

TORA User Guide

How to Add Documents to Your Existing Applications and Awards on TORA

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1. User Guide Objectives

This user guide will show you how to:

- Log in to TORA
- Use “Advanced Costing Search” to search for your applications and awards
- View your applications and awards
- Add documents to your applications or awards
- Identify who to contact for further queries.

2. 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

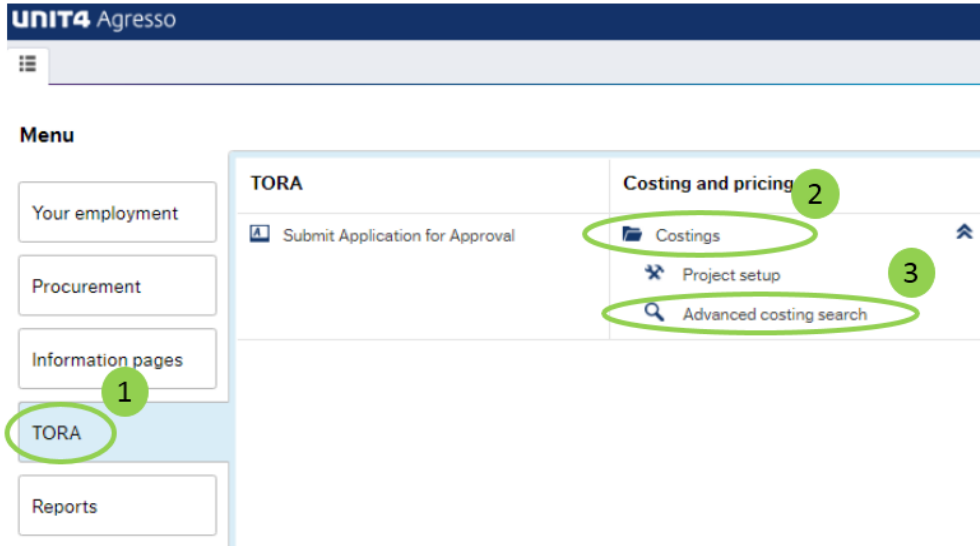
Domain

Password

[LOGIN](#)

3. 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 the “Costings” folder (2). Once you then click on “Advanced costing search” (3) the search screen will open.

4. Using the Advanced Costing Search

On the Advanced costing search screen, you can enter **search criteria** in any of the fields in order to limit your results. (1)

To obtain a list of all applications and awards for which you are listed as PI, leave the fields blank and simply click the Search button. (2) You can then skip ahead to Section “Search Results” below.

I. Limiting your Search

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

Each of the selection criteria are explained below:

Project title: (1) This field is used to search for applications or awards using their Project title. Note that this field is case-sensitive. The dropdown menu is used to determine which part of the Project title you want to search on. The dropdown menu has the following options:

- *contains* - Any part of the Project title will be searched on, using the text entered in the free text field.
- *ends with* - The end of the Project title will be searched on, using the text entered in the free text field.
- *starts with* - The start of the Project title will be searched on, using the text entered in the free text field.

The second field is a free text field and is used to enter the text that you want to search for in the Project title.

PI / Co-I: (2) This field is used to search for applications or awards with specific Principal Investigators or Co-Investigators. Note that this field is case-sensitive. The dropdown menu is used to determine which part of the person's name you want to search on. The dropdown field has the following options:

- *contains* - Any part of the Principal Investigator or Co-Investigator's name will be searched on, using the text entered in the free text field.
- *ends with* - The end of the Principal Investigator or Co-Investigator's name will be searched on, using the text entered in the free text field.
- *starts with* - The start of the Principal Investigator or Co-Investigator's name will be searched on, using the text entered in the free text field.

The second field is a free text field and is used to enter the name or partial name of the person.

Status: (3) This field is used to search for applications or awards using their status. Leaving it blank will search for applications or awards of any status. Click on the spacebar in the field to see the available options. The status options are:

- **Draft:** The application or award has been created and saved as a draft. It has not been submitted to workflow for approval.
- **Closed:** The application or award is closed.
- **Live:** The application or award is live.

Department: (4) This field is used to search for applications or awards using the Department (i.e. School or Research Centre) they are created for. Click on the spacebar in the field to see the list of DCU Departments. Leaving it blank will search for applications or awards for any Department.

Funder: (5) This field is used to search for applications or awards using the Funders they are created for. Click on the spacebar in the field to see the list of available Funders. Leaving it blank will search for applications or awards created for any Funder.

Partner: (6) This field is used to search for applications or awards using the Partners they are created for. Click on the spacebar in the field to see the list of available Partners. Leaving it blank will search for applications or awards for any Partner.

Currency: (7) This field is used to search for applications or awards that have been set up in a specific currency. Click on the spacebar in the field to see the list of available currencies. Leaving it blank will search for applications or awards set up in any currency.

The **Reference numbers** (8) panel allows you to search for applications or awards using a selected reference number on the application or award. Leaving it blank will search for applications or awards for any reference number.

The first field is used to select the reference number that you wish to search with. The options are:

- *Record Ref:* TORA Reference Number
- *Dept Ref:* DCU Department Code
- *Funder Ref:* Funder's Reference Number for the call or award
- *External Ref:* N/A
- *ETL Date:* Date subcost code was created
- *Finance project no:* DCU Subcost code

The second field is used to determine which part of the reference number field you want to search on. The options are:

- *contains* - Any part of the reference number will be searched on, using the number entered in the third field.
- *ends with* - The end of the reference number will be searched on, using the number entered in the third field.
- *starts with* - The start of the reference number will be searched on, using the number entered in the third field.

The third field is used to enter the number or partial number that you want to search for in the selected reference number field.

The fields in the **Costing details** panel are explained as follows:

Costing type: (9) This field is used to search for applications or awards using their costing type. You can limit your search to just applications, just awards or leaving it blank will search for both applications and awards.

Costing status: (10) This field is used to search for applications or awards using their costing status. Leaving it blank will search for applications or awards for any costing status. Click on the spacebar in the field to see the available options. The costing status options are:

- **Draft:** The application or award has been created and saved as a draft. It has not been submitted to workflow for approval.
- **Submitted:** The application or award has been created and submitted to workflow for approval.
- **Approved:** The application or award has been approved.
- **Not approved:** The application or award has been through workflow and assigned a status of not approved.
- **Terminated:** The application or award has been created and subsequently terminated.
- **Transferred out:** Not Applicable

The **Proposed and awarded project dates** panel allows you to search for applications or awards using a selected project date on the application or award. Project refers to either an application or an award. Leaving it blank will search for applications or awards with any project dates. The fields in this panel are explained as follows:

The first field is used to select the **project date** (11) that you wish to search with. The options are:

- *Awarded project end date* - Actual project start date.
- *Awarded project start date* - Actual project end date.
- *Proposed project end date* - The proposed end date of the project.
- *Proposed project start date* - The proposed start date of the project.

The second field is used to determine how you use the date you want to search with. The options are:

- *equals* - All applications or awards with the selected project date equal to the date entered in the next field will be displayed.
- *is between* - When this is selected another date field will appear after the third field so that there are two date fields. All applications or awards with the selected project date between the two entered dates will be displayed.
- *is earlier than* - All applications or awards with the selected project date earlier than the date entered in the next field will be displayed.
- *is later than* - All applications or awards with the selected project date later than the date entered in the next field will be displayed.

The third field is used to enter the actual date you wish to use to search with. If the *is between* option is selected in the previous field, a further date field will be displayed for you to enter a date range to search with.

The **Project deadlines** panel (12) allows you to search for applications or awards using a selected deadline date. Leaving it blank will search for applications or awards with any project deadline dates. The fields in this panel are explained as follows:

The first field is used to select the deadline date that you wish to search with. The options are:

- *Dept deadline* - A department's deadline date for the project.
- *Funder deadline* - A Funder's deadline date for the project.
- *RS deadline* - The DCU Research Support Office deadline date for the project.

The second field is used to determine how you use the date you want to search on. The options are:

- *equals* - All applications or awards with the selected deadline date equal to the date entered in the next field will be displayed.
- *is between* - When this is selected another date field will appear after the third field so that there are two date fields. All applications or awards with the selected deadline date between the two entered dates will be displayed.
- *is earlier than* - All applications or awards with the selected deadline date earlier than the date entered in the next field will be displayed.

- *is later than* - All applications or awards with the selected deadline date later than the date entered in the next field will be displayed.

The third field is used to enter the actual date you wish to search with. If the *is between* option is selected in the previous field, a further date field will be displayed for you to enter a date range to search with.

The **FEC and Price** panel (13) allows you to search for applications or awards using total Full Economic Costing values and prices. Leaving it blank will search for applications or awards for any FEC or Price. The fields in this panel are explained as follows:

The first field is used to select which value or price you wish to search on. The options are:

- *Total FEC (home)* - The total Full Economic Cost of the project in Euro.
- *Total price (home)* - The total price of the project in Euro.
- *Total price (Roe)* - The total price of the project in foreign currency.

The second field is used to determine how you use the value or price field that you want to search on. The options are:

- *equals* - All applications or awards with the value equal to the value entered in the next field will be displayed.
- *is between* - When this is selected another value field will appear after the third field so that there are two value fields. All applications or awards with the selected value between the two entered values will be displayed.
- *is greater than* - All applications or awards with the selected value greater than the value entered in the next field will be displayed.
- *is less than* - All applications or awards with the selected value less than the value entered in the next field will be displayed.

The third field is used to enter the actual value you wish to search with. If the *is between* option is selected in the previous field, a further value field will be displayed for you to enter a value range to search with.

Default page size: (14) This determines the maximum number of rows that will be displayed in the search results grid at the bottom of the page.

II. Search Results

Once you click the Search button, all matching applications or awards will appear in the search results grid at the bottom of the page.

Record Ref	PI name	Funder	Short title	Price Euro	Costing status	Dept deadline	γ RS deadline	Funder deadline	Dept
104015	John Smith	IDA	Inspiring Minds	12,500.00	Application v1 - Approved	01/01/2019	01/01/2019	01/01/2019	COMP
103895	John Smith	H2020	TechImpact	103,423.23	Award v1 - Approved	14/12/2017	14/12/2017	21/12/2017	COMP

The following fields appear for each record:

Record Ref: (1) TORA Reference number

PI name: (2) The name of the Principal Investigator on the project for the for application or award.

Funder: (3) The Funder on the for application or award.

Short title: (4) The short title of the project. Clicking on the hyperlink available in this field will display this application or award in the Project Setup page. This is for information purposes only and no action should be taken or edits made on this page.

Price Euro: (5) The total price, in Euro, of the project as determined on the application or award.

Costing status: (6) The current status of the application or award. Clicking on the hyperlink available in this field will display this application or award in the Costing page. This is for information purposes only and no action should be taken or edits made on this page.

Dept deadline: (7) The Department's deadline date for the project on the application or award.

RS deadline: (8) The DCU Research Support Office deadline date for the project on the application or award.

Funder deadline: (9) The Funder's deadline date for the project on the application or award.

Dept: (10) The department that the project is affiliated to.

5. Add Documents to an Application or Award

To open an entry, click on the relevant application or award link under Costing Status. (1) / (2)

Record Ref	PI name	Funder	Short title	Price Euro	Costing status	Dept deadline	RS deadline	Funder deadline	Dept
104015	John Smith	IDA	Inspiring Minds	12,500.00	Application v1 - Approved	01/01/2019	01/01/2019	01/01/2019	COMP
103895	John Smith	H2020	TechImpact	103,423.25	Award v1 - Approved	14/12/2017	14/12/2017	21/12/2017	COMP

This will open the **costing screen** for that application/award. For applications, the details on this screen are auto populated from the TORA Application Form. For awards, the details on this screen are entered by Research and Innovation Support. The fields should not be edited by the PI but are available for viewing. (1)

In order to add a document to the application/award, click on the **paperclip** (2) in the top right-hand corner. This will open the document repository for the entry. For applications that are created on TORA and subsequently awarded by the funder, the award and application share the same TORA Record Reference and document repository.

Advanced costing search > Costing

Project title: Towards a sustainable business

Short title: ToSusB

Lead Dept: DCU Business School

PI: John Smith

Costing status: Award v1

Record Ref: 123456

Dept Ref: []

Dept deadline: 11/07/2017

RS deadline: 11/07/2017

Funder deadline: 12/07/2017

Currency: Euro

Rate: 0.000

Further summary data

Proposed project information: Start date 01/10/2017, Duration (mths) 36.00, End date 30/09/2020

Awarded project information: Start date 01/10/2017, Duration (mths) 36.00, End date 30/09/2020, ETL Date 11/07/17, Finance project no P612345

References: Legacy Ref [], External Ref []

Total FEC: 188,567.54 Euro, 0.00 Currency

Total price: 67,965.00 Euro, 0.00 Currency

Funder: Irish Research Council

Department: DCU Business School

Currency: Euro

Full name: Irish Research Council

Short name: IRC

Department: []

Scheme type: Studentship GSO

Scheme name: IRC GOI Postgraduate 2017

Call reference: []

Funder Ref: GOIPG/2017/1283

Funder decision status: Approved by funder

Funder decision date: []

Funder submission date: []

Award type: Irish Funding Agency

Tax registration no: []

Customer no: []

Charity no: []

Company no: []

Country: Ireland

Project specific contact details

Contact name: []

Contact e-mail: []

Address line 1: []

Address line 2: []

Address line 3: []

City: []

Country: []

Postcode: []

Telephone no: []

Website link: []

Edit/view

Funder notes: []

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

Documents

Change view

Actions

1

Add a document

Add a document

Document type* []

File name: []

2

Upload

Document title: []

Document description: []

3

Save Cancel

Add a document

0 attached documents

6. 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 view the status of my application(s)
- how to find funding
- how to prepare a successful proposal.