

TORA User Guide

How to Capture Access to Infrastructure and Facilities Time on TORA

Contents

Background.....	1
User Guide Objectives.....	2
Logging in to TORA.....	2
Menu Pages View.....	3
Completing the Form.....	4
Tab 1: Project & PI.....	5
Tab 2: Funder & Budget.....	6
Tab 3: Submit for Approval.....	7
Workflow & Approval.....	9
Contact Details & Further Information	9

Background

TORA has been designed to allow competitive, peer-reviewed bids for time on high-end computing equipment or access to specialist infrastructure/facilities to be captured. Although, typically, no monetary funds are transferred to DCU via these bids, the associated value of these types of awards can be very significant. The time and expertise required to compete for access to these world-leading facilities should also be recorded.

Proposed bids should be entered on TORA in the same manner as any other application for competitive, external research funding. The “In-kind” section on the TORA form can be used to capture details of the type of bid and the associated value. This document provides guidance on how to access TORA and complete the TORA form.

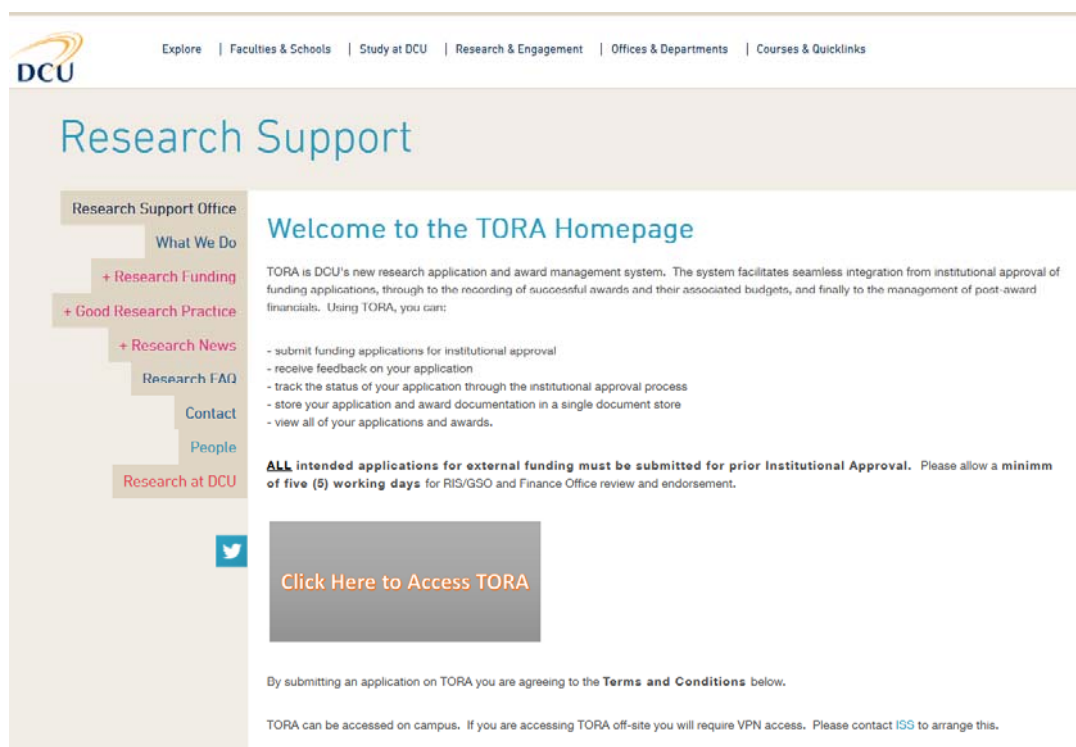
User Guide Objectives

This user guide will show you how to:

- Log in to TORA
- Complete the application form recording your access to infrastructure/facilities time
- 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.

DCU

Windows password authentic ▼

User name hughesg

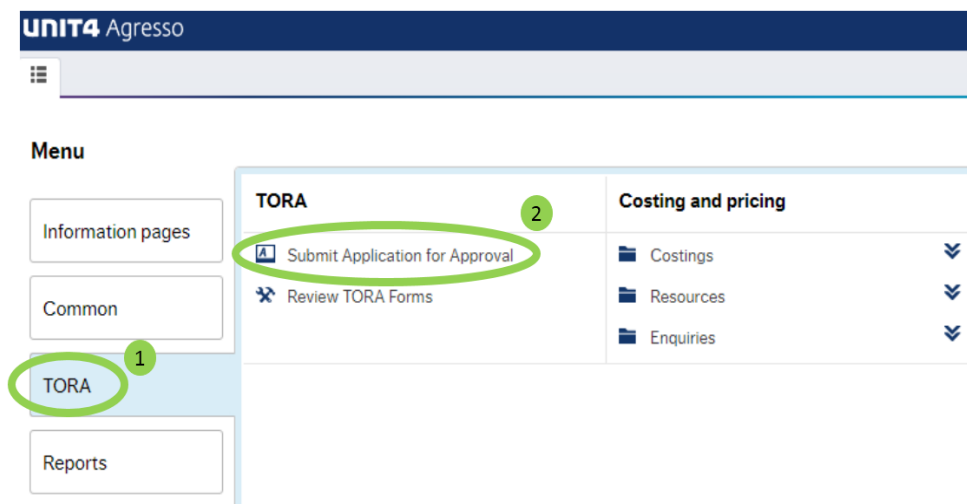
Domain AD

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

UNIT4 Agresso

Submit Application for Approval x

Form ID will be created automatically

Form

Search for Saved Forms Here

* Form ID [NEW] 1

* Form description Application

Form owner Office Finance 99999999

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

Instructions 2

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.

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

1. Project & PI 2. Funder & Budget 3. Submit for Approval 13

Funder/Call Detail

Click Add and type funder name in Funder field. Only include ONE funder. Additional funders can be added in the 'Additional Funders' section below. Use spacebar in the Call/Scheme field to view available schemes. If funder name/scheme/call is not listed use 'Other Funder' and include actual funder name in Notes section on Tab 3.

Funder 1 Funder/Call/Scheme 3 Call/Scheme Deadline 4

Other Funder 2 Add Delete

Additional Funder(s) 5

If relevant, click Add and type funder name in Funder field. Use spacebar in the Call/Scheme field to view available schemes.

Funder Funder/Call/Scheme Call/Scheme Deadline

Add Delete

DCU Role on Project

Select if DCU is Lead or Partner on this project. Click arrow to view role options.

DCU Role on Project 6

DCU Budget

Please type in the total direct costs and overhead budgets below.

DCU Direct Costs Total 7 DCU Overheads Total 8

0.00 0.00

In-kind Contribution

If relevant, include In-kind contribution below. Access to Infrastructure awards should be included here. Click Add and use spacebar in the Type field to see the In-kind type list. Select type and then enter description and value. Multiple lines may be added if required.

Type 9 Description 10 In-kind Value 11

Add Delete

Clear Print preview Submit form Save as draft 12 Export

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 "Other 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. This only applies to projects where cash is transferred to DCU. If there will be no cash award to DCU then enter €1 into the DCU budget field (as the field is mandatory so requires a value in order to proceed). If there is cash element to the application, then the detail of the budget will be attached to this application for review and in this field you should 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 captures the detail of the **in-kind contribution** from the funder. This is where the details of the access to infrastructure/facilities time should be recorded. 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	* Form description	Form owner
[NEW]	Application	TORA access 99999999

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

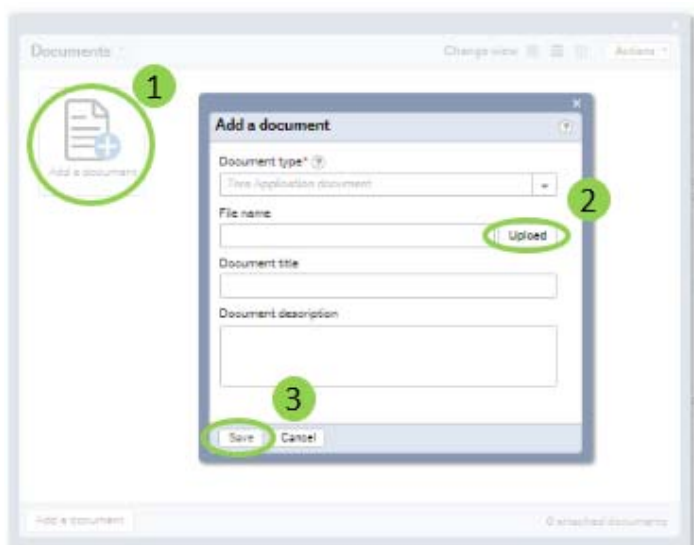
Attachments

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

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.