TORA User Guide

How to Make an Amendment to an Application Submitted on TORA for Institutional Approval

Contents

User Guide Objectives

This user guide will show you how to:

- Log in to TORA
- Find out if you have an amendment request
- Make the amendment requested
- 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.
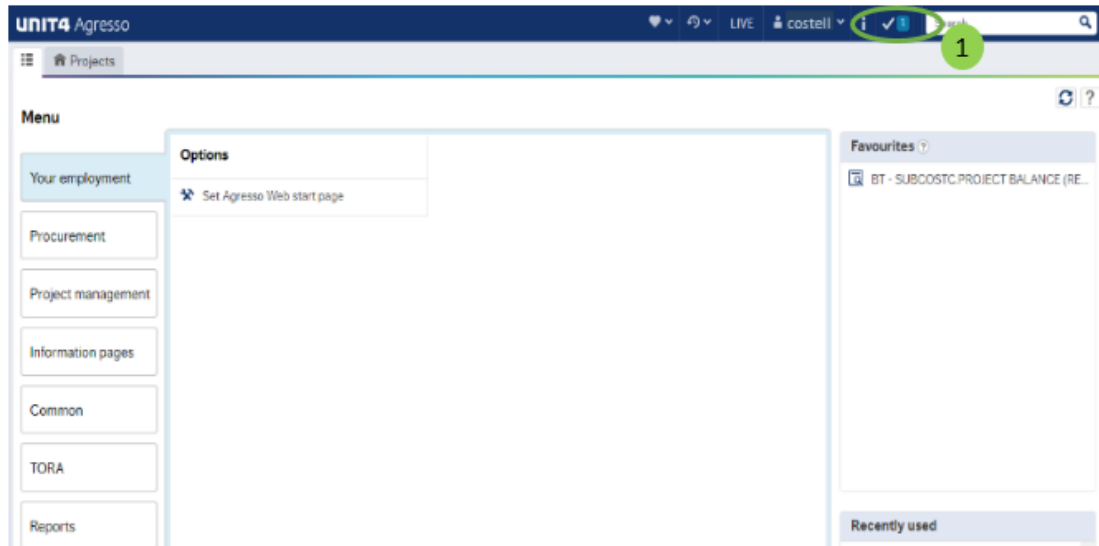
Making an Amendment

Depending on your access rights, your Home Page on Agresso may look similar to the screenshot below. If you have any tasks, you will see a number indicated in the top right hand corner (1).

1. Click on the number and your tasks will appear in a drop down list (1). Note that this list contains your Agresso tasks, which could include a request to amend a TORA form or could also include actions relating to other areas of Agresso (e.g. purchase orders). To make your TORA form amendment, click on the Form detail in your task list (2) and your TORA Form will open.
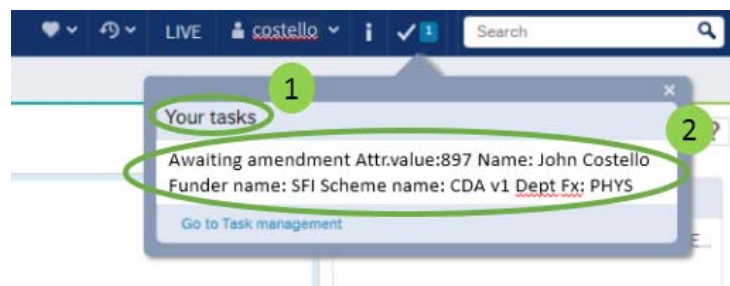
2. Check the comment in the "**Workflow log**" (1) to see what amendment is being requested and then make the amendment. Typical amendments requested include attaching the proposal or budget document or entering values into one of the mandatory fields.

3. Once you have made the required amendment, click the "**Task complete**" button (1) at the bottom of the screen. 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 and 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.