

TORA User Guide

How to Track 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
- Track the status of an application form submitted to TORA
- 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 ▾

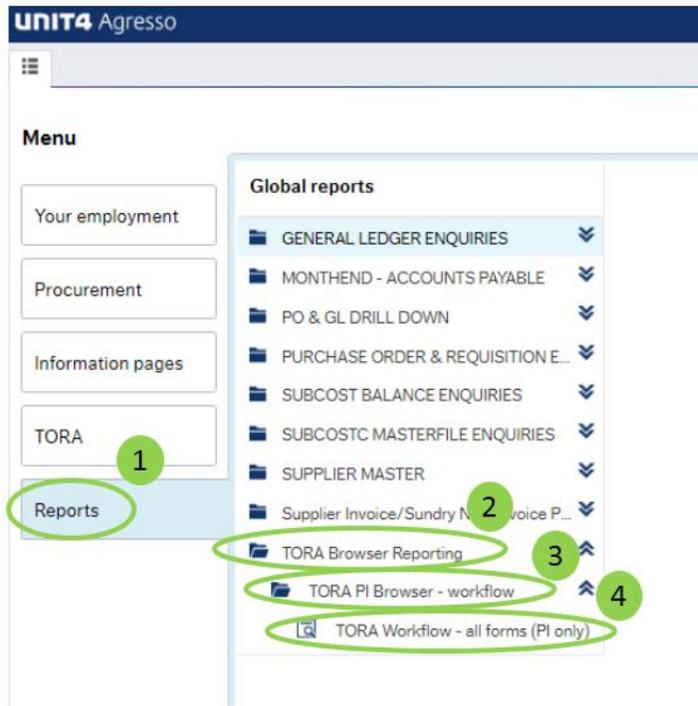
User name

Domain

Password

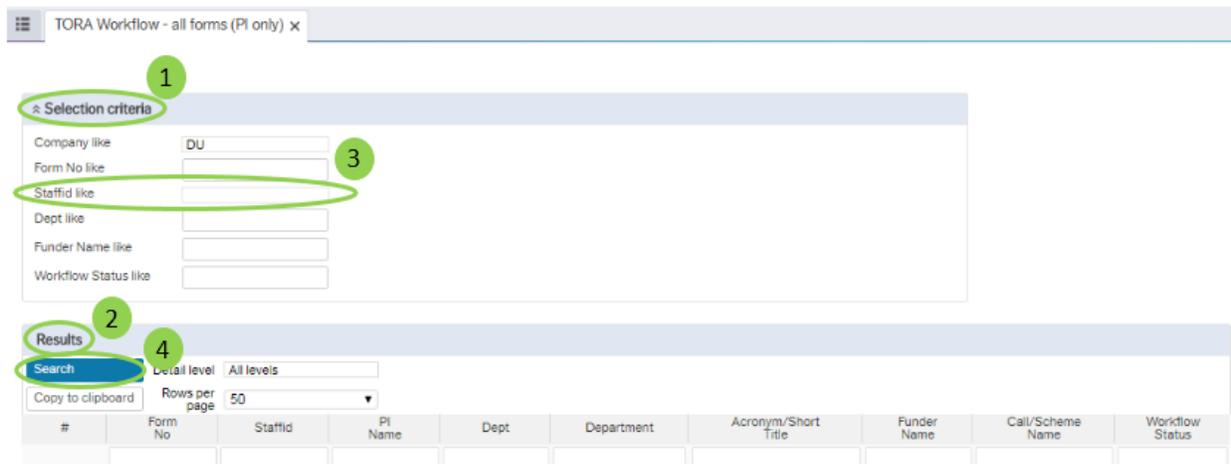
Opening the TORA Application Form Tracker

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



1. On the left-hand menu click “**Reports**” (1) to bring you to all your Agresso Reports. Click on the “**TORA Browser Reporting**” folder (2), followed by the “**TORA PI Browser – workflow**” folder (3), and then click “**TORA Workflow – all forms (PI only)**” (4) and the TORA application form tracker will open.

Using TORA Workflow Tracker



On the TORA Workflow Tracker, you will see a **Selection criteria** section (1) and a **Results** section (2). Your staff ID should be auto populated into the **Staffid like** field (3).

To obtain a list of all TORA Application Forms for which you are listed as PI leave the rest of the fields blank and simply click the Search button. (4)

Limiting your Search

If you wish to limit your search you can use the selection criteria. Enter the criteria in the relevant field and then click the search button.

Selection criteria	
Company like	DU
Form No like	
Staffid like	
Dept like	
Funder Name like	
Workflow Status like	

Each of the selection criteria are explained below:

Company like: This will default to “DU”, for DCU. (1)

Form No like: You can search by TORA Form ID by entering the Form ID in this field. (2)

Staffid like: This will default to your DCU staff id number. (3)

Dept like: You can search by Department (School or Research Centre) by entering the Department number in this field. (4)

Funder like: You can search by Funder by entering the Funder’s name in this field. (5)

Workflow Status like: You can search by workflow status by entering the status in this field (e.g. Draft, Awaiting RIS approval, Application Approved etc.). (6)

*** Please note that selection criteria fields are case sensitive. The * symbol can be used before and after the criteria entered if you do not know the **exact** narrative/spelling. E.g. WF Status like - *Approved* or Funder Name like -*Enterprise**

Results Table

Once you click **Search**, a list of all TORA Applications Forms for which you are listed as PI will appear in the Results table.



#	Form No	Staffid	PI Name	Dept	Department	Acronym/Short Title	Funder Name	Call/Scheme Name	Workflow Status
1	0011	81234567	John Smith	COMMS	School of Communications	Inspiring Minds	Dublin City Council	Dublin City Council Contract	Draft
2	0010	81234567	John Smith	COMMS	School of Communications	TechImpact	EU Horizon 2020	EU Horizon 2020 Marie Curie ITN 2018	Awaiting RIS Approval

The status of each of your TORA Application Forms will be shown in the **Workflow Status** column. (1) The status options are:

1. **Draft:** A form has been created but not submitted.
2. **Awaiting PI approval:** A form has been created on behalf of a PI and submitted.
3. **Awaiting RIS approval:** A form has been submitted by a PI (or approved by a PI if it was originally created on their behalf by someone else).
4. **Awaiting FO approval:** A form has been approved by RIS and is with the Finance Office for approval.
5. **Awaiting amendment:** A form has been returned to a PI for amendment.
6. **Application approved:** A form has been approved.

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 submit an application on TORA
- how to access a summary of my applications and awards
- how to find funding
- how to prepare a successful proposal.