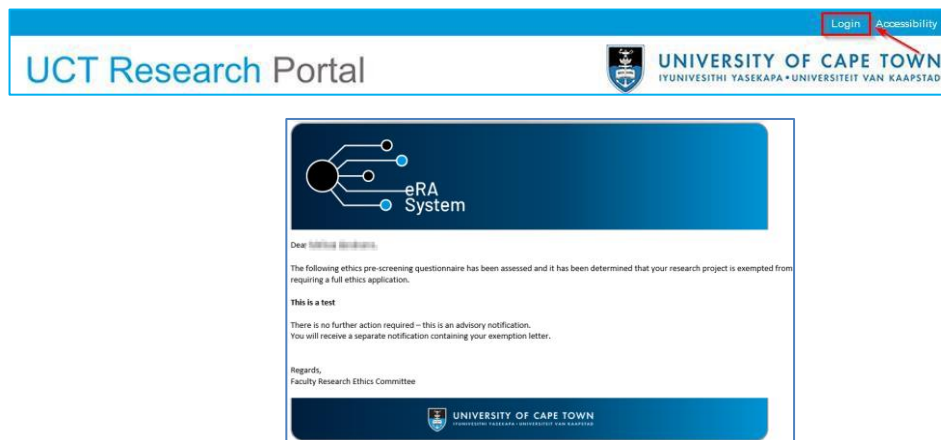
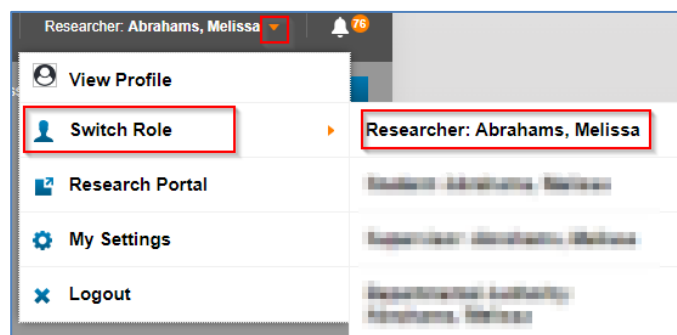


- 1 Log in to eRA with your UCT credentials using the following link: <http://eraonline.uct.ac.za>
Click **Login** which can be found at the top right of the screen.

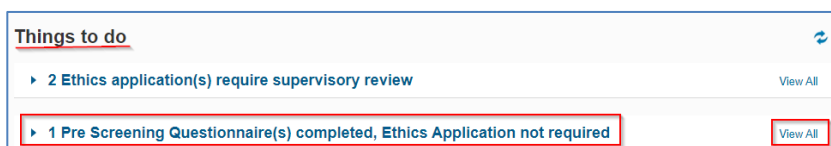
You may be prompted to access the system once you've received an email notification of the outcome.



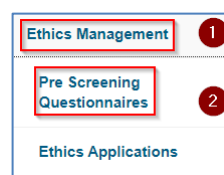
- 2 Once logged in, ensure that you are signed in with your **Researcher** role.



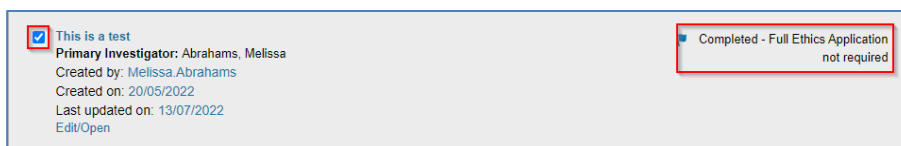
- 3 On your dashboard, under **Things to do**, view your pre-screening questionnaire under the heading **Pre-Screening Questionnaire(s) completed**, and click on the applicable form. To retrieve/export the outcome letter, click on **View All**.



- 4 You can also find the **Pre-Screening Questionnaire** using the **left navigation**.

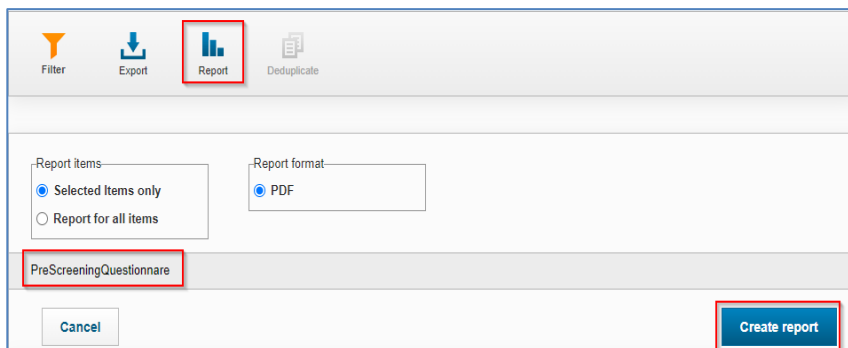


- 5 Find the application you would like to export the outcome letter for. Select it by ticking the box next to the title of the **Pre-Screening Questionnaire (PSQ)** form.

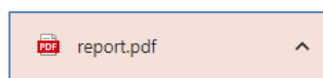


- 6 Then, click the **Report** button.

Leave the report criteria as is, click on **PreScreeningQuestionnaire**, then **Create Report**.



- 7 The outcome letter will download as a **PDF**. Please check your Downloads folder to access the letter.



- 8 This is a sample of what the outcome letter will look like.

