TORA User Guide

How to Submit an Application on TORA for Institutional Approval

Contents

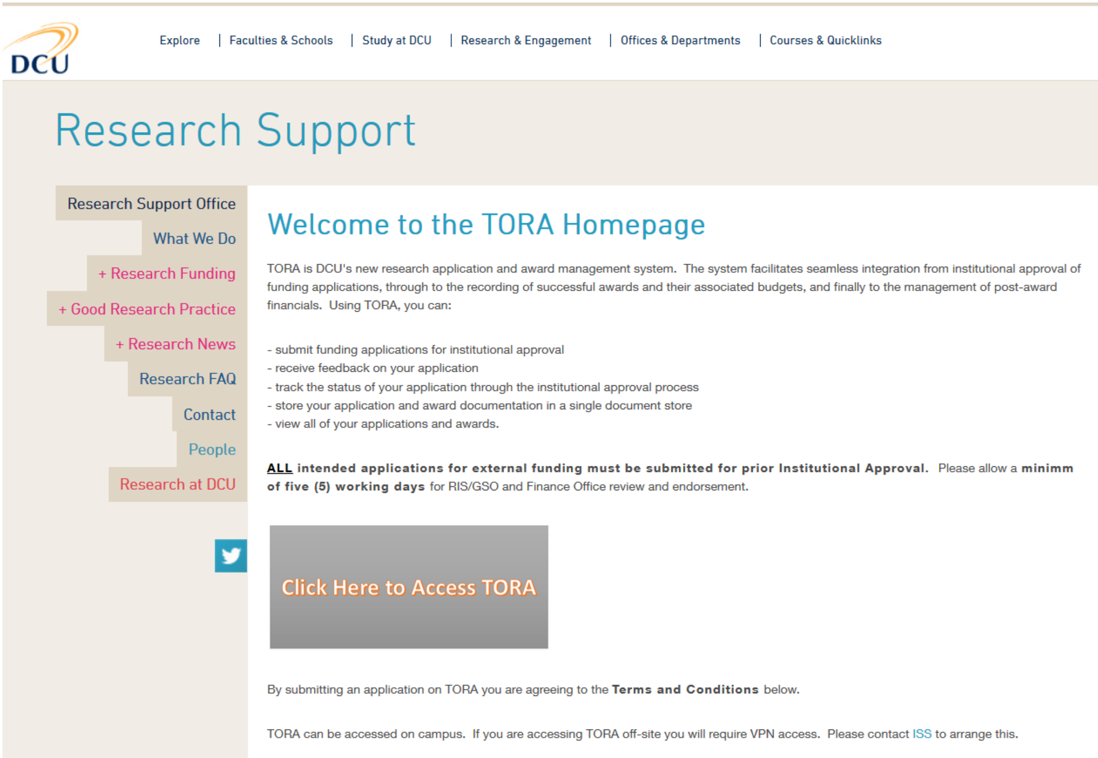
User Guide Objectives

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

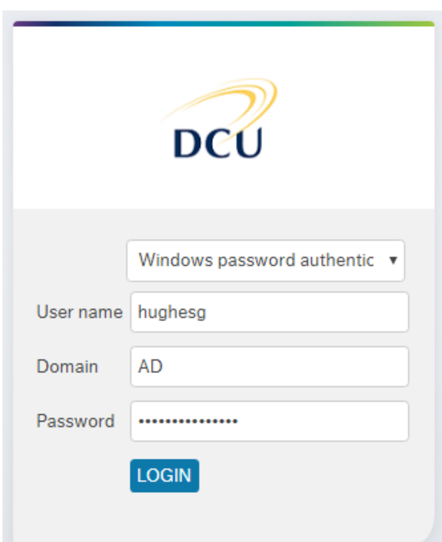
Logging in to TORA

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.



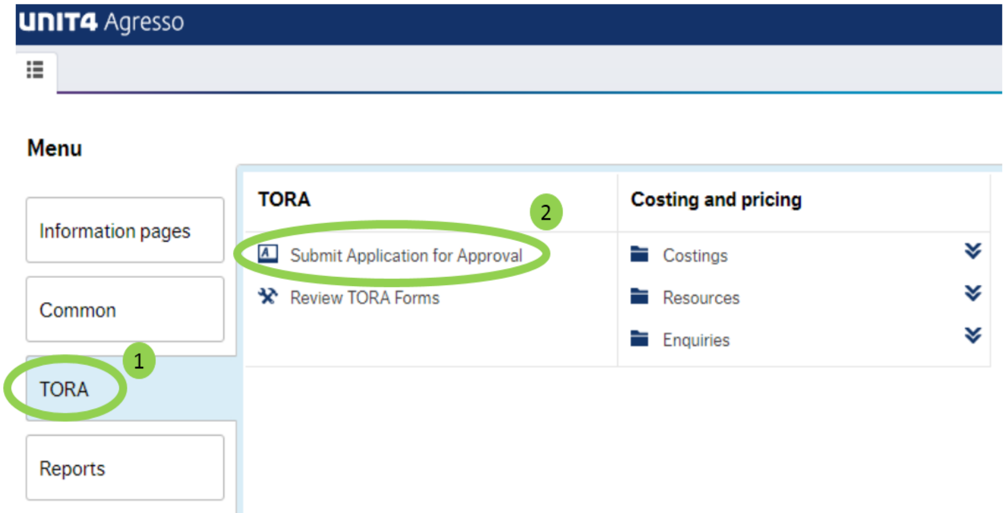
2. On the TORA Homepage, click on the **Click Here to Access TORA** link and you will be brought to the log in screen.

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



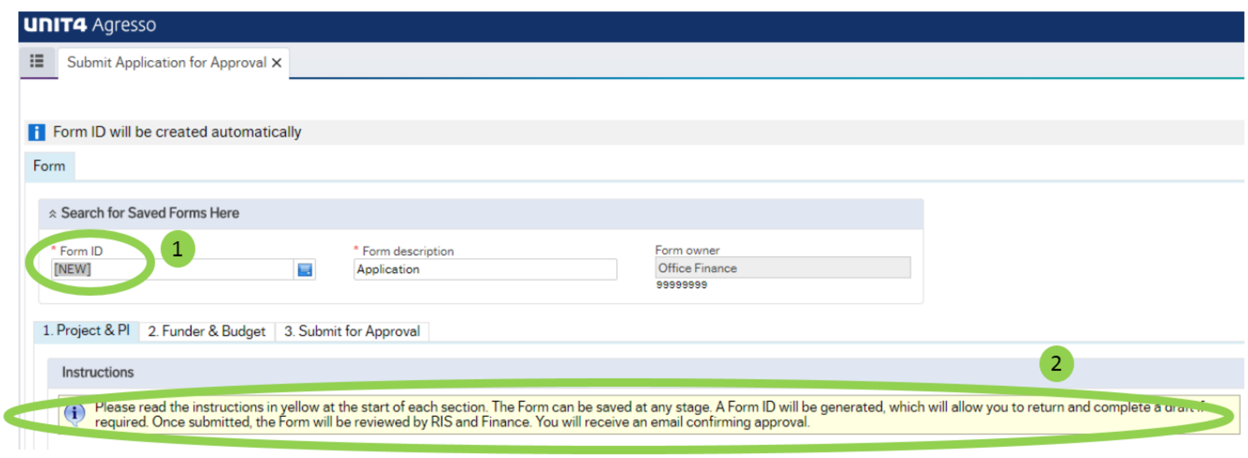
Menu Pages View

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

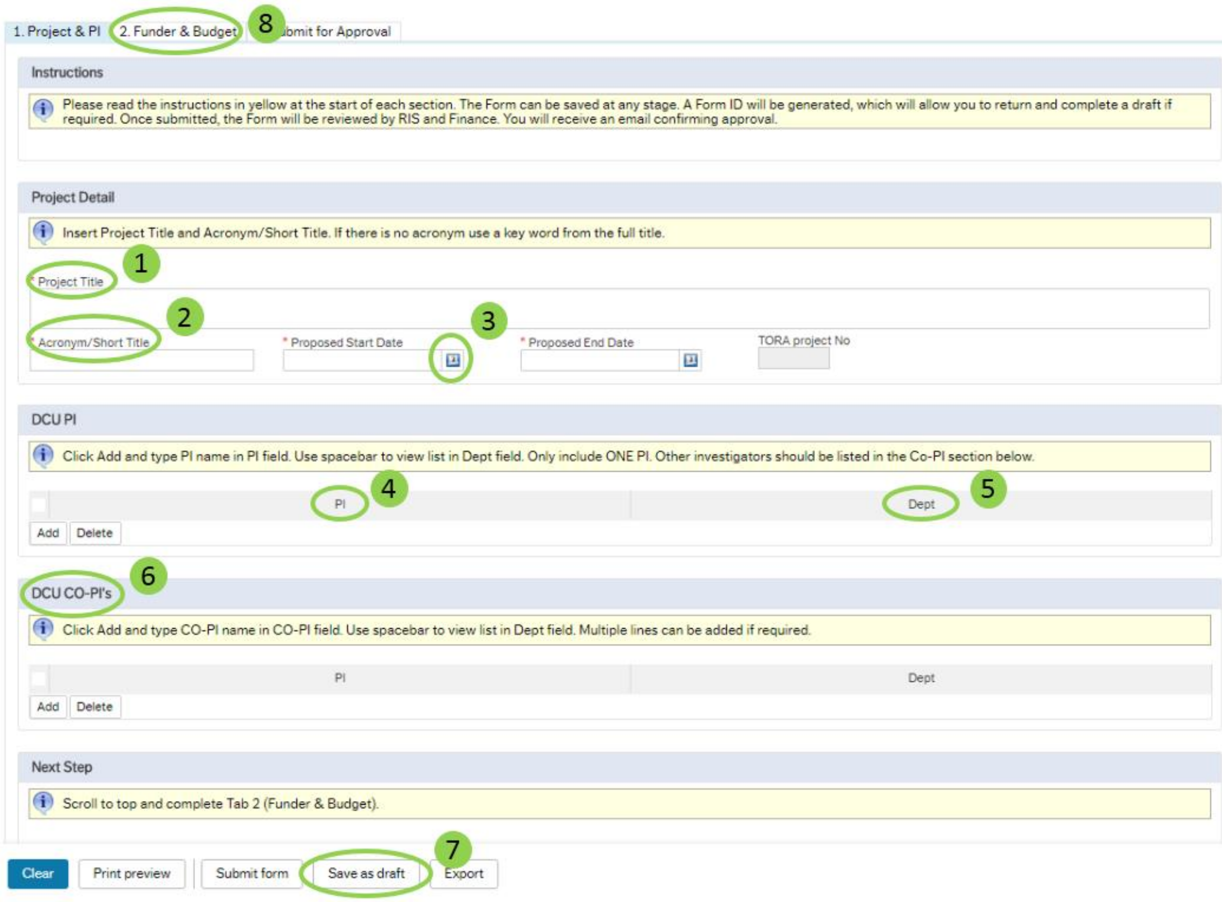


The form consists of three short tabs to complete.

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



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)

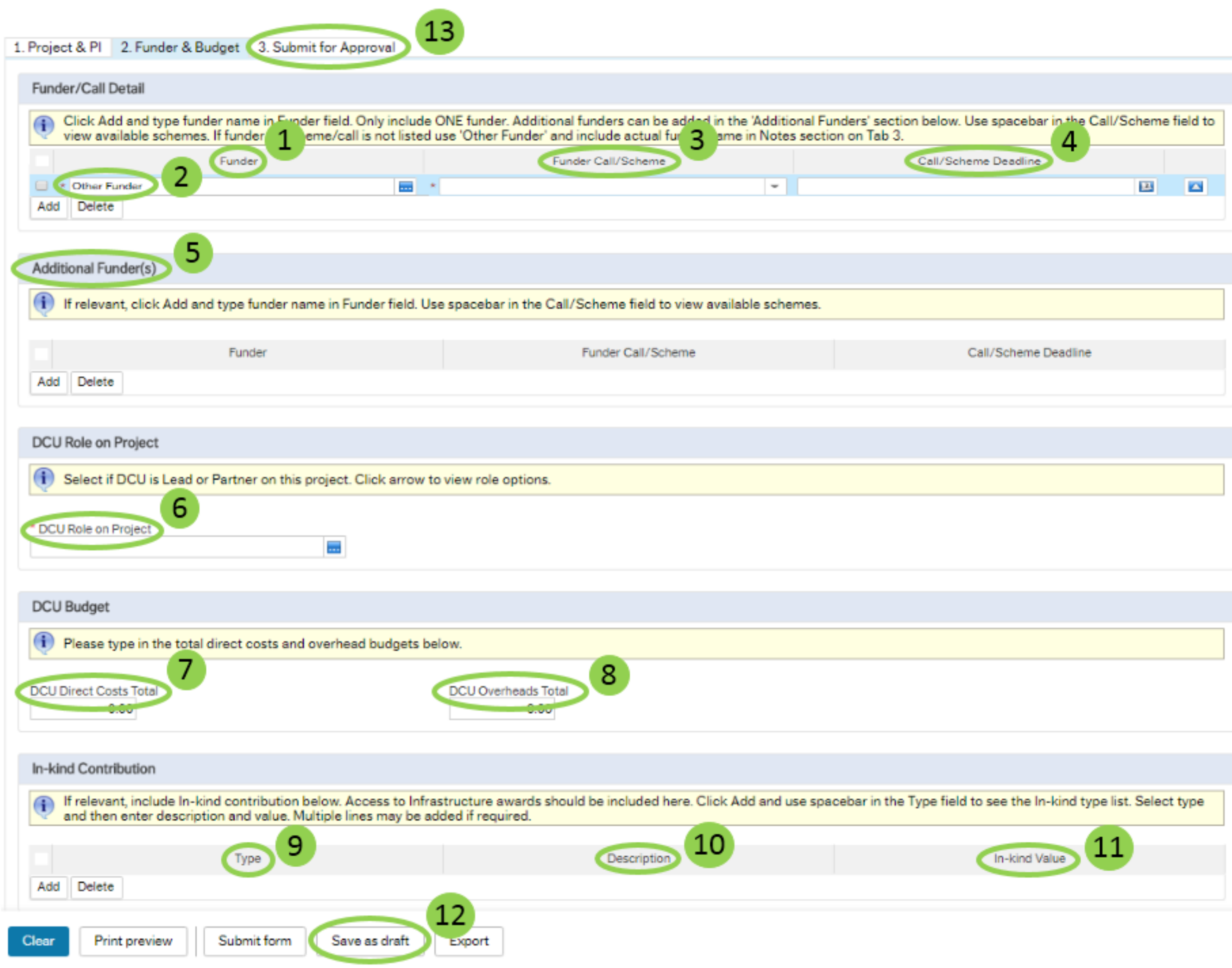
The name of the **principal investigator** or lead PI is inputted in the next section. Start forward typing the name and it will appear in the drop down list. The personnel number will automatically populate. (4)

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



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)

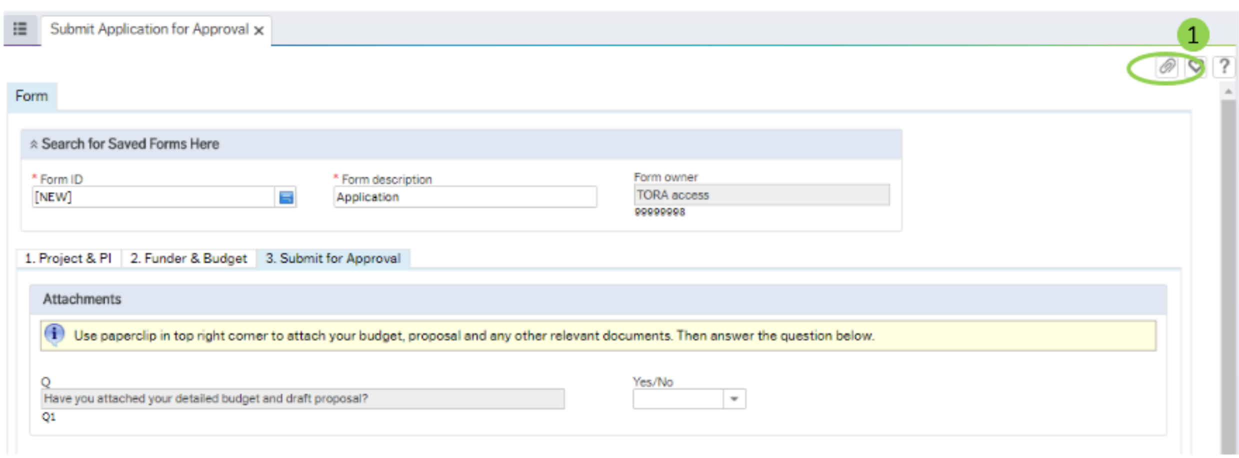
Enter **DCU's role on the project** in the next section. Select whether the DCU PI is leading the project, with or without partners, or if the DCU PI is a partner on the project. Click spacebar in the field and select the appropriate role. (6)

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)

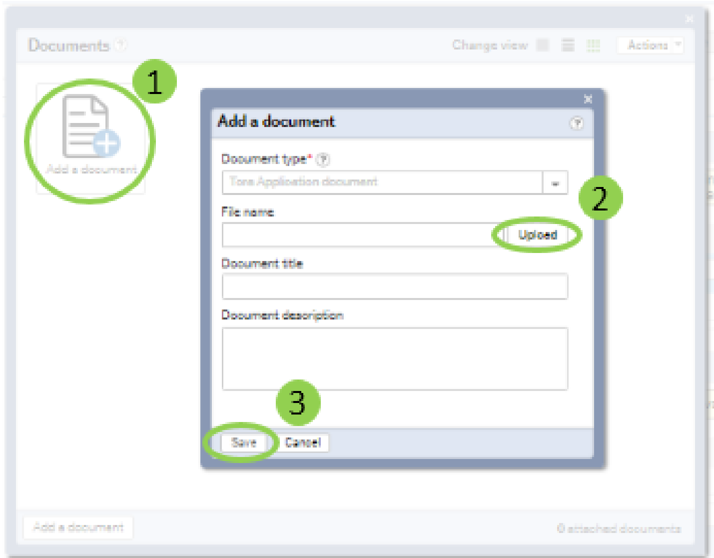
The next section is optional and serves to capture the detail of any relevant **in-kind contribution** from either the funder or project partners. This section may be relevant if there is personnel exchange or equipment access being facilitated as part of the project. Also, some awards are purely in-kind – 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).

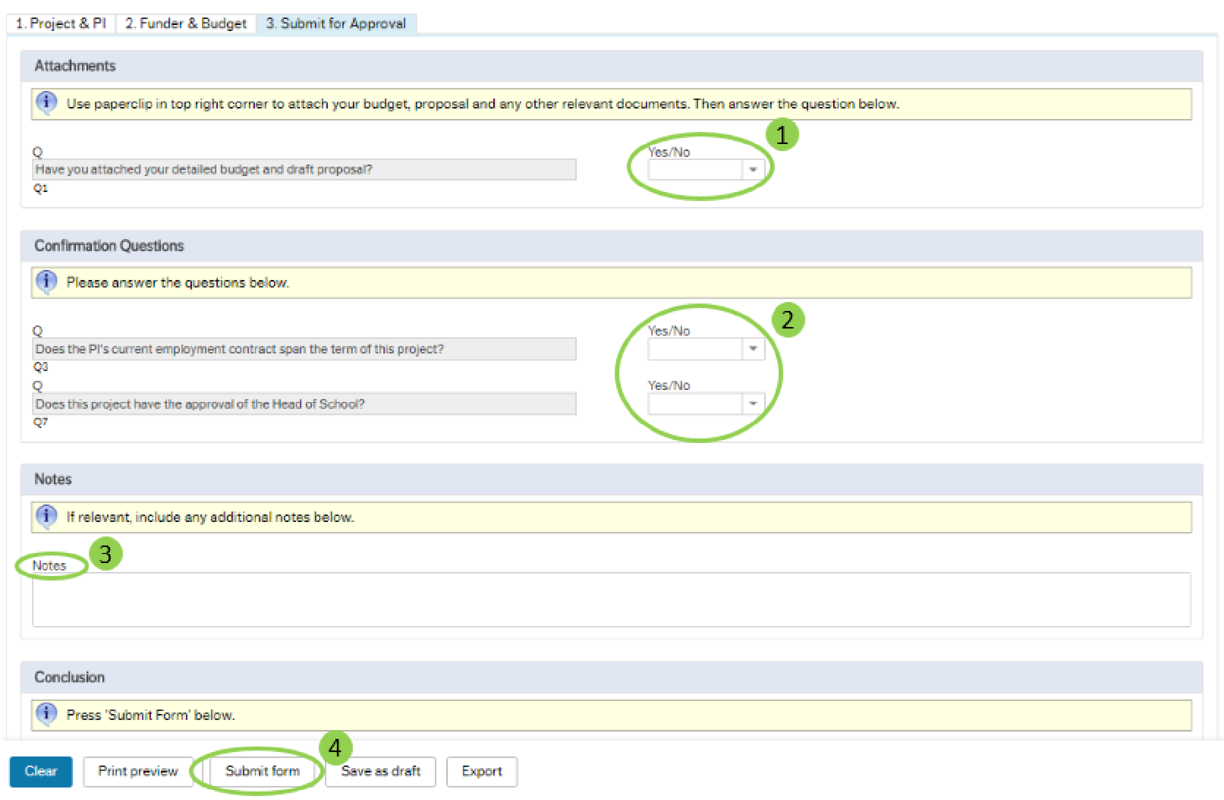
Tab 3: Submit for Approval



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)



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, 7008000) or the RIS Information Systems Manager, Isabel Hidalgo (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.