funder**, forward type the name of the funder and it should appear in the drop down list (1). If the name of your funder does not appear, select Generic funder (2).

The open **funder calls/schemes** linked to each funder will then be available in the next field. Click spacebar in the field to view the available options. If the scheme you wish to apply to is not available, select one and you can add a note before submitting the form (see guidance on adding a note in Section [“Tab 3: Submit for Approval”](#) below). (3)

Next input the **call/scheme deadline** date. If you are submitting to a rolling call or there is no call deadline leave this field blank. (4)

Some calls have more than one funder involved, for example an EI Innovation Partnership where there is both agency and industry funding. In cases like this, include the name of your second funder in the next section called **Additional Funders**. (5)

Enter **DCU's role on the project** in the next section. Select whether the DCU PI is leading the project, with or without partners, or if the DCU PI is a partner on the project. Click spacebar in the field and select the appropriate role. (6)

Next the **DCU budget** is inputted. Only total amounts are entered here. The detail of the budget will be attached to this application for review but in this field you only need to input the total direct costs. This would take into account personnel, materials, equipment, travel costs etc. (7) The overhead amount applicable on the application is included in the overhead field. (8)

The next section is optional and serves to capture the detail of any relevant **in-kind contribution** from either the funder or project partners. This section may be relevant if there is personnel exchange or equipment access being facilitated as part of the project. Also, some awards are purely in-kind – for example some competitive infrastructure access bids. You can see possible types of interactions by clicking the spacebar in the **Type** field. (9) Further detail can be provided in the **Description** field (10) and an estimated **value** should be included. (11)

You have now completed the second tab. Click **Save as Draft** (12) and progress to **Tab 3 Submit for Approval** (13).

### Tab 3: Submit for Approval

Submit Application for Approval x

Form

Search for Saved Forms Here

\* Form ID [NEW] [ ]

\* Form description Application

Form owner TORA access

1. Project & PI 2. Funder & Budget 3. Submit for Approval

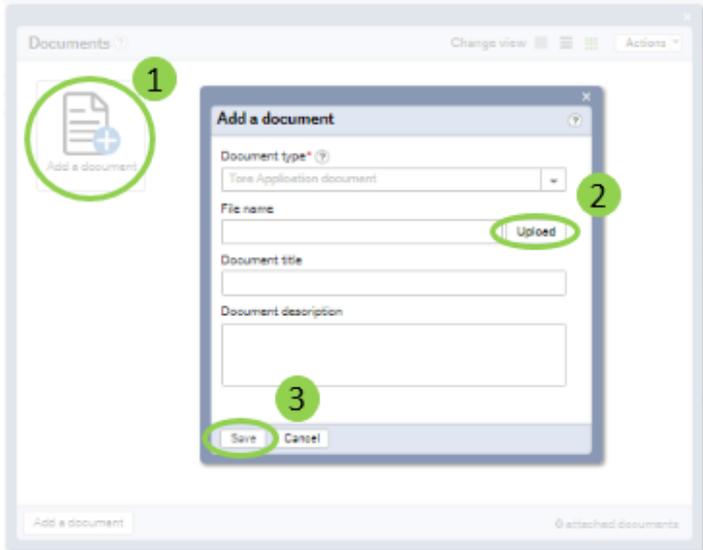
Attachments

Use paperclip in top right corner to attach your budget, proposal and any other relevant documents. Then answer the question below.

Q Have you attached your detailed budget and draft proposal? Yes/No

Q1

The first section in Tab 3 prompts you to include your **attachments** i.e. your budget and proposal documentation. To do so, click on the paperclip in the top right corner. (1)



The document repository will open and you can click **Add a document** to attach any file type here. (1) Once you have selected your file, click **Upload** (2) and press **Save**. (3)

1. Project & PI 2. Funder & Budget 3. Submit for Approval

**Attachments**

Use paperclip in top right corner to attach your budget, proposal and any other relevant documents. Then answer the question below.

Q Have you attached your detailed budget and draft proposal? Yes/No

Q1

**Confirmation Questions**

Please answer the questions below.

Q Does the PI's current employment contract span the term of this project? Yes/No

Q3

Q Does this project have the approval of the Head of School? Yes/No

Q7

**Notes**

If relevant, include any additional notes below.

Notes

**Conclusion**

Press 'Submit Form' below.

Clear Print preview **Submit form** Save as draft Export

Once you have attached all relevant documents, you can answer yes to the first question. Type yes or click the drop down arrow. (1)

Then answer the 2 **confirmation questions** as appropriate. Yes or No can be forward-typed or selected by clicking the dropdown arrow. (2)

The last section is a **Notes** section. Here you can provide any useful information that may inform the Research Office/Graduate Studies Office and Finance Office review. If your funder was not in the list of funders it would be important to include the name of your funder here. (3)

Once you are happy to submit your application for approval, press **Submit form** at the bottom of the page. (4) 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. If you have submitted the form on behalf of a PI then it will go to the PI for approval. When the PI has approved the submission of the form, or if the form was submitted by the PI themselves, 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.