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# WRC BMS PORTAL USER GUIDE

WRC gives an opportunity to researchers on an annual basis to research funded topics around water and sanitation environments. Two types of calls are available: Open and directed. Open calls are concept notes or proposals that are open to any topics within the water and sanitation environment, whereas as directed calls are linked to Terms of Reference that indicate a specific topic or research along with their outcomes.

All WRC concept notes, proposals and projects are managed through the WRC Business Management System (BMS). Prospective WRC Proposers and WRC stakeholders such as Reviewers, Project Leaders and Reference Group Members are required to use the BMS Portal.

### What is the BMS Portal?

BMS Portal is the WRC's web-based system that enables external stakeholders of the WRC to login and access information relevant to the role they are fulfilling with the WRC. These roles include, but are not limited to:

- Proposers
- Project Leaders
- Reviewers
- Reference Group Members
- Contract Signatories
- Researchers
- Finance Officers
- Students





## Purpose

The purpose of this user guide is to provide users with instructions on how to navigate the BMS portal and access the specific information that is relevant to their engagement with the WRC.

## Support

If you have any queries regarding this guide, please contact the WRC Support Desk at <u>bms-support@wrc.org.za</u>.

### **Glossary of Terms**

The following are is a list of terms and descriptions referenced throughout this document.

Term	Description
Navigation Menu	The menu bar at the top all pages that allows you to navigate to the
	different sections of the BMS Portal.
Proposer	The BMS Portal user is that is currently logged in when creating a
	concept note, a proposal submission, or amending a proposal.
Project Leader	The BMS Portal user that is currently logged in when viewing a contract,
	creating a deliverable claim submission, uploading deliverable invoices,
	or creating a contract amendment.
Record	A record is a complete set of information: for example, all the information
	about a proposal. There are many types of records in the BMS portal,
	including your profile, concept notes, proposals, projects, contracts,
	reviews, service requests, etc.
Related Record	A record related to a primary record. For example, a Researcher record
	that is captured as part of a proposal submission and is a related record
	to the proposal.
WRC	Water Research Commission



# **Table of Contents**

WRC BMS PORTAL USER GUIDE	1
What is the BMS Portal?	1
Purpose	2
Support	2
Glossary of Terms	2
Table of Contents	3
Register for the BMS Portal	7
Sign in to the BMS Portal	8
Forgot Password	9
Profile Page	10
BMS Portal Navigation Menu	13
Call For Proposals	13
Call for Proposals Page	13
Proposal Guidelines Page	14
Call for Open Concept Notes Page	15
Create a Concept Note for an Open Call	16
Call for Directed Concept Notes Page	17
Create a Concept Note for a Directed Call	19
Call for Open Proposals Page	21
Create a Proposal for an Open Call	22
Call for Directed Proposals Page	24
Create a Proposal for a Directed Call	26
Proposals	
Proposals Page	
Concept Note Submissions in Progress Page	
Edit Concept Note	
Submit a Concept Note to WRC	33
Submitted Concept Notes Page	
Amend a Concept Note Submission	



·.(≣):

Incomplete Concept Note Submissions Page	
Proposal Submissions in Progress Page	
Edit Proposal Page	
Generate Proposal Preview Document	42
Submit a Proposal to WRC	43
Submitted Proposals Page	44
Amend a Proposal Submission	46
Incomplete Proposal Submissions Page	47
Accepted Proposals Page	48
Rejected Proposals Page	49
Amendments for Acceptance Page	50
Proposal Amendments in Progress Page	52
Contracts	53
Contracts Page	53
Contracts for Signature Page	54
Approved Contracts	57
Contract Amendments to be Submitted Page	
Create a Contract Amendment Request	59
Edit and Submit a Contract Amendment Request	61
Submitted Contract Amendments Page	62
Accept WRC Contract Amendments Page	63
Rejected Contract Amendments Page	66
Contract Amendments for Signature Page	67
Approved and Finalized Contract Amendments Page	69
Projects	70
Projects Page	70
My Active Projects Page	71
Deliverables Page	73
Create a Deliverable Submission	74
Deliverable Submissions in Progress Page	77
Submit a Deliverable Submission to WRC	
Submitted Deliverables Page	80



Deliverable Submissions Rejected Page	81
Deliverable Claims Pending Invoice Submission Page	82
Submit Deliverable Invoice to WRC	83
Paid Deliverables Page	85
Capital Expenses Page	86
Completed Projects Page	94
Reference Groups	95
My Reference Groups Page	95
Accept Non-Disclosure Agreement Page	97
Create a Subsistence and Travel (S&T) Claim	99
S&T Claim Submissions in Progress Page	102
Submit a S&T Claim to WRC	105
Submitted S&T Claims Page	105
Submit Invoice for S&T Claim Page	106
Rejected S&T Claims Page	108
Paid S&T Claims	109
Reviews	110
Reviews Page	110
Reviewer Guidelines Page	111
Accept Non-Disclosure Agreement Page	112
My Reviews in Progress Page	114
Edit Review	115
Submit Review to the WRC	118
Submitted Reviews Page	119
Logging Service Requests for WRC Business Systems Support	120
How to log a Service Request	120
Priority of Service Requests	120
Operational Times	120
Service Requests	121
Service Requests Page	121
Create a Service Request	122
My Open Service Requests Page	129



My Closed Service Requests Page	130
Conclusion	131



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# **Register for the BMS Portal**

- 1. Navigate to the BMS Portal by visiting the website <u>https://wrc.microsoftcrmportals.com</u>, which will direct you to the *Sign in* page.
- 2. On the Sign in page, click on the Register tab. The Register for a new local account page is displayed.

Water Research Commission		Sign in / Register
Sign in / Register Register Redeem invitatio	n	
When registering on the portal, please use the email addre	ess where you want to receive communications regarding activities on the portal. F	or any support queries, please send an email to bms-support@wrc.org.za
CONSENT CLAUSE		
By registering on this website, you consent to the collection qualifications, addresses, and other necessary information privacy policy.	n, processing, and storage of your personal information in accordance with POPI to fulfil the WRC mandate and reporting requirements. You may withdraw your co	squirements. We may collect personal information such as your name, email address, contact details, isent at any time by contacting us. However, please note that withdrawing consent is subject to WRE
By clicking the "Register" button, you acknowledge that yo	u have read and understood WRC Privacy Policies and agree to the collection, pro	ressing, and storage of your personal information in accordance with applicable laws and regulations.
Register for a new local account		
* Email		
* Username		
* Decrement		
- Confirm paraward		
Register		
Copyright © 2024. At rights reserved.	Support	South African
		WATER RESEARCH COMMISSION Supporting autolia whe development through research runding. Anowledge creation and dissemination

- 3. Enter your email address, a username, and a password. The same password must be entered in both the *Password* and *Confirm Password* fields.
- 4. **Note**: Although any username can be entered, we recommend that you make the username the same as the email address entered above it for ease of reference when logging in.
- 5. Note: Your password must meet the following criteria:
  - a. Must be at least 8 characters;
  - b. Must contain characters from at least three of the following four classes:
    - i. Uppercase
    - ii. Lowercase
    - iii. Digit
    - iv. Non-alphanumeric (special)
- Note: If you previously used the WRC's FMS portal, enter the same email addressed you used on the FMS portal. New users can use any email address to which they want to receive communications and notifications from the WRC.
- 7. When you have completed all the above information, click on the **Register** button. You will be re-directed to the *Profile* page.
- 8. To view and update your profile, follow the steps as detailed in the <u>Profile Page</u> section below.



# Sign in to the BMS Portal

- 1. Navigate to the BMS Portal by visiting the website <u>https://wrc.microsoftcrmportals.com</u>, which will direct you to the *Sign in* page.
- 2. On the *Sign in* page, enter your Username and Password as entered when you registered. When completed, click on the **Sign in** button to complete the sign in process.

Water Research Corr	mission	🔶   Sign in
Sign in Register Redeem	witation	
Sign in with a local account		
* Username		
* Password	Remember me?	
	Sign in Forgot your password?	
Capyright & 2012 All rights senserved.	Support Contact us Knowledge Base	WATER RESEARCH COMMISSION Apparting in state all the development (brough research indexes transmission



### **Forgot Password**

1. If you have forgotten your BMS password, click on the **Forgot your password?** button on the *Sign In* page, which will direct you to the *Forgot Password* page.

Water Research Con	nmission	🕈   Sign in / Register
Forgot your password?		
* Email		
	Enter your email address to request a paseword resit.	
Copyright 6 2019. All rights reserved.	Support Contact us	South African
	Knowledge Base	WATER RESEARCH COMMISSION Science of usualaula devidement through research water funding, knowledge creater and dosenitation
		COMULIANO

- 2. Enter the email address that you used when you registered for the portal and click the **Send** button.
- 3. An email will be sent to you with a link to reset your password.
- 4. Click on the <u>Reset Password</u> link in the email, which will redirect you to the *Reset Password* page. Enter your new password in the *New password* and *Confirm new password* fields and click the **Reset** button to complete the process.

Water Research Commission		♠   Sign in / Register
Reset password		
New password		
Confirm new password		
	Reset	
Cappinght © 2019. All rights rewinned.	Support Contact us Knowledge Base	South African WATER RESEARCH COMMISSION happender unstandule eventgen med dovernisetan hord rg. knowledge creation and dovernisetan
		çanın davan.



# **Profile Page**

- 1. Once signed in, the *Profile* page is displayed. On this page you can update your profile details, which includes adding Qualifications, Areas of Expertise, and Areas of Interest.
- 2. You can also view the *Profile* page at any time by clicking on your name on the far-right side of Navigation Menu and then selecting the **Profile** option.

Water Research Commission	
🕈   Call For Proposals -   Proposals -   Contracts -   Projects -	Reference Groups -   Reviews -   Service Requests -
Home > Projects > My Active Projects	Profile
· · · · · · · · · · · · · · · · · · ·	Sign out

- 3. To save the changes to your profile, click on the **Save & Update** button at the bottom of the page (see screenshot located on the next page).
- 4. **Note**: If you were re-directed to this page after registering, please remember to complete the following mandatory fields and save & update your profile before you leave the profile page or log out of the portal:
  - a. First Name
  - b. Last Name
  - c. Mobile Phone



The First Name and Last Name are required and will be displayed. The Email Address and Phone number are required but will not be O Your email requires confirmation. E-mail * First Name *	on the site. displayed on the site. Trite Mr. Last Name *	<b>國 Confirm Ema</b>
Vour email requires confirmation	Title Mr. Last Name *	🖾 Confirm Ema
Vour email requires confirmation.  E-mail *  First Name *	Title Mr. Last Name *	Confirm Ema
E-mail * First Name *	Title Mr. Last Name *	v
First Name *	Mr. Last Name *	~
First Name *	Last Name *	
ATTL - CART - Y		
Job Title	Mobile Phone	
WED SITE	Provide a telephone number	
the bottom of the list to add it. Once added, it will appear in the	a list for selection.	×Q
Qualifications		Add Qualification
Name 🕇	Contact	
Annual States (Second States)		×
Areas of Expertise		Add Area of Expertise
Name	Years' Experience 🕈	
There are no records to display.		
Areas of interest		Add Area of Interest
Name †		
There are no records to display.		
Organisation		
Organisation Name 🕈 🔋 Main Phone Pr	ovince Country Website	
In the Ingenetic State of the		
	Web site         Organization Name         Should your organisation not appear when searching the list of the bottom of the list of the bottom of the list of the bottom of the list of the list of the bottom of the list of the list of the list of the list of the bottom of the list o	We stre     Provide a telephone number     Organization Name   Stolar your organization not appear when searching the list of organizations in the field below, please dick on the "Create Net the bottom of the list to addied, it will appear in the list for selection.     Outilifications     Name 1   Contact     Name 1     Contact     Name 1     Contact     Name 1     Contact     Name 1     Contact     Name 1     Contact     Name 1     Contact     Name 1     Contact     Name 1     Contact     Name 1     Name 1     Contact     Name 1     Contact     Name 1



If you are the *Primary Contact* of your organization, the organization will be listed in the *Organisation* section of the profile page. Click on the arrow on the far right of the record and select the View
 Organisation Details option to view the *Organisation Details* page.

Organisation Name 🕈	Main Phone	Province	Country	Website
		Gauteng	South Africa	
				View Organisation Details

6. On the Organisation Details page, you can view the details of your organization.

View details		×
ORGANISATION INFORMATI	ON	1
Organisation Name *	Account Number	
Primary Contact	Website	
Phone *	Fax *	
Email Address	Alternate Email Address	l
Parent Account	Business Partner Group	
SMME	Stakeholder Type	
E HDI	Stakeholder Category	
Currency	Stakeholder Sub-Category	
South African Rand		





# **BMS Portal Navigation Menu**

### **Call For Proposals**

This section details the pages and actions found in the **Call for Proposals** section in the Navigation Menu of the BMS Portal.



#### **Call for Proposals Page**

1. To view the *Call for Proposals* page, click on the **Call For Proposals** option in the Navigation Menu and then click on **Call For Proposals**.

Water Research Commiss	sion	5				
	🔒 Call For Proposals 🗸	Proposals +   0	Contracts -   Projects -	Reference Groups - Re	rviews +   Service Requests +	Tutorials
Home > Call for Proposals	Call For Proposals					
Call for Proposals	Proposal Guidelines Call for Open Concept Notes Call for Directed Concept Notes					
This page contains links to information about ope	Call for Open Proposals Call for Directed Proposals	5.				

2. The *Call for Proposals* page contains information about open, directed calls for concept notes and proposals that are advertised by the WRC. To view the related pages, you can click on the links under the **In This Section** section at the bottom of the form.

	🕈 🛛 Call For Proposals + 🕴 Proposals + 📔 Contracts + 🕴 Projects + 🔹 Reference Groups + 🔹 Reviews + 🔹 Service Requests + 📔 Tutorials 👘 🔸
Home > Call for Proposals	
Call for Pro	posals
This page contains links to infor	nation about open and directed calls for project proposals.
The WRC hereby announces call flexible within a financial year.	for project proposals. The WRC's financial year extends from 1 April to 31 March. All annual project budgets will be required to coincide with this financial year period although start and end dates of contracts are
Please note that all project prop allow any project proposals. Ple	stals in response to any call should be submitted online and the terms of reference for directed or out-of-cycle Calls are also opened on the portal. Also note the closing date after which the system will close and not se familiarize yourself with the contents of each project proposal call and the <b>Proposal Guidelines</b> link below before you start preparing a proposal.
You are specifically required to r instances the WRC reserves the	ote and enter the correct business division, thrust and programmes when you start the proposal. Failure to comply with this requirement may lead to your proposal being unnoticed and not considered and in some gight to exclude any proposal that does not comply with this requirement.
🗯 In This Section	
Calls For Open Propos This link takes you to the ope	als n proposal page where a view of all open proposals is displayed.
Calls for Directed Prop This link takes you to all the	Osals sted directed proposals to submit against
Declaration of Interest Select this link to download t	Form ne declaration of interest form needed and must be completed by the person who is submitting the proposal
Calls for Open Concep This link directs you to the ca	t Notes Is for open concept notes page with a view of all calls for open concept notes.



#### **Proposal Guidelines Page**

1. To view the *Proposal Guidelines* page, click on the **Call for Proposals** option in the Navigation Menu and then click on **Proposal Guidelines**.



2. The *Proposal Guidelines* page provides information regarding the guidelines on how to submit proposals to the WRC and this BMS Portal User Guide document. Click on the name of the document to open it in a new tab in your browser.

	Call For Moposals +   Moposals +   Call For Mopos	CB •   Neterence Groups •   neviews •   service requests •   intuitions   •
Home > Call for Proposals > Proposal Guidelines		
Proposal Guidelines		
This page provides two guidelines:		
<ul> <li>BMS Portal User Guide (How to navigate your way t</li> <li>BMS Proposal Guideline (content that goes in the p</li> </ul>	throughout the portal). roposal).	
These guidelines are intended to provide the proposer wi	th details of the information required when submitting a proposal. Click on the	links below to read up more on how to submit a proposal.
This Section		
BMS Portal User Guide This guideline is an instruction of how to navigate the p	portal. It indicates what the user should expect in every menu item.	
8MS-Proposal Guideline 2019 This guideline is an instruction of how to submit a prop	iosal. It includes key elements on what to include in proposal submissions.	
Copyright 6 2024. All rights revented.	Support Contact us Knowledge Base	South African WATER RESEARCH COMMISSION Sopporting suitable development through research
		WATER RESEARCH funding, knowledge crustion and dissemination



#### Call for Open Concept Notes Page

1. To view the *Calls for Open Concept Notes* page, click on the **Call for Proposals** option in the Navigation Menu and then click on **Call for Open Concept Notes**.



2. The *Calls for Open Concept Notes* page will list any WRC open calls for concept notes that are currently open for submissions.

	★ Call For Proposals • Proposals • Contracts •	Projects • Reference Groups • Reviews • Service	Requests +   Tutorials   +
Home > Call for Proposals > Calls for Open Concep	Notes		
Calls for Open Conc	ept Notes		
Only open calls to submit concept notes will be displayed	on this page. These calls are also applicable for the certain open period	Should you wish to read up on upcoming calls, visit our website.	
Click on the down arrow at the far right of the call to star	submitting a concept note.		
Name	Subn	ission Close Date 🕈	
	04/0	1/2024 5:00 PM	<b>•</b>
Copyright © 3034. Al rights received.	Support Contacius Knowledge Bose	WATER FASE	rican NRCH: CoMMISSION di aveclasmat Umagé resurch creation atti disaettination



#### Create a Concept Note for an Open Call

1. To create a concept note submission for an open call for concept notes, from the *Calls for Open Concept Notes* page, click on the arrow on the far right of the record and select the **Submit a Concept Note** option.



- 2. The *Create Concept Note* page is displayed. Fields with the \* asterisk symbol indicate that they are required in order to create a concept note record.
- 3. Capture the rest of the required information on the page and click the **Create Concept Note** button at the bottom of the page to create the concept note submission.

ome > Call for Proposals > Calls for Open Concep > Create Concept Note	
Tracta Concept Note	
Lieale Concept Note	
Title of Proposed Project *	
Proposer *	Project Leader Name
The Part of the Pa	
Organisation Name	Contact Person
Email Address of Contact Person	Mobile Number of Contact Person
	Provide # telephone number
Thematic Area	Outcome
Project Time Frame	Estimated Total Budget
de de la companya de	

Once the concept note record has been created, you will be redirected to the *Edit Concept Note* page.
 Please follow the steps from step #2 in the <u>Edit Concept Note</u> section in this document to edit and complete the concept note.



#### Call for Directed Concept Notes Page

1. To view the *Calls for Directed Concept Notes* page, click on the **Call for Proposals** option in the Navigation Menu and then click on **Call for Directed Concept Notes**.



2. The *Calls for Directed Concept Notes* page will list any WRC directed calls for concept notes that are currently open for submissions.





3. To view the details of the directed call for concept notes, click on the arrow at the far right of the call for concept note record and select the **View Details** option. This will redirect you to the *Call for Concept Note Details* page.



- 4. The *Call for Concept Note Details* page will display any *ToR (Terms of Reference)* records that are linked to this directed call for concept notes.
- 5. To view the details of the ToR, click on the arrow on the far right of the record and select the **View Details** option.

Terms of Reference				
TOR ID + Title †	Project Start Date	Project End Date	Budget	

 This will redirect you to the *Terms of Reference – Concept Note* page where you can view the details of the ToR. There is also a document version of the ToR at the bottom of the page that you can view or download.

#### Create a Concept Note for a Directed Call

 To create a concept note submission for a directed call for concept notes, from the *Call for Concept Note Details* page, click on the arrow on the far right of the Terms of Reference (ToR) record and select the Submit a Concept Note option.

C 11 C -						
Call for C	Loncept Note De	etails				
SUBMISSION DA	ITES					
Submission Start D	ate		Submission Close Date			
21/Aug/2024 8:00 A	M.:		04/Oct/2024 4:00 PM			
Terms of Re	ference					
	Tisla		Project Start Date	Project End Date	Budget	
TOR ID +	THUE T			31/Mar/2025		
TOR ID 4	ine t		01/Sep/2024	a stand manage		
TOR ID +	nue r		01/Sep/2024	2.0001222	Submit a ( View Deta	Concept Note

- 2. The *Create Concept Note* page is displayed. Fields with the \* asterisk symbol indicate that they are required in order to create a concept note record.
- 3. Capture the rest of the required information on the page and click the **Create Concept Note** button at the bottom of the page to create the concept note submission (see screenshot below).

Create Concept Note	
Title of Proposed Project *	
Proposer *	Project Leader Name
Organisation Name	Contact Person
Email Address of Contact Person	Mobile Number of Contact Person
Thematic Area	Provide a telephone number Outcome
	à .
Project Time Frame	Estimated Total Budget





Once the concept note record has been created, you will be redirected to the *Edit Concept Note* page.
 Please follow the steps from step #2 in the <u>Edit Concept Note</u> section in this document to edit and complete the concept note.



#### Call for Open Proposals Page

1. To view the *Calls for Open Proposals* page, click on the **Call for Proposals** option in the Navigation Menu and then click on **Call for Open Proposals**.



2. The *Calls for Open Proposals* page will list any WRC open calls for proposals that are currently open for submissions.





#### Create a Proposal for an Open Call

1. To create a proposal submission for an open call for proposals, from the *Calls for Open Proposals* page, click on the arrow on the far right of the record and select the **Submit a Proposal** option.

Only open calls will be displayed on this page. Open calls Click on the down arrow at the far right of the call to star	are also applicable for the certain open period. Should you wish to t submitting a proposal.	ead up on upcoming calls, visit our website.	
Name		Submission Deadline 🕇 31/Dec/2024 4.00 PM	
Cappright & 2024. All rights reserved.	Support Contact us Knowledge Base	South African WATER RESEARCH C Funding Liberaldy research	1 OMMISSION officeration

2. The *Capture Proposal Details* page is displayed. Fields with the \* asterisk symbol indicate that they are required in order to create a proposal record. The *Financial Year* field may be pre-populated from the call for proposal you created the proposal from.



3. Capture the rest of the required information on the page and click the **Create Proposal** button at the bottom of the page to create the proposal submission.

	Call For Proposals + Proposals + Co	ntracts - Projects - Ref	ierence Groups +   Reviews +   Service Requ	ests + Tutorials +
Home > Proposals > Proposal Submissions > Capture Pro	oposal Details			
Capture Proposal Detai	ls			
Note: ALL THE FIELDS ARE MANDATORY! Kindly complete N/A or Not applicable for fields that require	input.			
General Information				
Full Title *				
2025/2026 Thematic Area *	٥	Outcome *		٩
Start Date *		End Date *		
DO/MIMM/YYYY		DD/MMM/WWW		
New Proposer		🗌 First Time Project Le	ader	
Have you submitted this proposal previously?				
Create Proposal				
	Support		<b>*</b> *	

 Once the proposal record has been created, you will be redirected to the *Proposal Submissions in Progress* page. Please follow the steps in the <u>Proposal Submissions in Progress</u> section in this document to edit and complete the proposal.



#### **Call for Directed Proposals Page**

7. To view the *Calls for Directed Proposals* page, click on the **Call for Proposals** option in the Navigation Menu and then click on **Call for Directed Proposals**.



8. The *Calls for Directed Proposals* page will list any WRC directed calls for proposals that are currently open for submissions.

This page view indicates all the directed proposals with	Inked ToR. (Terms of Reference). Note that ToR's will be displayed with	the earliest submission deadline reflected first.	
To view the details of the ToR, dick on the down arrow n	ext to the ToR and select <i>View details</i> . You will be taken to the page wh	ere you can start submitting a proposal towards the mentioned ToR.	
Name		Submission Deadline 🕇	
		31/Oct/2024 8:00 AM	~
		31/Dec/2024 4:00 PM	*
Copyright © 2024. All rights reserved.	Support Contact us Knowledge Base	WATER RESEARCH WATER RESEARCH Support of automatic and Support of automatic and Support of automatic and Support of automatic automatic and Support of automatic automatic automatic automatic Support of automatic automatic automatic automatic automatic Support of automatic automatic automatic automatic automatic automatic Support of automatic automatic automatic automatic automatic automatic Support of automatic automatic automatic automatic automatic automatic automatic automatic automatic automatic Support of automatic automatic automatic automatic automatic automatic automatic automatic automatic automatic Support of automatic automatic automatic automatic automatic automatic automatic automatic automatic Support of automatic automatic automatic automatic automatic automatic automatic automatic automatic automatic Support of automatic automatic automatic automatic automatic automatic automatic automatic automatic automatic Support of automatic automatic automatic automatic automatic automatic automatic automatic automatic automatic Support of automatic automatic automatic automatic autom	an COMMISSION Maneet through meanrith r and dissemiliation



9. To view the details of the directed call for proposal, click on the arrow at the far right of the call for proposal record and select the **View Details** option. This will redirect you to the *Calls for Proposal Details* page.



- 10. The *Calls for Proposal Details* page will display any *ToR (Terms of Reference)* records that are linked to this directed call for proposals.
- 11. To view the details of the ToR, click on the arrow on the far right of the record and select the **View Details** option.

1	A Call For Proposals - Proposals -	Contracts - Projects - Reference Group	s -   Reviews -   Servi	e Requests +   Tutorials	the state
Home > Calls for Proposal Details					
Calls for Proposal Det	ails				
SUBMISSION DATES					
Submission Start Date		Submission Deadline			
03/Apr/2024-8:00 AM		31/Dec/2024 4:00 PM			
Terms of Reference					
TOR ID 🔶 Title 🕈		Project Start Date	Project End Date	Budget	
		01/Oct/2024	31/Mas/2025		
					Submit
					View D

12. This will redirect you to the *Terms of Reference* page where you can view the details of the ToR. There is also a document version of the ToR at the bottom of the page that you can download.

Supporting sustainable development through research funding, knowledge creation and dissemination

#### Create a Proposal for a Directed Call

To create a proposal submission for a directed call for proposals, from the *Calls for Proposal Details* page, click on the arrow on the far right of the Terms of Reference (ToR) record and select the **Submit a Proposal** option.

		🕈 📔 Call For Proposals - 📔 Proposals -	Contracts -   Projects -   Reference Group	is -   Reviews -   Servi	ce Requests -   Tutorials	-
Mome > Calls for Propo	sal Details					
Calls for F	Proposal Det	ails				
SUBMISSION DAT	ES					
Submission Start Dat 03/Apr/2024 BDD AM	•		Submission Deadline 31/Dec/2024 4:00 PM			
Terms of Ref	erence					
TOR ID 🕹	Title 🕇		Project Start Date	Project End Date	Budget	
			01/Oct/2024	31/Mar/2025		Submit a View Deta
Capyright © 2624. All rights reser	ved.	Support				
		Contract of the second s		7 South A	frican	

6. The *Capture Proposal Details* page is displayed. Fields with the \* asterisk symbol indicate that they are required in order to create a proposal record. Some of the fields may be pre-populated from the Terms of Reference from which you created the proposal.



7. Capture the rest of the required information on the page and click the **Create Proposal** button at the bottom of the page to create the proposal submission (see screenshot below).

Home > Proposals > Proposal Submissions - > Capture Proposal Details			
Capture Proposal Details			
and the second second free second second second			
General Information			
Full Title*			
Financial Year			
Enter the financial year of the WRC in which this proposal is being submitted			
2025/2026			
Thematic Area *		Outcome *	
1. Water Availability			Q.
Start Date *		End Date *	
DD/MMM/YYYY	<b>1</b>	DD/MMM/YYYY	=
New Proposer		First Time Project Leader	
Have you submitted this proposal previously?			
and the second se			
Lisence Fridauser			

 Once the proposal record has been created, you will be redirected to the *Proposal Submissions in Progress* page. Please follow the steps in the <u>Proposal Submissions in Progress</u> section in this document to edit and complete the proposal.



### Proposals

This section details the pages and actions found in the **Proposals** section in the Navigation Menu of the BMS Portal.

Water Research Commissio		•
	🖈   Call For Proposals +   Proposals -   Contracts +   Projects +   Reference Groups +   Reviews +   Service Requests +   +	I

#### **Proposals Page**

1. To view the *Proposals* page, click on the **Proposals** option in the Navigation Menu and then click on **Proposals**.

<b>*</b>	Call For Proposals - Proposals -	Contracts - Projects - Reference Groups - Reviews - Service Requests - Tutorials
Home > Proposals	Proposals	]
	Concept Note Submissions in Progress	
Proposals	Submitted Concept Notes	
FTOPOSAIS	Incomplete Concept Note Submissions	
	Proposal Submissions in Progress	
This page contains information about all the submitted proposals.	Submitted Proposals	ccess the pages related to proposals.
🗯 In This Section	Incomplete Proposal Submissions	
	Accepted Proposals	
Accepted Proposals	Rejected Proposals	

2. The *Proposals* page contains links to the related pages that displays information regarding concept notes or proposals you are currently submitting or have submitted to the WRC as the *Proposer*. To view the related pages, you can click on the links under the **In This Section** section at the bottom of the form.

tome > Proposals	
Proposals	
ms page contains information about al	the submitted proposals, you will be appe to select the VIRIS below to access the pages related to proposals.
Accepted Proposals Select this link to view all the proposa	is that have been accepted by the WRC
Rejected Proposals Select this link to view all the proposa	is that have been rejected by the WRC along with the reasons
Amendments for Acceptance Select this link to accept amendment	by the WRC towards your proposal submission.
Proposal Amendments in Pro Select this link to view proposal amen	gress dments
Incomplete Amendment Sub Select this link to view proposal amen	nissions' dments that are incomplete.
Proposal Submissions in Prog Select this link to view all the propose	tess Is you are working on and have not yet submitted to The WRC
Submitted Proposals Select this link to view all the proposa	Is you have submitted to The WRC
Incomplete Proposal Submiss Select this link to view proposals that	IONS are incomplete and not submitted to the WRC.
Submitted Concept Notes Select this link to view all the concept	notes you have submitted to the WRC
Incomplete Concept Note Su Select this link to view concept notes	prinsions that are incomplete and not submitted to the WRC.
Concept Note Submissions in	Process

#### Concept Note Submissions in Progress Page

1. To view the *Concept Note Submissions in Progress* page, click the **Proposals** option in the Navigation Menu and then click on **Concept Note Submissions in Progress**.



2. The *Concept Note Submissions in Progress* page displays a list of all concept note submissions that you have created but have not yet submitted to the WRC. You can use this list to edit and submit your concept notes before the *Submission Close Date* that is displayed for each concept note.

Below is a list of all active concept note submissions that are in no longer be available here for editing. The Concept Note Nu	n progress that are editable. They are not yet submitted to the WR mber is only assigned after the concept note is submitted.	C. Note that if the submission date of the	concept note has passed and you have not y	et submitted the concept note, it will
Remember to save the information on the concept note e	dit page first before you submit.			
Select the Edit Concept Note option using the arrow to the ng	ht of the concept note listed below to continue with the submissio	n.		
Title of Proposed Project	Terms of Reference	Thematic Area	Submission Close Date 🕇	Created On
		2. Water Use	29/Aug/2024 4:00 PM	26/Aug/2024 10:43 AM
	120000			
Copyright of Crick, All Fights (Berreu	Support Contact us		TS South African	
	Knowledge Base		WATER RESEARCH CO Supporting sustainable developme WATER funding incovering creation and a	MMISSION at through research Issemination
			RESEARCH COMMISSION	



#### Edit Concept Note

 To edit a concept note, click on the arrow on the far right of the concept note record and select the Edit Concept Note option. You will be directed to the Edit Concept Note page.

Below is a list of all active concept note submissions that are in	progress that are editable. They are not yet submitted to the Wi	C. Note that if the submission date of the	concept note has passed and you have not y	vet submitted the concept note, it will
no longer be available here for editing. The Concept Note Numi	ber is only assigned after the concept note is submitted.			
Select the Edit Concept Note option using the arrow to the right	of the concept note listed below to continue with the submissio	n.		
Title of Proposed Project	Terms of Reference	Thematic Area	Submission Close Date 🕈	Created On
		2. Water Use	29/Aug/2024 4/00 PM	26/Aug/2024 10:43 AM
				Edit Concept Note
Copyright © 2024. All rights reserved.	Support		312 J	
	Contact us Knowledge Base		WATER RESEARCH CO	MMISSION
			WATER RESEARCH CONVERSION	ent through rounarch dissemination



2. On the *Edit Concept Note* page, all the details of your concept note are available for editing and are separated into tabs.

EDIT CONCEPT NOTE			
To edit the information in a tab, click on the plus sign to expan	id it.		
Please note that all fields on this form must be completed a once all the required information is completed and the form is	ind the Project Leader must be captured as a researcher in saved.	the Researcher tab before the concept note can be submitted to the WRC. The Submit to W	WC button will only be available
Please remember to save your changes using the SAVE but	tton below before you leave this page or submit your conc	ept note.	
Title of Proposed Project *			
Tener for State (State (1991)			
Proposer *		Project Leader Name	
		Alson Revealed full details of the surrout leader using the field Decomber button in the	The construct tab balance
Organization Name		Note: Preuse doub run becaus of the project leader using the Mult researcher button in the	researchers han beable.
Organisation name		Contact reison	
Email Address of Contact Person		Mobile Number of Contact Person	
and discout of			
Thematic Area		Outcome	
2. Water Use	×Q	5. Water adaptation and resilience	×Q
Project Time Frame		Estimated Total Budget	
(in particular)		я	
+ Researchers + Focus Areas + Motivation			
+ Problem to Solve			
+ Airas			
+ Approach			
+ Approach			
+ Uniqueness			
+ Outcomes			
+ Outputs (Products)			
+ Attach Supporting Documents			
Save Submit to WRC			



3. To edit the information in a tab, click on the name of the tab to expand it. Multiple tabs can be expanded at the same time. If a tab is expanded, click on the name again to collapse it.

2. Water Use     x     Q.     S. Water adaptation and realisance     x     Q.       Project Time Frame     Estimated Total Budget     R   Researchers       Focus Areas   Motivation       Motivation   Problem to Solve       Alms	Thematic Area		Outcome	
Project Time Frame  Estimated Total Budget  Researchers  Focus Areas  Motivation  Metivation  Problem to Solve  Alms	2. Water Use	( <b>x</b> ) Q	5. Water adaptation and resilience	<b>x</b> Q
Researchers Focus Areas Motivation Metivation Problem to Solve Aims	Project Time Frame		Estimated Total Budget	
Researchers Focus Areas Motivation Metivation Problem to Solve Aims			R	
Researchers Focus Areas Motivation Metivation Problem to Solve Alms				
Focus Areas Motivation Motivation Problem to Solve Alms	+ Researchers			
Motivation Motivation	+ Focus Areas			
Motivation Motivation Problem to Solve Alms				
Problem to Solve Alms	- Motivation			
Problem to Solve Aims	Motivation			
Problem to Solve Aims				
Problem to Solve Alms				
Problem to Solve Aims				
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Problem to Solve Aims				
Problem to Solve Alms				
Problem to Solve Aims				4
Problem to Solve Alms				
Problem to Solve Aims				
Aims	<ul> <li>Problem to Solve</li> </ul>			
Aims				
	⊢ Aims			
	. A			

4. You can also add, view, edit, and delete or remove related records such as Researchers, Focus Areas, Aims, Outputs (Products) and attach supporting documents. Related records are automatically saved to your concept note each time you create or edit them.

2. Water U	z. Water Use		Q 5. Water adaptation and resilience	5. Water adaptation and resilience 🗶 Q				
Project Time	e Frame		Estimated Total Budget		13			
			R					
<ul> <li>Research</li> </ul>	iers							
					Add Researcher			
Title	First Name	Sumame	Organisation Name	Project Role	Created On			
100				Project Leader	05/Feb/2025 10:36 AM			
					View Researcher Details			
+ Focus Ar	eas				Delete Researcher			
+ Motivatio	on							
+ Problem	to Solve							
+ Aims								
+ Approac	h							
+ Uniquen	ess							
+ Outcome	es							
+ Outputs	(Products)							

 You can save any changes to your concept note at any time by clicking on the Save button at the bottom of the *Edit Concept Note* page. Note: <u>Please remember to save your changes often</u>!





#### Submit a Concept Note to WRC

 When your concept note is completed, you can save any final changes and submit the concept note to the WRC by clicking on the **Submit to WRC** button at the bottom of the *Edit Concept Note* page. You will be re-directed to the *Submitted Concept Notes* page.



- 2. Note: All fields on the *Edit Concept Note* page must be completed and the form saved, and the Project Leader must be captured in the *Researchers* tab for the **Submit to WRC** button to be available to be clicked. If the button is faded-out and not available to be clicked, check all the fields in the section at the top of the form and in all tabs of the form are completed and that any changes you have made to the form have been saved using the **Save** button at the bottom of the form. Please also check that you have captured at least one Researcher record where the *Project Role* field is set to *Project Leader*.
- Note: If you fail to submit your concept note to the WRC before the date and time shown in the Submission Close Date column for the concept note, your concept note will no longer appear on the Concept Note Submissions in Progress page or the Submitted Concept Notes page, and will be considered by the WRC to be incomplete.
- 4. You can view the incomplete concept note on the *Incomplete Concept Note Submissions* page by following the steps in the <u>Incomplete Concept Note Submissions</u> section below.



#### Submitted Concept Notes Page

1. To view the *Submitted Concept Notes* page, click on the **Proposals** option in the Navigation Menu and then click on **Submitted Concept Notes**.

Water Research Commission 🛛 🕈 I	Call For Proposals - Proposals -	Contracts • Projects •	Reference Groups • Revie	ews 🔹 📔 Service Requests 🔹	Tutorials -
Home > Proposals > Submitted Concept Notes	Proposals				
Cubmitted Concept Not	Concept Note Submissions in Progress Submitted Concept Notes	1			
Submitted Concept Not	Incomplete Concept Note Submissions Proposal Submissions in Progress				
Below is a list of all submitted concept notes that are read only. You	Submitted Proposals Incomplete Proposal Submissions	licking on the down arrow to the right	of the concept note and selecting	g the View details option.	
You can still edit a submitted concept note before the submission de	Accepted Proposals	n viewing the details click on the Ame	nd Submission button at the botto	om of the page.	
Note that your concept note submission may not appear in this list i	Rejected Proposals Amendments for Acceptance	ileted processing. If the concept appe	ars in the list after refreshing the b	browser, processing is complete.	
Title of Proposed Project	Proposal Amendments	ms of Reference	Subr	mission Close Date	Submitted On

- 2. The *Submitted Concept Notes* page displays a list of concept notes that have been submitted to the WRC but have not yet been accepted or rejected. Once a concept note has been submitted, it can no longer be edited after the *Submission Close Date* of the concept note.
- 3. To view the details of the submitted concept note, click on the arrow on the far right of the concept note record and select the **View details** option. This will re-direct you to the *Concept Note Details* page.

You can still edit a submitted concept note before the submission deadline date. To amend the Note that your concept note submission may not appear in this list immediately after submiss Title of Proposed Project Concept Note Number	e concept note, when viewing the details click on the Amend ion until it has completed processing. If the concept appears	Submession button at the bottom of the page. In the list after refreshing the browser, processing is comp	
Note that your concept note submission may not appear in this list immediately after submiss Title of Proposed Project Concept Note Number	ion until it has completed processing. If the concept appears	in the list after refreshing the browser, processing is comp	
Title of Proposed Project Concept Note Number			lete:
	er   Terms of Reference	Submission Close Date	Submitted On
		29/Aug/2024 4:00 PM	03/Oct/2024 11:09 AM
		04/0ct/2024 5:00 PM	29/Aug/2024 12:14 PM
		04/0ct/2024 4:00 PM	29/Apg/2024 12:04 PM
			O View details
Copyright © 2024. All rights reserved SUCOC	rt		
Contact		🔭 South Africar	
2	dge Base	WATER RESEARCH CO	DMMISSION
Contact	rus dge Base	South Africar	I DMMISSION



4. On the *Concept Note Details* page, you can view the details of the concept note by clicking on the tab names to expand and collapse them (see screenshot on the next page).

THis of Proposed Project *         Proposer *       Project Leader Name         Organization Name       Contact Person         Dranatic Aree       Contact Person         2 Nater Aree       Outcome         2 Vater Use       S. Vater adaptation and resilience         Project Time Frame       Estimated Total Budget         + Researchers       -         + Rous       -         + Motivation       -         + Project Time Solve       -	
Proposer *       Project Leader Name         Organisation Name       Contact Person         Email Address of Contact Person       Mobile Number of Contact Person         Thematic Area       Outcome         2. Vatie Use       0. Vatie atlaptation and resilience         Project Time Frame       Estimated Total Budget         + Researchers       -         + Focus Areas       -         + Motivation       -         + Problem to Solve       -         + Aims       -	
Proposer *       Project Eader Name         Organisation Name       Contact Person         Email Address of Contact Person       Mobile Number of Contact Person         Thematic Area       Outcome         2 Water Like       Outcome         2 Water Like       S. Water adaptation and reatlience         Project Time Frame       Estimated Total Budget         + Researchiers	
Organisation Name       Contact Person         Email Address of Contact Person       Mobile Number of Contact Person         Thematic Area       Outcome         2 Water Use       0. Water adaptation and resilience         Project Time Frame       Estimated Total Budget         + Researchiers       +         + Focus Areas       -         + Motivation       -         + Problem to Solve       -         + Alms       -	
Organization Name       Contact Person         Email Address of Contact Person       Mobile Number of Contact Person         Thematic Area       Outcome         2. Water Use       0. Water adaptation and resilience         Project Time Frame       Estimated Total Budget         + Researchers       -         + Focus Areas       -         + Motivation       -         + Problem to Solve       -         + Alms       -	
Email Address of Contact Person       Mobile Number of Contact Person         Thematic Area       Outcome         2. Water Use       5. Water adaptation and resilience         Project Time Frame       Estimated Total Budget         + Researchers       -         + Focus Areas       -         + Motivation       -         + Problem to Solve       -         + Alms       -	
Email Address of Contact Person     Mobile Number of Contact Person       Thematic Area     Outcome       2. Water Use     3. Water adaptation and resilience       Project Time Frame     Estimated Total Budget       + Researchers     -       + Focus Areas     -       + Motivation     -       + Problem to Solve     -	
Thematic Area     Outcome       2. Water Use     5. Water adaptation and resilience       Project Time Frame     Estimated Total Budget       + Researchers     -       + Researchers     -       + Focus Areas     -       + Motivation     -       + Problem to Solve     -	
Thematic Area     Outcome       2. Water Use     5. Water adaptation and resiltence       Project Time Frame     Estimated Total Budget       + Researchers     -       + Focus Areas     -       + Motivation     -       + Problem to Solve     -	
Yvälet Ose Project Time Frame  Forus Areas  Focus Areas  Motivation  Problem to Solve  Aims	
Project Time Frame Estimated Total Budget + Researchers + Researchers + Focus Areas + Motivation + Problem to Solve + Aims	
+ Researchers + Focus Areas + Motivation + Problem to Solve + Aims	
+ Motivation + Problem to Solve + Alms	
+ Problem to Solve	
+ Aims	
<ul> <li>A MARKET AND A MARKET A A MARKET AND A MARKE</li></ul>	
+ Approach	
+ Uniqueness	
+ Outcomes	
+ Outputs (Products)	
+ Attach Supportion Documents	
+ Attach Supporting Documents	



#### Amend a Concept Note Submission

 If you have submitted your concept note to the WRC, and the current date and time is *before* the Submission Close Date and time displayed on the *Submitted Concept Notes* page, you can recall and amend your concept note submission by clicking on the **Amend Submission** button at the bottom of the *Concept Note Details* page (refer to step #4 in the <u>Submitted Concept Notes Page</u> section above).



- You will be re-directed to the *Concept Note Submissions in Progress* page, where you can continue to edit your proposal submission by following the steps in the <u>Concept Note Submissions in Progress Page</u> and <u>Edit a Concept Note</u> sections in this document.
- 3. Note: If you recall and amend your concept note submission, remember to submit it to WRC again <u>before</u> the *Submission Close Date* and time displayed on the *Concept Note Submissions in Progress* page by following the steps in the <u>Submit a Concept Note to WRC</u> section in this document.


### Incomplete Concept Note Submissions Page

1. To view the *Incomplete Concept Note Submissions* page, click on the **Proposals** option in the Navigation Menu and then click on **Incomplete Concept Note Submissions**.

Water Research Commission 🔹 I	Call For Proposals • Proposals •	Contracts • Projects • Reference Groups	Reviews      Service Requ	uests •   Tutorials	•
Home > Proposals > Incomplete Concept Note Submissions	Proposals				
la se realista Comorat Nue	Concept Note Submissions in Progress Submitted Concept Notes				
Incomplete Concept Nq	Incomplete Concept Note Submissions	]			
Below is a list of concept notes that were not submitted before the s Concept Note option.	Submitted Proposals Incomplete Proposal Submissions	ruplete. To view the details of the concept note, click on the	arrow on the right side of the concep	at note in the list and select the V	liew.
Title of Proposed Project	Rejected Proposals	Thematic Area	Submission Close Date 🕇	Created On	
Name and Address of Concess and Con-	Amendments for Acceptance Proposal Amendments	5. Knowledge Dissemination	28/Aug/2024 8:00 AM	26/Aug/2024 3:04 PM	~
test for here been and that if	A technical a strategic strategic	2. Water Lise	04/Oct/2024 4:00 PM	11/Sep/2024 10:10 AM	~

- 2. The *Incomplete Concept Note Submissions* page displays concept notes that were not submitted to the WRC before the *Submission Close Date* for the concept note.
- 3. To view the details of the concept note, click on the arrow on the far right of the concept note record and click on the **View Concept Note** option.

Below is a list of concept notes that were not submitted bef Concept Note option.	ore the submission close date and deemed to be incomplete. To	view the details of the concept note, click on the	arrow on the right side of the concep	t note in the list and select the View
Title of Proposed Project	Terms of Reference	Thematic Area	Submission Close Date 🕇	Created On
		5. Knowledge Dissemination	28/Aug/2024 8:00 AM	26/Aug/2024 3:04 PM
		2. Water Use	04/Oct/2024 4:00 PM	11/Sep/202 View Concept Note
		1. Water Availability	04/Oct/2024 5:00 PM	16/Aug/2024 3:26 PM
		3. Water Quality & Health	04/Oct/2024 5:00 PM	11/Sep/2024 10:11 AM
		5. Knowledge Dissemination	04/Oct/2024 5:00 PM	26/Aug/2024 11:27 AM
Casyright @ 2004. All rights row read.	Support Contact us Knowledge Base		South Africa	IN COMMISSION
			WATER RESEARCH funding, knowledge croston	opment Missigh Insurch and dissemination

4. The *Concept Note Details - Incomplete* page is displayed, where you can view the details you captured for the concept note, but the details cannot be edited.



#### Proposal Submissions in Progress Page

1. To view the *Proposal Submissions in Progress* page, click on the **Proposals** option in the Navigation Menu and then click on **Proposal Submissions in Progress**.



2. The *Proposal Submissions in Progress* page displays a list of all proposal submissions that you have created, or that were automatically created from a concept note that was accepted by WRC, but have not yet been submitted to the WRC. You can use this list to edit and submit your proposals before the *Submission Close Date* that is displayed for each proposal.





#### Edit Proposal Page

1. To edit a proposal, on the *Proposal Submissions in Progress* page, click on the arrow on the far right of the proposal record and select the **Edit Proposal** option. You will be redirected to the *Edit Proposal* page.





2. On the *Edit Proposal* page, all the details of your proposal are available for editing and are separated into tabs.







3. To edit the information in a tab, click on the name of the tab to expand it. Multiple tabs can be expanded at the same time. If a tab is expanded, click on the name again to collapse it.

<ul> <li>To generate a PDF copy of the proposal, save the proposal, scroll to the bottom of</li> <li>After one minute, refresh the browser page and the proposal document will be aw</li> </ul>	If this form and then click on the Preview Proposal button, valiable in the Attachment Supporting Documents section below and can be downloaded.	
✓General Information		
✓Administrative Staff		
✓Research Information		
✓Lead Organisation		
Organisation Name *		
This field must be completed before submitting the proposal.		
Contribution		
PHYSICAL ADDRESS		
Address Line 1	Address Line 2	
Address Line 3	City	
Postal Code		

4. You can also add, view, edit, and delete related records such as Researchers, Deliverables, Expenses, and attach supporting documents. Related records are automatically saved to your proposal each time you create or edit them.

Administrative Staff  Research Information  Lead Organisation  Collaborating Organisations  Researchers	◆General Information				
	✓Administrative Staff				
	✓Research Information				
	✓Lead Organisation				
Neme 1       Organisation Name       Project Role       Created On         Neme 1       Organisation Name       Project Role       27/Aug/2024 229 PM         27/Aug/2024 229 PM       27/Aug/2024 229 PM       1         27/Aug/2024 229 PM       27/Aug/2024 229 PM       1         *Abstract       27/Aug/2024 229 PM       1         *Abstract       27/Aug/2024 229 PM       1         *Rationale       2       2         *Aims       2       2         *Datisarphilor       2       2	◆Collaborating Organisations				
Name 1       Organisation Name       Project Role       Created On         27/Aug/2024 2:29 PM       27/Aug/2024 2:29 PM       17 PM       17 PM         27/Aug/2024 2:29 PM       27/Aug/2024 2:29 PM       17 PM       17 PM         * Abstract       27/Aug/2024 2:29 PM       17 PM       17 PM         * Abstract       27/Aug/2024 2:29 PM       17 PM       18 Persearcher Details Edit Researcher Details Edit Researcher Persearcher         * Abstract       -       -       -       -         * Abstract       -       -       -       -         * Abstract       -       -       -       -         * Abstract       -       -       -       -       -         * Abstract       -       -       -       -       -       -         * Abstract       -       -       -       -       -       -       -       -         * Abstract       -	▲Researchers				
Abstract     Abstract				Pode Nebb	archier
Abstract     Abstract     Aims     Methodology	Name 🕇	Organisation Name	Project Role	Created On	-
Rationale  Aims  Methodology  Deliverables	Name †	Organisation Name	Project Role	Created On 27/Aug/2024 2:29 PM	
Aims     Methodology     Doliverables	Name ↑	Organisation Name	Project Role	Created On 27/Aug/2024 2:39 PM 27/Aug/2024 2 17 PM View Researcher De Edit Researcher Delete Researcher	Tails
✓Methodology	<ul> <li>Name ↑</li> <li>Abstract</li> <li>Rationale</li> </ul>	Organisation Name	Project Role	Created On 27/Aug/2024 229 PM 27/Aug/2024 2 17 PM View Researcher De Edit Researcher Delefe Researcher	v v tais
	<ul> <li>Name ↑</li> <li>Abstract</li> <li>✓Rationale</li> <li>✓Aims</li> </ul>	Organisation Name	Project Role	Created On 27/Aug/2024 2:29 PM 27/Aug/2024 2:17 PM View Researcher De Edit Researcher Delete Researcher	v v tais
* Deaverables	<ul> <li>Name ↑</li> <li>Abstract</li> <li>Rationale</li> <li>✓Aims</li> <li>✓Methodology</li> </ul>	Organisation Name	Project Role	Created On 27/Aug/2024 2:39 PM 27/Aug/2024 2 17 PM View Researcher De Edit Researcher Delete Researcher	v v tais

 You can save any changes to your proposal at any time by clicking on the Save button at the bottom of the Edit Proposal page. Note: Please remember to save your changes often!



#### **Generate Proposal Preview Document**

1. You can preview your proposal in PDF document format before submitting it to the WRC. To generate the preview document, scroll to the bottom of the *Edit Proposal* page and click the **Preview Proposal** button.



2. The *Generate Preview Document* pop-up window will appear over the form. Please read the instructions carefully and click the **Proceed** button.

GENERATE PREVIEW DOCUMENT	×
Click 'Proceed' to generate a preview document of your proposal.	
After one minute, refresh the browser window and the document can then be view and downloaded from the Attach Supporting Documents tab at the bottom of the Edit Proposal form.	ved
Proceed	cel

- 3. A green banner will appear at the top of the *Edit Proposal* page to confirm that the Proposal Preview document has been generated. Please wait one minute and then refresh the browser window.
- 4. After waiting one minute and refreshing the browser window, scroll to the bottom of the page and click on the **Attach Supporting Documents** tab to expand it. The proposal submission preview document will be displayed in this tab in PDF format.



5. Click on the hyperlinked name of the document to have the document downloaded to the default downloads folder on your computer. From there you can open the document and review the contents.



### Submit a Proposal to WRC

 When all the mandatory fields and related information for your proposal is completed, you can save any final changes using the Save button at the bottom of the *Edit Proposal* page and submit the proposal to the WRC by clicking on the Submit to WRC button. You will be re-directed to the *Submitted Proposals* page.



- 2. Note: All mandatory fields and mandatory related information on the *Edit Proposal* page must be completed for the **Submit to WRC** button to be available to be clicked. If the button is faded-out and not activated, check all the mandatory fields in all tabs of the form are completed.
- 3. Fields that are mandatory to submit the proposal are indicated with a \* symbol next to the field label and the text "This field must be completed before submitting the proposal." below the field label. If the field is not relevant to your submission, you may enter "N/A" into the field.
- 4. Related information that is mandatory to submit the proposal are indicated in the instructions at the top of the form and in the relevant tab. These include Research Locations, Researchers, Aims, Deliverables, and Human Resource Costs. At least one related record must be captured in each of these tabs before you can submit the proposal, but more than one can be captured.
- 5. Note: If you fail to submit your proposal to the WRC before the date and time shown in the *Submission Close Date* column for the proposal, your proposal will no longer appear on the *Proposal Submissions in Progress* page or the *Submitted Proposals* page, and will be considered by the WRC to be incomplete.
- 6. You can view the proposal on the *Incomplete Proposal Submissions* page by following the steps in the <u>Incomplete Proposal Submissions</u> section below.



## **Submitted Proposals Page**

1. To view the *Submitted Proposals* page, click on the **Proposals** option in the Navigation Menu and then click on **Submitted Proposals**.

Water Research Commission 🔹 I	Call For Proposals • Proposals •	Contracts • Projects • Reference Groups • Reviews • Service Requests • Tutorials • •
Home > Proposals > Submitted Proposals	Proposals	
Submitted Proposals	Concept Note Submissions in Progress Submitted Concept Notes Incomplete Concept Note Submissions Proposal Submissions in Progress	
Below is a list of all submitted proposals that are read only. You can	Submitted Proposals	the down arrow to the right of the proposal and selecting the View details option.
20.040 e5	Incomplete Proposal Submissions	
You can still edit a submitted proposal before the submission deadle	Accepted Proposals	the details click on the Amend Submission button at the bottom of the page.
Note that your proposal is desired in may not appear in this list mine	Rejected Proposals	f remeasion. If the remoted annexes in the list after refreshing the furnesse processing is complete
consider that your proposer adormation may not appear in one site mine.	Amendments for Acceptance	<ul> <li>processing, is the proposel appears in the list and remeaning the provider, processing to complete.</li> </ul>
Name Prop	Proposal Amendments	Submission Deadline Proposal Status Created On

- 2. The *Submitted Proposals* page displays a list of proposals that have been submitted to the WRC. Once a proposal has been submitted, it can no longer be edited after the *Submission Close Date* of the proposal.
- 3. You can track the progress of your proposal submission over time by checking the status in the *Proposal Status* field for the respective proposal.
- 4. To view the details of the submitted proposal, click on the arrow on the far right of the proposal record and select the **View details** option. This will re-direct you to the *Proposal Details* page.

Below is a list of all submitted proposals that are You can still edit a submitted proposal before the	read only. You can view the details of the submission deadline date. To amend the	he proposal by clicking on the down arrow to the se proposal, when viewing the defails click on the	nght of the proposal and selecting the Vi Armend Submission button at the bottom	ew details option. of the page.	
Note that your proposal submission may not app	ear in this list immediately after submis Proposal Number	Terms of Reference	Submission Deadline	Proposal Status	Created On
			31/Oct/2024 8:00 AM	Proposal Submitted	13 Sep/2024 10:38 AM
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5. On the *Proposal Details* page, you can view the details of the proposal by clicking on the tab names to expand and collapse them (see screenshot on the next page).

Water Research Commission	Call For Proposals - Proposals - Contracts -	Projects + Reference Groups + Reviews + Service Requests + Tutorials +
Home > Proposals > Proposal Submissions in Progress >	Proposal Details	norginalezen (* austrenalize eta oli formenen en el personargadatezen al considerational el considerational el c
PROPOSAL DETAILS		
You can still edit a submitted proposal before the submission de	eadline date. To amend the proposal, click on the Amend Submission	button at the bottom of this page.
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✓Administrative Staff		
✓Research Information		
✓Lead Organisation		
✓Collaborating Organisations		
✓Researchers		
✓Abstract		
✓Rationale		
✓Aims		
✓Methodology		
✓Deliverables		
◆Products		
✓Innovation		
◆Background Intellectual Property		
✓Human Resource Costs		
✓Operational Expenses		
◆Capital Expenses		
◆Dissemination/Uptake Activity Expenses		
◆Budget Summary		
<ul> <li>Knowledge Dissemination</li> </ul>		
◆Capacity Building		
✓Institutional Development		
✓Community Development		
✓3rd Party Funding		
✓Other Information		
✓Attach Supporting Documents		
Amend Submission		
Caparight @ 2024. All rights reserved.	Support	
	Contact us Knowledge Base	WATER RESEARCH COMMISSION WATER RESEARCH COMMISSION Support and substability of the support of the substability of the support Marting support of success and also support of the support



Page | 45

## Amend a Proposal Submission

 If you have submitted your proposal to the WRC, and the current date and time is *before* the Submission Close Date and time displayed on the *Submitted Proposals* page, you can recall and amend your proposal submission by clicking on the **Amend Submission** button at the bottom of the *Proposal Details* page (refer to step #5 in the <u>Submitted Proposals Page</u> section above).



- 2. You will be re-directed to the *Proposal Submissions in Progress* page, where you can continue to edit your proposal submission by following the steps in the <u>Proposal Submissions in Progress</u> and <u>Edit a Proposal</u> sections in this document.
- Note: If you recall and amend your proposal submission, remember to submit it to WRC again <u>before</u> the Submission Close Date and time displayed on the Proposal Submissions in Progress page by following the steps in the <u>Submit a Proposal to WRC</u> section in this document.



#### Incomplete Proposal Submissions Page

1. To view the *Incomplete Proposal Submissions* page, click on the **Proposals** option in the Navigation Menu and then click on **Incomplete Proposal Submissions**.



- 2. The *Incomplete Proposal Submissions* page displays proposals that were not submitted to the WRC before the *Submission Close Date* for the proposal.
- 3. To view the details of the proposal, click on the arrow on the far right of the proposal record and click on the **View Proposal** option.

Name	Terms of Reference	Start Date End Date	Submission Close Date  Created On
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	Contact us Contact us Knowledge Base	Ĩ	South African WATER RESEARCH COMMISSION Supporting ustamble swelpmart through inwarth funding, townings, residen and desemblation

4. The *Proposal Details* page is displayed, where you can view the details you captured for the proposal, but the details cannot be edited.



## **Accepted Proposals Page**

1. To view the *Accepted Proposals* page, click on the **Proposals** option in the Navigation Menu and then click on **Accepted Proposals**.



- 2. The *Accepted Proposals* page displays a list of proposal submissions that have been accepted for funding (with or without amendments) by the WRC.
- 3. The proposal will appear on this list after the WRC has sent the decision letter.
- 4. To view the Decision Letter, click on the arrow to the far right of the proposal record and select the **View Decision Letter** option. This will open the *View Decision Letter* window.

Home > Proposals > Accepted Proposals         Accepted Proposals         This page displays all the proposals accepted by the WRC after submission.         Name       Proposal Number ◆       Terms of Reference       Proposal Status       Created Dn         Veryright & 2010. All rights warvel.       Support       30/Mar/2019 32.0 PL       View Decision	Water Research Commiss	ion 🚓   Call For Proposals -   Pro	iposais -   Contracts -   Projects -	Reference Groups +   Reviews +   Service Requests +	the term have been
Accepted Proposals This page displays all the proposals accepted by the WRC after submission. <u>Name Poposal Number 1 Terms of Reference Proposal Status Created On</u> Proposal Accepted with Amendments 30/Mar/2019 3.20 PM <u>View Deca</u> Capyright & S010. All right searces Support Craatat us Knowledge Base	Home > Proposals > Accepted Proposals				
This page displays all the proposals accepted by the WRC after submission.       Name     Proposal Number ↓     Terms of Reference     Proposal Status     Created On       Proposal Status     Support     30/Mar/2019 32:0 PM     Image: Created Status     Image: Created Status     Support       Carpright & 2019. All rights reserved.     Support     Created Status     Support     Support       Created usis     Support     Created Status     Support     Support       Created usis     Knowledge Base     Support     Support	Accepted Propos	als			
Name     Proposal Number I     Terms of Reference     Proposal Status     Created On       Proposal Accepted with Amendments     30/Mar/2019 320 PM     Image: Created On       Cognight 0 2010. All rights searced.     Support     Contract us:     South African       Contract us:     Knowledge Base     Support     South African	This page displays all the proposals accepted by t	he WRC after submission.			
Capyright & 2019. All rights reserved. Support Contract us Knowledge Base South African Knowledge Base South African Support South African WATER RESEARCH COMMISSION South African South African South African South African South African South	Name	Proposal Number 🖡	Terms of Reference	Proposal Status	Created On
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5. In the *View Decision Letter* window, you can download and view the attached *Outcome of Proposal Submission* letter document by clicking on the document name link.



## **Rejected Proposals Page**

1. To view the *Rejected Proposals* page, click on the **Proposals** option in the Navigation Menu and then click on **Rejected Proposals**.



- 2. The *Rejected Proposals* page displays a list of proposal submissions that have not been accepted for funding by the WRC. The proposal will appear on this list after the WRC has sent the decision letter.
- 3. To view the Decision Letter, click on the arrow to the far right of the proposal record and select the **View Decision Letter** option. This will open the *View Decision Letter* window.

Rejected Proposal	5		
This page displays all the proposals rejected by the Name	WRC after submission. Note that once they are rejected, they cannot be re-opened. Proposal Number + Terms of Reference	Proposal Status Proposal Rejected	Created On 27, Jun/2019 7:21 PM
Capyright © 2001. All rights reserved	Support Contact us Knowledge Base	WATER MATER MATER Manual p. Incoviedge or	ican CH commission andegement through insamh ander and ylbannikador

4. In the *View Decision Letter* window, you can download and view the attached *Outcome of Proposal Submission* letter document by clicking on the document name link.



### Amendments for Acceptance Page

1. To view the *Amendments for Acceptance* page, click on the **Proposals** option in the Navigation Menu and then click on **Amendments for Acceptance**.



- 2. The *Amendments for Acceptance* page displays a list of proposals that have been accepted for funding by the WRC but require you to accept the amendments to the proposal as requested by the WRC and detailed in the Approval Letter. Once you have accepted the WRC's requested amendments, you will be able to edit the proposal record.
- 3. To view the details of the proposal, click on the arrow on the far right of the proposal record and select the **View Proposal Details** option. This will re-direct you to the *Proposal Details* page.

Home > Proposals > Amendments for A Amendments fo	r Acceptance				
The WRC will recommend amendments after	viewing the proposal. All proposal submission w	here the project lead will have to make	amendment will be on this page		
Name	Proposal Number + T	erms of Reference	01/Apr/2020	Proposal Status Proposal Accepted with Amendments	05/Apr/2019 8:00 AM
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4. To accept the WRC's requested amendments to the proposal, click on the arrow to the far right of the proposal record and select the **Accept Amendments** option. This will open the *Accept Proposal Amendments* window.

The WRC will recommend amendments after	VI ACCEPTATICE	ake amendment will be on this page	
Name	Proposal Number 4 Terms of Reference	Start Date Proposal	Status Submission Deadline
	and the second sec	01/Apr/2020 Proposal /	ccepted with Amendments 05/Apr/2019.8:00 AM
Capyright © 2010. All rights searced	Support Contact us Knowledge Base	WATER WATER	uth African TER RESEARCH COMMISSION arting workingthe development through research reg. throwindge creation and disconnection

5. In the *Accept Proposal Amendments* window, you can select your response and submit it to the WRC by clicking on the **Submit** button at the bottom of the window.

🕑 Edit	ж
Proposal Amendments Accept WRC's Proposed Amendments?	¥
Submit	

6. If you choose to accept the WRC's requested proposal amendments, you can start editing the proposal by navigating to the <u>Proposal Amendments page</u> as detailed in the following steps.

#### Proposal Amendments in Progress Page

1. To view the *Proposal Amendments in Progress* page, click on the **Proposals** option in the Navigation Menu and then click on **Proposal Amendments**.



- 2. The *Proposal Amendments in Progress* page displays a list of proposals that have been accepted for funding by the WRC with requested amendments, and you have accepted the requested amendments.
- 3. The proposals on this page can be edited up until the *Submission Deadline* date and time displayed.
- 4. To edit the details of the proposal, click on the arrow on the far right of the proposal record and select the **Edit Proposal** option. You will be re-directed to the *Edit Proposal* page.

All proposal due for amendments will be disp	aved here.		
Name	Proposal Number + Terms of Reference	Start Date Proposal Status	Submission Deadline
AND IN THE PARTY		01/Apr/2020 Open for Proposal Ame	ndments 05/Apr/2019.8:00 AM
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- 5. To edit the details of the proposal, follow the steps from **step #2** in the <u>Edit Proposal page</u> section.
- 6. To submit the amended proposal to the WRC, you can follow the steps in the <u>Submit a Proposal to WRC</u> and <u>Submitted Proposals page</u> sections of this document, with the exception that you must submit it before the date and time in the *Submission Deadline* column for the proposal as detailed on the *Proposal Amendments in Progress* page.
- 7. Note: If you fail to submit your proposal amendments to the WRC before the *Submission Deadline*, your proposal record will be considered incomplete, will be removed from this page.



# Contracts

This section details the pages and actions found in the **Contracts** section in the Navigation Menu of the BMS Portal.



## **Contracts Page**

1. To view the *Contracts* page, click on the **Contracts** option in the Navigation Menu and then click on **Contracts**.



2. The *Contracts* page contains links to the related pages that display information regarding contracts and contract amendments you have with the WRC as the *Project Leader*. To view the related pages, you can click on the links under the **In This Section** section at the bottom of the form.

Call For Proposals -   Proposals -   Contracts -   Project	- Reference Groups - Reviews - Service Requests
will be able to submit your contract, sign it, and amend as per recommen	fations.
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Support Contact us Knowledge Base	WATER RESEARCH COMMISSION Sobarter suitinuble development himogit maarch Sobarters untinuble development himogit maarch
	Call For Proposals -   Proposals -   Contracts -   Projects rwill be able to Submit your contract, sign it, and amend as per recommend will be able to Submit your contract, sign it, and amend as per recommend s Support Contract us Knowledge Base





## **Contracts for Signature Page**

1. To view the *Contracts for Signature* page, click on the **Contracts** option in the Navigation Menu and then click on **Contracts for Signature**.



- 2. The *Contracts for Signature* page displays a list of contracts for new projects that have been prepared by the WRC and require your signature as the *Contract Signatory* that was captured as part of the proposal submission.
- 3. **Note**: Only the user that is allocated as the *Contract Signatory* as part of the proposal submission will be able to view the contract records displayed on this page. The Proposer or the Project Leader allocated to this submission will not see the contract listed on this page.
- 4. To view the details of the contract and download a copy on the contract document, click on the arrow on the far right of the contract record and select the **View details** option. This will open the *Contract Details* window.

Water Research Co	ommission 🔶 🔒 ca	l For Proposals •   Proposals •   Contracts •	Projects •   Reference Groups •   F	Reviews •   Service Requests •	in the second second
Contracts for	Signature				
Contract Number 🕹	Project	Lead Organisation		Contract Signatory	
Capyright © 2019. All rights reserved.		Support Contact us Knowledge Base	WATER SEASCO	th African R RESEARCH COMMISSION Ing seatainable development Through resource locaringe creation and discemination	View details



5. In the *Contract Details* window, you can view the project information as well as view and download the *Letter with Contract* and *Contract* documents.

Project *	
state the last fragment	
Contract Number	
conduct Humber	
Lead Organisation	
Contract Signatory	
Project Leader	
COURIER DETAILS (F	or Hard Copy of Contract Sent to WRC)
Courier Company Name	
Courier Tracking Numbe	r
Date Couriered	ENTS
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Date Couriered CONTRACT DOCUM 45.minutes.ago WRC Business Management # 43.minutes.ago WRC Business Management # Upload Your Signed Con Browse No files sele	ENTS  Letter with Contract.pdf (0 bytes)  Contract

- 6. It is required for you as the *Contract Signatory* for the project to download a copy of the *Contract* document, sign and initial it, upload a file with the scanned copy of the document to this contract record, and submit it to the WRC.
- 7. You are also required to send a signed and initialed hard copy of the *Contract* document to the WRC via courier. This hard copy will be couriered by the WRC to the physical address of the *Lead Organisation* of the project.
- 8. Once you have the details of the hard copy that is being couriered back to the WRC, you can enter them in the *Courier Details* section of this form before you submit the uploaded scanned copy of the document.



- 9. You can submit the uploaded scanned copy of the *Contract* document along with the courier details of the hard copy by clicking on the **Submit Uploaded Contract to WRC** button at the bottom of the window.
- 10. **Note**: Please be sure to save any changes made to this contract record by clicking the **Save** button at the bottom of the window <u>before</u> you submit the uploaded contract document to the WRC.

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Date Couriered	
	ii ii
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WRC Business Management #	



## **Approved Contracts**

1. To view the *Approved Contracts* page, click on the **Contracts** option in the Navigation Menu and then click on **Approved Contracts**.



- 2. The *Approved Contracts* page displays a list of contracts for projects that have been approved and finalized by the WRC and you are designated as the *Contract Signatory* for the new project.
- 3. To view the details of the contract, as well as the original and uploaded signed copies of the *Contract* document, click on the arrow on the far right of the contract record and select the **View details** option. The *Contract Details* window will open.

This page displays all approved	d contracts for submitted and approved pr	oposals				
Contract Number 🕇	Project		Proposer	Contract Signatory	Status Reason	Approval Date
10000				Terrar Tananan	Contracting Complete	02/Apr/2019
Copyright © 2019. All rights reserved		Support Contact us Knowledge Base			South Afr WATER RESEAR Subporting scalarable hading, knowledge cre	ican CH COMMISSION devisionment through research atten and discemination



## Contract Amendments to be Submitted Page

1. To view the *Contract Amendments to be Submitted* page, click on the **Contracts** option in the Navigation Menu and then click on **Contract Amendments**.



2. The *Contract Amendments to be Submitted* page displays a list of contract amendment requests that have been created by you as the *Project Leader* that has been designated for the active project.



## Create a Contract Amendment Request

1. To create a contract amendment request, click on the **Projects** option in the Navigation Menu and then click on **My Active Projects**.



- 2. The *My Active Projects* page displays a list of projects that are currently active, meaning that the *Start Date* has already passed, the project has commenced, and for which you are designated as the *Project Leader*.
- 3. To create a contract amendment request against the active project, click on the arrow to the right of the project record and select the **Create Contract Amendment Request** option. This will open the *Create Contract Amendment Request* window.

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<b>↑</b>   a	II For Proposals +   Proposals +   C	ontracts - Projects -	Reference Groups +	Reviews - Service I	Requests +	
Home > Projects > My Active Projects						
My Active Projects						
This page display all the active projects i.e Projects that are in proc	1955.					
Contract Number						
Name	Start Date End Date	Total Budget	Total Amount Paid	Research Manager	Proposal Status	
	01/Apr/2019 31/Mar/202	2			Project in Progress	
					View Project Details	
Copyright © 2019. All rights reserved.	Support			~~~	Create Contract Amendmen	t Request
	Contact us Knowledge Base			South Af	rican	
	COLUMN AND A DUM			VATER Supporting sustainal	de development through research creation and dissemination	
			R	ESEARCH Profitission		



4. In the Create Contract Amendment Request window, you can add the required information as indicated by the \* asterisk next to the mandatory fields and save the contract amendment request record by clicking on the Create button at the bottom of the window (see screenshot on the next page).

NFORMATION	
Project *	
Change Description *	
Motivation *	
REASON FOR CHANGE	
Change to Contract End Date	New Contract End Date
Change to Deliverable/Contract Budget	Additional Funds Requested
and a les	
Change to Deliverable Target Date(s)	
™ No Yes	
No      Yes	
Change of Project Leader	New Project Leader (Researcher)
No <sup>10</sup> Yes	Q
DETAILS OF CHANGE	
Attachments	
Attach a file	

5. After the contract amendment request is created, you can view and continue to edit the amendment request by following the steps in the <u>Contract Amendments to be Submitted page</u> section in this document.





# Edit and Submit a Contract Amendment Request

1. To edit the contract amendment request, from the *Contract Amendments to be Submitted* page, click on the arrow on the far right of the contract amendment request record and select the **Edit** option. This will open the *Edit Contract Amendment Request* window.

Home > Contracts > Contract Amendments to be Submitted Contract Amendments to be Submitted This is a list of Contract Amendments that the user has created, but not yet submitted to the WRC. In other words, Contract Amendments that are initiated by the Project Leader and that they are editing before they submit to WRC for approval. Centract Number  Project Project Change Description Created On  Creat	Hone > Contract A mendments to be Submitted Contract Amendments to be Submitted This is a list of Contract Amendments that the user has created, but not yet submitted to the WRC. In other words, Contract Amendments that are initiated by the Project Leader and that they are defining before they submit to WRC for approval. Contract Number  Project Project Project Contract Submitted Contract Amendments Contract C	Water Research Co	ommission 🛧   Call For Proposals -   Prop	ssals -   Contracts -   Projects -   Reference Groups	Reviews - Service Requests -	- 1880 -
Contract Amendments to be Submitted This is a list of Contract Amendments that the user has created, but not yet submitted to the WRC in other words, Contract Amendments that are initiated by the Project Leader and that they are editing before they submit to WRC for approval  Contract Number + Project Contract Amendments that are initiated by the Project Leader and that they are editing before they submit to WRC for approval  Contract Number + Project Contract Amendments that are initiated by the Project Leader and that they are editing before they submit to WRC for approval  Contract Number + Project Contract Amendments that are initiated by the Project Leader and that they are editing before they submit to WRC for approval  Contract Number + Project Contract Amendments that are initiated by the Project Leader and that they are editing before they submit to WRC for approval  Contract Number + Project Contract Amendments that are initiated by the Project Leader and that they are editing before they submit to WRC for approval  Contract Number + Project Contract Amendments that are initiated by the Project Leader and that they are editing before they submit to WRC for approval  Contract Number + Project Contract Amendments that are initiated by the Project Leader and that they are editing before they submit to WRC for approval  Contract Number + Project Contract Amendments that are initiated by the Project Leader and that they are editing before they submit to WRC for approval  Contract Number + Project Contract Amendments that are initiated by the Project Leader and that they are editing before they submit to WRC for approval  Contract Number + Project Contract Amendments that are initiated by the Project Leader and that they are editing before they are edited by the Project Leader Amendment Amen	Contract Amendments to be Submitted         This is a list of Contract Amendments that the user has created, but not yet submitted to the WRC. In other words, Contract Amendments that are initiated by the Project Leader and that they are editing before they submit to WRC for approval.         Centract Number ◆       Project       Change Description       Created on ◆         ObjApr/2019 10:25 AM       ObjApr/2019 10:25 AM       Image Description       Image Description         Carpital to 2019. All right sevend.       Support       ObjApr/2019 10:25 AM       Image Description	Home > Contracts > Contract A	mendments to be Submitted			
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- 2. From the *Edit Contract Amendment Request* window can continue to edit the contract amendment request and save your changes by clicking on the **Save** button at the bottom of the window.
- 3. <u>Note</u>: Remember to save any changes you make to the contract amendment request record, including any documents that have been uploaded, before submitting the request to the WRC for approval.
- 4. To submit the contract amendment request to the WRC for approval, be sure to save any changes, then open the *Edit Contract Amendment Request* window again and click on the **Submit to WRC** button at the bottom of the window. You will be re-directed to the *Submitted Contract Amendments* page and the request can no longer be edited.



## **Submitted Contract Amendments Page**

1. To view the *Submitted Contract Amendments* page, click on the **Contracts** option in the Navigation Menu and then click on **Submitted Contract Amendments**.



- 2. The *Submitted Contract Amendments* page displays a list of contract amendment request records that are pending approval by the WRC that you as the *Project Leader* of the active project have submitted to the WRC, or that the WRC has submitted to you and you have accepted.
- To view the details of the submitted contract amendment request, click on the arrow on the far right of the contract amendment request record and select the View details option. This will open the *Contract Amendment Request Details* window where you can view the details of the request.

Submitted	Contract Amenc	Iments			
This page displays all submytte	d contract amendments. Project	Approval Date	Research Manager	Status	Date Submitted
	And the participant	the share against \$5,55	- Base Parala	Pending Contracts Manager Approval	03/Apr/2019
Copyright © 2013 All rights reserved		Support Contact us Knowledge Base	WATER	South African WATER RESEARCH COMMIS Supering Automatik development intera faulter, trowlodge crudios and discerno	SION Is research tioe

4. You can also return to this page to view the status of the contract amendment request which is shown in the *Status* column.



# Accept WRC Contract Amendments Page

1. To view the *Accept WRC Contract Amendments* page, click on the **Contracts** option in the Navigation Menu and then click on **Accept WRC Contract Amendments**.



- 2. The *Accept WRC Contract Amendments* page displays a list of contract amendment requests that have been created by the WRC Research Manager that is overseeing the project and require your acceptance as the designated Project Leader for the project, before it can be approved and finalized by the WRC.
- 3. To view the details of the contract amendment request, click on the arrow on the far right of the contract amendment record and select the **View Amendment Details** option. This will open the *Contract Amendment Details* window.

Water Research	Commission	-   Proposals -   Contracts -   Projects -   Referen	nce Groups +   Reviews +   Si	ervice Requests +	
Home > Contracts > Accep	t WRC Contract Amendments	Learning pro-			
The WRC will make amendment	and recommendations to the contract. The project	IMENTS leader will view all the contracts here that they have to accept the am	endments for,		
Contract Number +	Project	Change Description	Research Manager	Date Submitted	
				03/Apr/2019 View Amendment Deta	ails
Capyright © 2012 All rights reserved.		Support Contactus Knowledge Base	WATER WATER COMMISSION	Accept WRC Amendme A African RESEARCH COMMISSION untahake development filmugt research worder reasons and disensation	onts



4. In the *Contract Amendment Details* window, the details of the contract amendment request from the WRC are displayed, along with any attached documents for your attention (see screenshot on the next page).

INFORMATIO	N	
Project *		
Change Descrip	tion *	
Motivation *		
REASON FOR	CHANGE	
Change to Cont	tract End Date	New Contract End Date
* No 🗢 res		
Change to Deliv	verable/Contract Budget	Additional Funds Requested
* No 🐂 Yes		
Change to Delly No * Yes	/erable Target Date(s)	
Change to Deliv No Ves	rerable Content	
Change of Proje	act Leader	New Project Leader (Researcher)
- 1997 - 1996		
DETAILS OF C	HANGE	
Attachme	ntc	
Attachine	nis	
There are no	o notes to display.	





5. To accept the contract amendment requested by the WRC, close the *Contract Amendment Details* window, and from the *Accept WRC Contract Amendments* page, click on the arrow on the far right of the contract amendment record and select the **Accept WRC Amendments** option. The *Contract Amendments Accept/Reject* window will open.

Water Research	CONTINUISSION Call For Proposal	s -   Proposals -   Contracts -   Projects -   Refere	nce Groups +   Reviews +   S	Service Requests +	
Home > Contracts > Accep	t WRC Contract Amendments				
Accept WR	C Contract Amend	dments			
The WRC will make amendment	t and recommendations to the contract. The projec	t leader will view all the contracts here that they have to accept the am	rendments for,		
Contract Number +	Project	Change Description	Research Manager	Date Submitted	
				03/Apt/2019	
Constitute © 2019. All rights searced		Sec. 19 Formation		Accept WRC A	mendments
		Support Contact us Knowledge Base	T Sout	h African RESEARCH COMMISSION	
			WATER RESEARCH COMMISSION	, such an able devolopment. Through research www.indge.creation.and discommation	

6. In the Contract Amendments Accept/Reject window, select your response and submit it to the WRC by clicking on the Submit Response to WRC button. You will be re-directed to the Submitted Contract Amendments page and you can follow the steps in the Submitted Contract Amendments page section of this document.





## **Rejected Contract Amendments Page**

1. To view the *Rejected Contract Amendments* page, click on the **Contracts** option in the Navigation Menu and then click on **Rejected Contract Amendments**.



- 2. The Rejected Contract Amendments page displays a list of submitted contract amendment requests that you as the *Project Leader* for the active project have submitted but were rejected by the WRC.
- 3. The rejected contract amendment request will only be displayed on this page while it is in rejected status and has not yet been re-submitted to the WRC for approval.
- 4. To edit the details of the contract amendment request, click on the arrow on the far right of the contract amendment request record and select the **Edit** option. This will open the *Edit Contract Amendment Request* window.

Water Research (	Commission	s -   Proposals -   Contracts -   Projects -   Ref	erence Groups +   Reviews +   Service Requests	•   100 100 100 100 100 •
Home > Contracts > Rejected	I Contract Amendments			4. <b>1</b> .
Rejected Co	ntract Amendme	nts		
Contract Number +	Project	Change Description	Research Manager	Date Submitted
				03/Apr/2019
Copyright © 2019. All rights recorved		Support Contact us Knowledge Base	WATER RESEARCH CI Legarith autonia arealing rendra Doowndgr (reado) and	) DMMISSION Marc Intrauch dissembilization

 You can edit the details of the contract amendment request, upload supporting documents, and re-submit the contract amendment request to the WRC in the same manner as detailed in the <u>Edit and Submit a</u> <u>Contract Amendment Request</u> section of this document.



## **Contract Amendments for Signature Page**

1. To view the *Contract Amendments for Signature* page, click on the **Contracts** option in the Navigation Menu and then click on **Contract Amendments Pending Signature**.



- 2. The *Contract Amendments for Signature* page displays a list of contract amendment request records that have been approved by the WRC and require your signature as the *Contract Signatory* designated for the project.
- 3. Note: Only the user that is allocated as the *Contract Signatory* as part of the proposal submission will be able to view the contract amendment records displayed on this page. The Project Leader allocated to this project will not see the contract amendment request listed on this page.
- 4. To view the details of the contract amendment request, click on the arrow on the far right of the contract amendment request record and select the **View details** option. This will open the *Attachments* window.

Contract Number +	Project	Change Description	Contract Signatory	Research Manager	Date Submitted
	which the party space	the property of the local set	And comes-	the state	03/Apr/2019
			RESEARCH	Torder & Moweage 1154004 and desse	

- 5. In the *Attachments* window, you can view and download the *Contract Amendment Cover Letter* and *Contract Amendment* documents.
- 6. It is required for you as the *Contract Signatory* for the project to download a copy of the *Contract Amendment* document, sign and initial it, upload a file with the scanned copy of the document to this contract amendment record and submit it to the WRC.





- 7. You are also required to send a signed and initialed hard copy of the *Contract Amendment* document to the WRC via courier. This hard copy will be couriered by the WRC to the physical address of the *Lead Organisation* of the project.
- 8. You can submit the uploaded scanned copy of the *Contract Amendment* document by clicking on the **Submit Signed Amendment to WRC** button at the bottom of the window.
- Note: Please be sure to save any changes made to this contract amendment record by clicking the Save button at the bottom of the window <u>before</u> you submit the uploaded contract amendment document to the WRC.

Attachments	
9 minutes ago WRC Business Management #	Contract Amendment Cover Letter.pdf (0 bytes)
4 minutes ago WRC Business Management #	WRC Contract Amendment
Attach a file	
	Browse
Save Submit Signed An	nendment to WRC



## Approved and Finalized Contract Amendments Page

1. To view the *Approved and Finalized Contract Amendments* page, click on the **Contracts** option in the Navigation Menu and then click on **Approved Contract Amendments**.



- 2. The *Approved and Finalized Contract Amendments* page displays a list of contract amendment requests that have been approved and finalized by the WRC where you are the Project Leader for the project for which the amendment was approved.
- 3. To view the details of the contract amendment request, click on the arrow on the far right of the contract amendment request record and select the **View details** option. This will open the *Contract Amendment Request Details* window (see screenshot on the next page).

low is a list of contract smendment requests that have been approved and finalized by the WRC.
Contract Number + Project Change Description Research Manager Date Submitted
03/Apr/2019
pringer 6 2018. All rights reserved. Support Contract us Knowkow Besen
WATER BERANCE Commission



# Projects

This section details the pages and actions found in the Projects section in the Navigation Menu of the BMS Portal.

Water Research Commission								
*	Call For Proposals +	Proposals +   Contrac	ts + Projects -	Reference Groups +	Reviews -   Se	ervice Requests +	Bear See State	

#### **Projects Page**

1. To view the *Projects* page, click on the **Projects** option in the Navigation Menu and then click on **Projects**.

Water Research Commission		
Call For Proposals - Proposals - Home > Projects	Contracts - Projects -	Reference Groups + Reviews + Service Requests +
Projects	My Active Projects Deliverables Deliverable Submissions	
This is where all the project related information is found. You will be able to see capital expenses, project	Submitted Deliverables Rejected Deliverables Submit Invoice for Deliverable	ation. You will be able to access related links also below,
In This Section	Paid Deliverables Capital Expenses	
My Active Projects	Completed Projects	

2. The *Projects* page contains links to the related pages that display information regarding projects, deliverables, and capital expenses where you are the *Project Leader* of the active project. To view the related pages, you can click on the links under the **In This Section** section at the bottom of the form.

Water Research Commission				
<b>f</b>   c	all For Proposals -   Proposals -   Contracts -   Pro	jects -   Reference Groups -   Revie	ews +   Service Requests +   Key	vin Manuel Garc <mark>ia</mark> Matos <del>-</del>
Home > Projects				
Projects				
This is where all the project related information is found. You will b	e able to see capital expenses, project information and deliverable	es information. You will be able to access relat	ed links also below.	
This Section				
My Active Projects				
Deliverables				
Deliverable Submissions in Progress				
Submitted Deliverables				
Deliverable Submissions Rejected				
Deliverable Claims Pending Invoice Submission				
Paid Deliverables				
Capital Expenses				
Completed Projects				
Copyright © 2019: All rights reserved.	Support Centact us Knowledge Base	WATER	South African WATER RESEARCH COMMISS Supporting saitsing the development through funding, howledge creation and discerning	ION h frisatrich au
	Contact us Knowledge Base	WATER	South African WATER RESEARCH COMMISS Supporting particles in development through funding, thousing creation and discernings	ION rraderch on





## My Active Projects Page

1. To view the *My Active Projects* page, click on the **Projects** option in the Navigation Menu and then click on **My Active Projects**.



- 2. The *My Active Projects* page displays a list of projects where you are the *Project Leader* and are in the status of *Project in Progress*. Projects will only appear on this date on or after the date in the *Start Date* column on this page.
- 3. To view the details of the project, click on the arrow on the far right of the project record and select the **View Project Details** option. This will re-direct you to the *Project Details* page.

Home > Projects > My Active Projects						
This page display all the active projects. i.e Projects that are	in progress					
Contract Number Name	Start Date	End Date	Total Budget	Total Amount Paid	Research Manager	Proposal Status
	01/Apr/2019	31/Mar/2022				Project in Progress
Copyright © 2019. All rights reserved.	Support				ata:	Create a Senire Request View Project Details Lifeate Contract Amendment Réquest
	Contact us Knowledge B	ase			ATER Septerting sustainable funding, knowledge a	r i can RCH COMMISSION « development through research reation and disservivation

4. You can also create a Service Request or a Contract Amendment Request from the active projects listed on this page. To follow these processes, view the steps to follow in the <u>Create a Service Request</u> and <u>Create a Contract Amendment Request</u> sections of this document.



5. Note: Documentation that is made available near the end of a project by the WRC to you as the *Project Leader* (i.e. *New Audit Procedure (NAP)* letters, etc.) can be viewed or downloaded on the *Project Details* page detailed in **step #3** above and then expanding the *Attach Supporting Documents* tab on the form.

WRC Business Management #	Approval Letter.pdf (0 bytes)
WRC Business Management #	Contract
WRC Business Management #	NAP 1.pdf (0 bytes)
<u>about a minute ago</u> WRC Business Management #	NAP 2.pdf (0 bytes)


# **Deliverables Page**

1. To view the *Deliverables* page, click on the **Projects** option in the Navigation Menu and then click on **Deliverables**.



- 2. The *Deliverables* page displays a list of project deliverables where you are the *Project Leader* for the project, the project is in the status of *Project in Progress*, and the deliverable has not yet been submitted to the WRC for approval and payment.
- 3. To view the details of the deliverable, click on the arrow on the far right of the deliverable record and select the **View Deliverable Details** option. This will open the *Deliverable Details* window.

This page contains a list of all d	eliverables related to a project currently in	n progress and that has not yet been	submitted to the WRC for appr	roval		
Contract Number	Project Name		Deliverable Number	Name	Target Date	Amount
			1	Advance	01/Jun/2024	×
			2	Mid-project research report	30/Sep/2024	View Deliverable Details
			3	Final research report	01/Dec/2024	Create Deliverable Submission
Copyright © 2024. All rights reserved.		Support Contact us Knowledge Base		WATER	South African WATER RESEARCH CO Supporting and and developer funding. Roosledge treation and	MMISSION erf though rasaich diseannadon



# **Create a Deliverable Submission**

1. To create a deliverable submission, from the *Deliverables* page click on the arrow on the far right of the deliverable record and select the **Create Deliverable Submission** option. This will open the *Deliverable Submission Information* window.

Deliverable	es					
This page contains a list of al	I deliverables related to a project curr	ently in progress and that has not yet been	Submitted to the WRC for appr	Name	Target Date	Amount
Construction of the local distance			6	Advance	01/Jun/2024	
			2	Mid-project research report	30/Sep/2024	View Deliverable Details
			3	Final research report	01/Dec/2024	Create Deliverable Submission
Copyright © 2028. All rights reserve	a.	Support Contact us Knowledge Base		7	South African WATER RESEARCH CO	MMISSION
				WATER RESEARCH COMMENSION	Supporting sustainable developm funding, knowledge creation and	iat Shrough research dissemination



2. In the *Deliverable Submission Information* window, complete the mandatory *Comments* field and upload the required documentation. You can edit the deliverable submission fields or attach additional documents later after it is created.

PROJECT	LEADER COMM	IENTS		
Commen	៥ *			
				Å
EXECUTIN	/E SUMMARY			
				Ţ.
RESEARC	h manager co	OMMENTS		
RM Reco	mmendation Comment	5		
DOCUME	INTS			
Attach a	file *			
Choose	Files No file chosen			
A CONTRACTOR OF	Constant Constant of States and			

3. **Note**: You are only required to complete the *Executive Summary* field if the deliverable you are submitting is the final deliverable of the project and the retention amount is being claimed.





4. To create the deliverable submission, click on the **Create** button at the bottom of the window. A confirmation screen will appear in the window. Please read the important information before closing the window.



5. To edit and submit your deliverable submission, close the Deliverable Claim Created window, navigate to the *Deliverable Submissions* page and follow the steps in the <u>Deliverable Submissions in Progress</u> page section detailed below.





### **Deliverable Submissions in Progress Page**

1. To view the *Deliverable Submissions in Progress* page, click on the **Projects** option in the Navigation Menu and then click on **Deliverable Submissions**.



- 2. The *Deliverable Submissions in Progress* page displays a list of deliverable submission record that you as the *Project Leader* for the active project have created but have not yet been submitted to the WRC for approval.
- 3. To edit or submit the deliverable submission, click on the arrow on the far right of the deliverable submission record and select the **Edit** option. This will open the *Edit Deliverable Submission* window.

	A Call For	Proposals -   Proposals -   Contracts -   F	rojects •   Reference Groups •   Reviews •   Service Requests •   Tutorials
Home > Projects > Deliv	erable Submissions in Progress		
Deliverabl	e Submissions in	Progress	
Deliverable claims are submi	ssions for payment against a deliverable that y	you submit to WRC for approval and eventually for payme	nt
This page displays deliverabl	e claims that have been created but have not t	yet been submitted for approval.	
To submit the deliverable cla attached, and click the Subm	in to WRC for approval, click the down arrow it to WRC button at the bottom of form.	next to the deliverable submission shown below and sele	It the Edit option. Review the deliverable information in the form that appears, ensure that the deliverable is
Name	Deliverable	Project	Created On 4
	Advance		30/May/2024 9:46 AM
			C Edit
Copylight © 2024. All rights reserve	a .	Support	
		Contact us	South African
		Knowledge Base	WATER RESEARCH COMMISSION
			WATER RESEARCH funding, knowledge creation and desemination



# Submit a Deliverable Submission to WRC

- 1. Review the details in the *Edit Deliverable Submission* window. If you need to make changes, update the necessary information and click the **Save** button at the bottom of the window. The window will close.
- 2. Re-open the *Edit Deliverable Submission* window as detailed in **step #3** in the <u>Deliverable Submissions in</u> <u>Progress Page</u> section of this document.



3. To submit the deliverable to WRC, click the **Submit to WRC** button. This will re-direct you to the *Submitted Deliverables* page.

Please onl	y complete the Executive Summary field if the deliverable is for the final retention amount.
Subr	nission Information
0000	
PROJE	CT LEADER COMMENTS
Contra	
	A.
EXECU	TIVE SUMMARY
	*
RESEA	RCH MANAGER COMMENTS
RM R	ecommendation Comments
DOCU	MENTS
	15 moutes ago (12.45 KR)
	Crosto Ray
Attac	h a file

- 4. **Note**: Please remember to <u>save</u> any changes you have made to the deliverable submission record, including the uploading of any documents, before you submit the deliverable to the WRC for approval.
- 5. Note: Once a deliverable has been submitted to the WRC for approval, it will no longer appear on the Deliverables Page.





### **Submitted Deliverables Page**

1. To view the *Submitted Deliverables* page, click on the **Projects** option in the Navigation Menu and then click on **Submitted Deliverables**.



- 2. The *Submitted Deliverables* page displays a list of deliverable submission records that you as the *Project Leader* of the active project have submitted to the WRC for approval.
- 3. You can view the progress of your submission by returning to this page at any time and referring to the *Status Reason* column for the deliverable submission displayed on this page.
- 4. To view the details of the deliverable submission, click on the arrow on the far right of the deliverable submission record and select the **View Submission Details** option. This will open the *Deliverable Submission* details window.

Home > Projects > Su	n Call For Propo	sals -   Proposals -   Contracts -   Projects -	Reference Groups -   Reviews -   Service Requ	est •   •
Submitte	d Deliverables			
This page contains all the c	deliverable claims submitted to the WRC awaiting ap	proval		
Name 🖡	Deliverable	Project	Status Reason	Created On
	Advance		Deliverable Submitted	02/Apr/2019 4:53 PM
Capyright & 2012 All rights small	ned	Support Contact us Knowledge Base	WATER WATER THIS CONTRACTOR THIS CONTRACTOR THIS CONTRACTOR THIS CONTRACTOR	Can H COMMISSION Webgenett (hrug) recearch an sid disertitudiot



# **Deliverable Submissions Rejected Page**

1. To view the *Deliverable Submissions Rejected* page, click on the **Projects** option in the Navigation Menu and then click on **Rejected Deliverables**.



- 2. The Deliverable Submissions Rejected page displays a list of deliverables submissions that were submitted to the WRC for approval but were rejected.
- 3. To edit the deliverable submission, click on the arrow on the far right of the deliverable submission record and select the **Edit** option. This will open the *Edit Deliverable Submission* window. Any comments or recommendations made by the RM will appear in the **RM Recommendation Comments** field.
- 4. To re-submit the deliverable submission to the WRC for approval, you can follow the steps as detailed in the <u>Submit a Deliverable Submission to WRC</u> section of this document.



# **Deliverable Claims Pending Invoice Submission Page**

1. To view the *Deliverable Claims Pending Invoice Submission* page, click on the **Projects** option in the Navigation Menu and then click on **Submit Invoice for Deliverable**.



- 2. The *Deliverable Claims Pending Invoice Submission* page displays a list of deliverable submissions that were approved by the WRC and now require you as the *Project Leader* to submit the invoice for the deliverable payment to the WRC for approval.
- 3. You can view the details of the deliverable submission by clicking on the arrow on the far right of the deliverable submission record and selecting the **View Submission Details** option. This will open the *Deliverable Submission Details* window.

Deliverable         Project         Status Reason         Greated On           Advance         Deliverable Accepted by RM         02/Agr/2019.453 PM         View Submission Details Submit Deliverable Invol           > 2019 All rights meaned.         Support Contact us Knowledge Base         Support         Support	This page contains all the delivera	ible claims awaiting invoice uploads in order	to be processed by the WRC		
Advance Delverable Accepted by RM <u>02/Apr/2019.453 PM</u> Verw Submitsion Details Submit Deliverable Invol Solom Delverable Invol	Name 4	Deliverable	Project	Status Reason	Created On
2 2012 All right reserved. Support Contact us Knowledge Base	and the second second	Advance	And in the Party of	Deliverable Accepted by RM	02/Apr/2019 4:53 PM
	Sayyright & 2019. All rights reserved.		Support Contactus Knowledge Base	WATER WATER WATER WATER South Afri Monte Sporting successing South Afri Marter Sporting successing South Afri South Afri South Afri South Afri Marter Sport South Afri South Afri South Afri South Afri South Afri South Afri	Can H COMMISSION In and #summation



### Submit Deliverable Invoice to WRC

1. To submit the invoice for the deliverable to the WRC for approval, click on the arrow on the far right of the deliverable submission record and select the **Submit Deliverable Invoice** option. This will open the *Invoice Information* window.

Home → Projects → Deliverable Claims Pending Invoice Submission Deliverable Claims Pending Invoice Submission Inite page contains all the deliverable claims awaiting invoice uploads in order to be processed by the WRC Name   Deliverable Deliverable Claims awaiting invoice uploads in order to be processed by the WRC Advance Deliverable Accepted by RM Deliverable Accepted by RM Deliverable Accepted by RM Deliverable Invoice Support Contact us Knowkeedge Base Contact us Contact Contact Contact us Co	Home → Projects → Deliverable Claims Pending Invoice Submission         Deliverable Claims Pending Invoice Submission         Interse ← Deliverable claims availing invoice upleads in order to be processed by the WHC         Name ← Deliverable Accepted by RM       Created On         Advance       Deliverable Accepted by RM       Deliverable Accepted by RM         Cayringh & 2019. All right neurowel.       Support Knowledge Base       Support Corritati Lis Knowledge Base       Support Corritati Lis	Water Researc	ch Commission +   Call For Propo	sals +   Proposals +   Contracts +   Projects +   R	eference Groups +   Reviews +   Service Requ	Jests +
Deliverable Claims Pending Invoice Submission his page contains all the deliverable claims awaiting invoice uploads in order to be processed by the WRC Name ♦ Deliverable Advance Deliverable Accepted by RM 02/Apr/2019 453 PM V Lapylyde 0 2019. All sights searchel Lapylyde 0 2019. All sights searchel Lapylyde 0 2019. All sights searchel	Deliverable Claims Pending Invoice Submission         The sege contains all the deliverable claims saviating invoice upleads in order to be processed by the WFC         Name ◆       Deliverable       Project       Satus Reason       Created On         Advance       Deliverable Accessed by RM       Deliverable Invoice         Capylight S 2010. All Fight nummed.       Support Contact us Knowledge Base       Contact us Knowledge Base       Contact us Knowledge Base       Con	Home > Projects > Deli	verable Claims Pending Invoice Submission			
This page contains all the deliverable claims awaiting involve uploads in order to be processed by the WRC           Name I         Deliverable         Project         Status Reason         Created On           Advance         Deliverable Advance         Deliverable Accepted by RM         02/Apr/2019 453 PM         View Submission Delails           Lappright C 2019. All rights merende         Support         Contact us:         Support         Support           Contact us:         Knowledge Base         Support         Support         Support         Support	This page contains all the deliverable dalms awaiting involce upleads in order to be processed by the WFC           Name ↓         Deliverable         Project         Status Reason         Created On           Achrance         Deliverable Accepted by RM         02/Apr/2019 453 PM         Verey Submission Details           Copyright 0 2018 All rights reserved.         Support         Contact us Knowledge Base         Support	Deliverabl	e Claims Pending	Invoice Submission		
Name     Deliverable     Project     Status Reason     Created On       Advance     Deliverable Accepted by RM     02/Apr/2019 453 PM     Verw Submission Details       Lagright 6 2019 All rights reasons     Support     Support     Support       Contact us     Knowledge Base     Support     Support       Contact us     Support     Support     Support       Contact us     Fromwedge Base     Support     Support	Name I     Deliverable     Project     Status Reason     Created On       Advance     Deliverable Accepted by RM     02/4pri/2019 453 PM     Vew Submission Details       Capyright 6 2010. Alt rights searced.     Support Contact us Knowkedge Base     Support C	This page contains all the de	eliverable claims awaiting invoice uploads in order t	to be processed by the WRC		
Advance Deliverable Accepted by RM D2/Apr/2019.453 PM Vew Submission Details Suppright 6 2019. All rights reserved. Contact us: Knowledge Base South African WATER RESEARCH COMMISSION Basewirds Workshowk development through reserved.	Advance Deliverable Accepted by RM 02/Apr/2019.453 PM Veri Verio Submit 20102 All rights reserved. Comparing to 20102 All rights reserved. Contact us Knowledge Base South African WATER RESEARCH COMMISSION Based Contact through reserved.	Name 🕇	Deliverable	Project	Status Reason	Created On
Support Cayright 6: 2012. All right reserved. Support Contact us Knowledge Base Knowledge Base South African WATER RESEARCH COMMISSION Beparting water add development through reserved.	Copyright 6 2018 All rights reserved.  Capyright 6 2018 All rights reserved.  Capyright 6 2018 All rights reserved.  Cantact us Knowledge Base  South African WATER RESEARCH COMMISSION Harding, treaster, and discontraction		Advance		Deliverable Accepted by RM	02/Apr/2019 4:53 PM
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2. In the *Invoice Information* window, complete the mandatory **Invoice Date** and **Invoice Number** fields, upload the mandatory invoice document, and save your changes by clicking the **Save** button, which will close the window.





3. Re-open the *Invoice Information* window and click on the **Submit Invoice to WRC** button. This will redirect you to the *Submitted Deliverables* page where you can continue to track the progress of your submission.

<b>G</b> Edit		×
	Please ensure that all invoice information below is completed and the invoice is uploaded before submitting the invoice to WRC.	
	Invoice Date*	
	DD/MMM/YYYY	
	Invoice Number*	
	About an hour ago (12.46 KB)	
	Attach a file * Choose Files No file chosen Save Submit Invoice to WRC	
	Save Submit Invoice to WRC	



# Paid Deliverables Page

1. To view the *Paid Deliverables* page, click on the **Projects** option in the Navigation Menu and then click on **Paid Deliverables**.



- 2. The *Paid Deliverables* page displays a list of deliverables that have been approved by the WRC for payment and you are the *Project Leader* of the active project.
- 3. To view the details of the deliverable, click on the arrow on the far right of the deliverable record and select the **View details** option. This will open the *Deliverable Details* window.

Water Research Commission				
<b>+</b> ∣ c	all For Proposals +   Proposals +   Contr	acts -   Projects -   Refer	ence Groups +   Reviews +   Service Requests +	And these large thread -
Home > Projects > Paid Deliverables				
Paid Deliverables				
This page displays all the paid deliverables for the certain projects				
Contract Number Project Name 🕇	Delivera Number	ble Name	Target Date 🖡 Amount	Status Reason
service are the first factor	3	Advance	01/Apr/2020	Paid View details
Copyright & 2013. All rights reserved	Support Contact us Knowledge Base		WATER RESEARCH CO WATER RESEARCH CO Varie & biologie realized and Name & biologie realized and	MMISSION nt decays anamb Exernation



# **Capital Expenses Page**

1. To view the *Capital Expenses* page, click on the **Projects** option in the Navigation Menu and then click on **Capital Expenses**.



- 2. The *Capital Expenses* page displays three different views of capital expense records that are part of any active project for which you are the *Project Leader*:
  - a. Capital Expenses to be Signed
  - b. Submitted Capital Expenses
  - c. Approved Capital Expenses
- 3. To select a view, click on the view list heading as shown below and then select a view from the list.

Water Research Com	mission	posals +   Proposals +   Co	ntracts - Projects - Ref	erence Groups + Reviews	Service Requests +	And Manual Inter Manual
Home > Projects > Capital Expenses						
Capital Expense	es					
This is where you will find all the capital ex list of all the expenses you submitted to the	openses related to the project. Bel ne WRC: Capital expenses to be sig	ow you will be able to access the opt ned indicates a list of all the expense	ons: capital expenses to be signed; s the user is to sign to submit. Appr	submitted capital expenses and a oved capital expenses is those ap	pproved capital expense, submi- proved by the WRC and paymer	tted capital expenses show a nt to be made soon.
Capital Expenses to be Signed+						
Capital Expenses to be Signed Submitted Capital Expenses Approved Capital Expenses	Project Number	Project	Amount	Status Reason	Financiał Year End Date	Date Annexure E Sent
There are no records to display.						
Capyright & 2019. All rights reserved		Support Contact us Knowledge Base		WATER N	outh African Mater RESEARCH COMM conting cutanable development the data involved or creation and disten	IISSION rugh research sindlor
				COMMISSION		



#### **Capital Expenses to be Signed View**

1. To view the *Capital Expenses to be Signed* view, on the *Capital Expenses* page, click on the view list heading and select the **Capital Expenses to be Signed** option.

Water Research Com	IMISSION + Call For Pr	oposals -   Proposals -   Co	ntracts -   Projects -   Re	ference Groups + Reviews -	Service Requests +	the loss has been
Home > Projects > Capital Expenses						
Capital Expens	es					
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Capital Expenses to be Signed Submitted Capital Expenses Approved Capital Expenses	Project Number	Project	Amount	Status Reason	Financiał Year End Date	Date Annexure E Sent
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Copyright © 2019. All rights reserved		Support				
		Contact us Knowledge Base			outh African	IISSION ruugh research
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- 2. The *Capital Expenses to be Signed* view displays a list of capital expense records for active projects where you are the *Project Leader*, and the *Annexure E* document for the capital expense has been made available to you to be signed and submitted to the WRC.
- 3. To view the details of the capital expense, click on the arrow on the far right of the capital expense record and select the **View Details** option. This will open the *Capital Expense Details* window.

Capital Expenses         is where you will find all the capital expenses related to the project. Below you will be able to access the option: capital expenses to be signed, submitted capital expenses is those approved capital expenses, submitted capita	Home > Projects > Capital Expenses						
is where you will find all the capital expenses related to the project. Below you will be able to access the options: capital expenses to be signed, submitted capital expenses and approved capital expenses, submitted capital	Capital Expens	ies					
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4. In the *Capital Expense Details* window, you can view the details of the capital expense, and view or download the attached *Annexure E* document.

Proposal *			
Capital Item Description	on *	Financial Year *	
Laptop		2019/2020	
Amount *		Deliverable the Capital Expense was acquired for	
Motivation *			
Attachments			
2.minutes.apo WRC Business Management #	Annexure E.pdf	(0 bytes)	

- 5. It is required for the *Contract Signatory* for the project to sign and initial the copy of the *Annexure E* document, then you as the *Project Leader* to upload the file with the scanned copy of the document to this capital expense record, and then submit it to the WRC.
- 6. You are also required to send a signed and initialed hard copy of the *Contract Amendment* document to the WRC via courier.



7. You can upload and submit scanned copy of the *Annexure* document by going back to the *Capital Expenses to be Signed* view as detailed in **steps #1 and #2** above, clicking arrow on the far right of the capital expense record, and selecting the **Submit Signed Annexure E** option. This will open the *Submit Annexure E* window.

here you will find all the capital expenses related to the project. Below you will be able to access the options: capital expenses to be signed, submitted capital expenses and approved capital expenses submitted capital expenses submitted capital expenses in those approved capital expenses in the sequence of the expenses to be signed. Approved capital expenses in those approved capital expenses in these approved capital expenses in the expenses in the expenses the user in the approximation of the expenses in the expenses in the expenses the user in the approximation of the expenses in the expense in the expenses in the expenses in the expenses	Capital Expens	ies					
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8. In the *Submit Annexure E* window, you can upload the document, save your changes, which will close the window.



9. Re-open this window and submit the *Annexure E* the document to the WRC by clicking on the **Submit Signed Annexure E to WRC** button at the bottom of the window.

Properal *	
Proposai	
Capital Item Description *	Financial Year *
Laptop	2019/2020
Amount *	Deliverable the Capital Expense was
	acquired for
Motivation *	
Attachments	
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10. **Note**: Please be sure to save any changes made to this contract amendment record by clicking the **Save** button at the bottom of the window <u>before</u> you submit the uploaded *Annexure E* document to the WRC.



#### Submitted Capital Expenses View

1. To view the *Submitted Capital Expenses* view, on the *Capital Expenses* page, click on the view list heading and select the **Submitted Capital Expenses** option.

Home > Projects > Capital Expenses	5						
Capital Expens	ses						
This is where you will find all the capital e list of all the expenses you submitted to t	expenses related to the project. Bet the WRC Capital expenses to be sid	ow you will be able to access the option med indicates a list of all the expenses t	s: capital expenses to be signe he user is to sign to submit. Ar	d, submitted capital expenses and app proved capital expenses is those appr	roved capital expense, sub oved by the WRC and navi	mitted capital expenses ment to be made scion.	show a
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- 2. The *Submitted Capital Expenses* view displays a list of capital expense records for active projects where the *Annexure E* document has been submitted to the WRC for approval.
- 3. You can track the status of the submitted capital expense by checking the *Status Reason* column for each capital expense record in the list.
- 4. You can view the details of the capital expense by clicking on the arrow on the far right of the capital expense record and selectin the **View Details** option.



 If the WRC rejects the electronic copy of the *Annexure E* document that was submitted, you can re-submit *Annexure E* document by clicking on the arrow on the far right of the capital expense record, selecting the **Submit Signed Annexure E** option and following the step #7 to step #10 as detailed in the <u>Capital</u> <u>Expenses to be Signed View</u> section above.

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This is where you will find all the capital e list of all the expenses you submitted to t	expenses related to the project. Bet the WRC Capital expenses to be sid	low you will be able to access the option aned indicates a list of all the expenses the second seco	s: capital expenses to be signe he user is to sign to submit. Ap	d, submitted capital expenses and app proved capital expenses is those appro	roved capital expense, sub wed by the WRC and payr	mitted capital expenses show a ment to be made soon.
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#### **Approved Capital Expenses View**

1. To view the *Submitted Capital Expenses* view, on the *Capital Expenses* page, click on the view list heading and select the **Submitted Capital Expenses** option.

Water Research Commi	SSION	Proposals - Contracts	Projects      Reference Groups	Reviews - Service Request	
Home > Projects > Capital Expenses		• • • • • • • • • • • • • • • • • • • •	1		and •
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- 2. The *Approved Capital Expenses* view displays a list of capital expense records where the electronic and hard copes *Annexure E* document submitted by you, the *Project Leader* of the project, have been approved and finalized by the WRC.
- 3. To view the details of the capital expense, click on the arrow of the far right of the capital expense record and select the **View Details** option. This will open the *Capital Expense Details* window.

Capital Expenses	S				
This is where you will find all the capital exper list of all the expenses you submitted to the V	nses related to the project. Below you wi VRC. Capital expenses to be signed indice	I be able to access the options: capital expenses stes a list of all the expenses the user is to sign to	to be signed, submitted capital expen submit. Approved capital expenses is	ses and approved capital expen those approved by the WRC ar	ise, submitted capital expenses show a id payment to be made soon.
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# **Completed Projects Page**

1. To view the *Completed Projects* page, click on the **Projects** option in the Navigation Menu and then click on **Completed Projects**.



- 2. The Completed Projects page displays a list of projects that have been finalized by closed by the WRC.
- 3. To view the details of the completed project, click on the arrow on the far right of the project record and select the **View details** option (see screenshot on the next page). This will re-direct you to the *Project Details* page.

希   Call F	or Proposals +   Proposals +   Ce	ontracts - Projec	ts -   Reference Group	s -   Reviews -   Service Re	quests +
Home > Projects > Completed Projects					
Completed Projects					
Contract Number 🔶 Name	Start Date	End Date	Total Budget	Total Amount Paid	Research Manager
presented introductions	01/Apr/2019	31/Mar/2022			
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# **Reference Groups**

This section details the pages and actions found in the **Reference Groups** section in the Navigation Menu of the BMS Portal.

Water Research Commission							
*	Call For Proposals +	Proposals - Contracts	- Projects -	Reference Groups +	Reviews - Service Reque	sts -   in a in a in	10.1800

# My Reference Groups Page

1. To view the *My Reference Groups* page, click on the **Reference Groups** option in the Navigation Menu and then click on **Reference Groups**.



- 2. The *My Reference Groups* page displays a list of reference group records for WRC funded projects where you have accepted the WRC's invitation to be a member of the reference group for the project.
- 3. The *My Reference Groups* page also contains links to the related pages that display information regarding reference groups to which you have been invited to be a part of by the WRC. To view the related pages, you can click on the links under the **In This Section** section at the bottom of the form.

This is a list of reference group records that are linked to project comments, upload documents, and view the document with the	ts where the viewer is a part of the refi details of the project. You will be able	erence group for that project. They to access related links also below	don't see the proposal record, but the Referen	ce Group record from BMS which allows them to	add
				Search	Ľ
Project 🕈		Project Number	Project Status	Research Manager	
and the part frame.			Project in Progress		[
Fin This Section					
Accept Non-Disclosure Agreement					
S&T Claim Submissions in Progress					
Submitted S&T Claims					
Submit Invoice for S&T Claim					
Rejected S&T Claims					
Paid S&T Claims					
Accept NDA					
Copyright © 2019. All rights reserved.	Support		⇒ <b>≈</b> ,		

 To upload any documents or add any comments as requested by the WRC Research Manager for the project, click on the arrow on the far right of the reference group record and select the Add Documents or Comments option. This will open the Reference Group Project Details window.

🔒 🕴 Call For i	Proposals -   Proposals -   Contracts -   Project	ts - Reference Groups - Reviews -	Service Requests +	-
Home > My Reference Groups				
My Reference Groups				
This is a list of reference group records that are linked to projects where t	the viewer is a part of the reference group for that project. The	y don't see the proposal record, but the Refere	nce Group record from BMS which allows them to ad	dd
comments, upload documents, and view the document with the details of	f the project. You will be able to access related links also below			
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Project 🕈	Project Number	Project Status	Research Manager	
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In This Section		Project in Progress	Add Documents or Com Create S&T Claim	nments
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In This Section Accept Non-Disclosure Agreement S&T Claim Submissions in Progress Submitted S&T Claims Submit Invoice for S&T Claim Rejected S&T Claims Paid S&T Claims		. Project in Progress	Add Documents or Com Create 56.7 Claim	nments

- 5. In the *Reference Group Project Details* window, you can view and download the attached *Proposal Submission for RG Member* document, which contains the full details of the project.
- 6. In this window, you can also add any comments or attach any documents and save your changes by clicking on the **Save** button at the bottom of the window. The WRC *Research Manager* for the project will be able to view the comments and uploaded documents.

Refer	ence Group Membe	r * 1	
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# Accept Non-Disclosure Agreement Page

1. To view the *Accept Non-Disclosure Agreement* page, click on the **Reference Groups** option in the Navigation Menu and then click on **Accept Non-Disclosure Agreement**.



- 2. The *Accept Non-Disclosure Agreement* page displays a list of non-disclosure agreement records that need to be accepted by you, having been invited by the WRC to participate in the reference group.
- 3. If you accepted the email invitation from WRC to participate in the reference group, you must accept the non-disclosure agreement before you become a member of the reference group and view the project information.
- 4. **Note**: The non-disclosure agreement is only displayed on this page if you chose the *Accept Invitation* option in the email invitation received from the WRC. If you chose the *Reject Invitation* option in the email invitation, you do not need reject the non-disclosure agreement.
- 5. To view more information, click on the arrow to the far right of the non-disclosure agreement record and select the **View details** option. This will open the *Reference Group Details* window.
- 6. To accept the non-disclosure agreement, click the arrow at the end of the non-disclosure agreement and select the **Accept NDA** option. This will re-direct you to the *Accept Non-Disclosure Agreement Form* page.

Water Research Commission	L Cultur Desserve L Desserve L Contract	u l Desiret I Between Course I	Bandaure I Candes Bannuste I	
Home > My Reference Groups > Accept Non-Disc	ssure Agreement	B •   Projects •   Reference Groups •	Reviews •   Service Requests •	
Accept Non-Disclos	ure Agreement			
This page is a list of accepted reference group invitation	is that require you to accept the Non-Disclosure Agreement be	fore you can review the proposal.		
Project 🕇		Project Number	Research Manager	
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 On the Accept Non-Disclosure Agreement Form page, you can read the agreement, select your choice between yes or no in the Accept NDA field, and submit your response to the WRC by clicking on the Submit button at the bottom of the page. This will re-direct you to the My Reference Group page.

Invitee CONFIDENTIALITY AND NON-DISCLOSURE AGREEMED		
CONFIDENTIALITY AND NON-DISCLOSURE AGREEMEN		
A REAL AND A	IT FOR REFERENCE GROUP COMMITTEE MEMBERS	
I hereby agree to serve as a reference group committe	e member for the above-mentioned project by the Water Research Commi	asion.
I undertake to keep all information regarding the proje	ext confidential and will not directly or indirectly disclose, use and/ or share	the information unless on written permission from the WRC.
Please note that if you choose "No", you will no longer	be able to participate in the Reference Group for this project.	
Accept NDA *		

8. Note: If you chose to accept the non-disclosure agreement, you will be able to view the details of the project by following the steps in the <u>My Reference Groups</u> page section of this document. If you chose not to accept the non-disclosure agreement, you will no longer be able to participate in the reference group for this project and it will not be displayed on the *My Reference Groups* page.



### Create a Subsistence and Travel (S&T) Claim

1. To create an S&T claim for reimbursement of subsistence and travel expenses related to your attendance of a WRC reference group meeting, navigate to the *My Reference Groups* page.



2. From the *My Reference Groups* page, click the arrow on the far right of the project for which you attended the meeting, and select the **Create S&T Claim** option. This will re-direct you to the *Create S&T Claim* page.

ft Call For P	roposals -   Proposals -   Contracts -   Project	s • Reference Groups • Reviews •	Service Requests +
Home > My Reference Groups			
My Reference Groups			
This is a list of reference group records that are linked to projects where th	e viewer is a part of the reference group for that project. They	don't see the proposal record, but the Referen	ice Group record from BMS which allows them to add
comments, upload documents, and view the document with the details of	the project, you will be able to access related links also below.		
			Search
Project 1	Project Number	Project Status	Research Manager
dente fair faur france.		Project in Progress	
This Section			Add Documents or Comments Create S&T Claim
Accept Non-Disclosure Agreement			
S&T Claim Submissions in Progress			
S&T Claim Submissions in Progress Submitted S&T Claims			
S&T Claim Submissions in Progress Submitted S&T Claims Submit Invoice for S&T Claim			
S&T Claim Submissions in Progress Submitted S&T Claims Submit Invoice for S&T Claim Rejected S&T Claims			
S&T Claim Submissions in Progress Submitted S&T Claims Submit Invoice for S&T Claim Rejected S&T Claims Paid S&T Claims			

- 3. On the *Create S&T Claim* page, you will need to enter at least the mandatory fields as indicated by the \* asterisk symbol before you can create the S&T claim record.
- 4. Once you finish capturing the mandatory fields, create the S&T claim record by clicking on the **Save** button at the bottom of the page (see screenshot on the next page).



Create S&T Claim		
Base note that you will may be store to come Accommodation and Other Expense Ree Intern of	nee you have only the S&T Claim.	
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is the Beneficiary Registered for VAT " = $t_{\rm AC} \gg t_{\rm MS}$	VAT Number	
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Page | 100

- 5. You will be re-directed to the <u>S&T Claim Submissions in Progress</u> page where you can continue to edit your S&T claim record and add related *Accommodation* and *Other* expenses.
- 6. Note: You will only be able to add individual *Accommodation* and *Other Expense* records to the S&T claim after it has been created.



# S&T Claim Submissions in Progress Page

1. To view the *S&T Claim Submissions in Progress* page, click on the **Reference Groups** option in the Navigation Menu and then click on **S&T Claim Submissions in Progress**.



- 2. The S&T Claim Submissions in Progress page displays a list of S&T claims that you as the *Reference Group Member* for the active project have created and are editing but have not yet been submitted to the WRC for approval.
- 3. To view a read-only page with the details of the S&T claim that you have captured so far, click on the arrow on the far right of the S&T claim record and select the **View details** option. This will re-direct you to the S&T Claim Details page.

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4. To edit the S&T claim, click on the arrow on the far right of the S&T claim record and select the **Edit** option. This will re-direct you to the *Edit S&T Claim* page.

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5. On the *Edit S&T Claim* page, you can edit the claim information, upload documents, and add related *Accommodation* and *Other* expenses using the buttons on the form. Be sure to <u>save</u> your changes often using the **Save** button at the bottom of the form (see screenshot on the next page).



Edit S&T Claim			
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# Submit a S&T Claim to WRC

 When you are ready to submit your completed S&T claim to the WRC for approval, open the *Edit S&T Claim* page as per **step #4 and step #5** in the <u>S&T Claim Submissions in Progress</u> section above, and click the **Submit to WRC** button at the bottom of the page. You are re-directed to the *Submitted S&T Claims* page.



2. Note: Once the S&T claim is submitted to the WRC, you will not be able to edit the details of the claim as it will no longer appear in the list of S&T claims on the *S&T Claim Submissions in Progress* page.

### Submitted S&T Claims Page

1. To view the *Submitted S&T Claims* page, click on the **Reference Groups** option in the Navigation Menu and then click on **Submitted S&T Claims**.

Water Research Commission	
↑ Call For Proposals -   Proposals -   Contracts -	Projects - Reference Groups - Reviews - Service Requests
Home > My Reference Groups > Submitted S&T Claims	Reference Groups
Submitted S&T Claims	Accept Non-Disclosure Agreement S&T Claim Submissions in Progress Submitted S&T Claims
This page displays all the cubmitted S&T claims for projects for review by the WRC	submit Invoice for S&T Claim Rejected S&T Claims Paid S&T Claims

- 2. The Submitted S&T Claims page displays a list of S&T claim records that you as a Reference Group Member for the project have submitted to the WRC and are pending approval.
- 3. To view the details of the submitted S&T claim, click on the arrow on the far right of the S&T claim record and select the **View details** option. This will re-direct you to the *S&T Claim Details* page.





# Submit Invoice for S&T Claim Page

1. To view the *Submit Invoice for S&T Claim* page, click on the **Reference Groups** option in the Navigation Menu and then click on **Submit Invoice for S&T Claim**.



- 2. The *Submit Invoice for S&T Claim* page displays a list of S&T claim records where the WRC has requested that you submit an invoice for the S&T claim.
- 3. To upload and submit the invoice for the S&T claim, click on the arrow on the far right of the S&T claim record and select the **Upload Invoice** option. This will open the *Upload S&T Claim Invoice* window.

Cubroit I	avoica for COT	Claim			
SUDMIT II	EVUICE IOF S&I				
Claim Number 🕇	Project		Date of Meeting	Total Claim Amount	Date Claim Submitted
STC			01/Apr/2019		02/Apr/2019 3:25 PM
		Contact us Knowledge Base		WATER RESEARCH RESEARCH COMMITISTIN	ITO ATFICAN ER RESEARCH COMMISSION Angeleta dels development (flying) revends . Inouvidge creation and discensivation



- 4. In the *Upload S&T Claim Invoice* window, you can upload the invoice document to the S&T claim by choosing under the *Attach a file* field. It is mandatory to attach a file before you can click the **Save** button at the bottom of the window.
- Note: Please remember to save the uploaded invoice first by using the Save button at the bottom of the window <u>before</u> you submit it to the WRC for approval. Saving the attachment will close the Upload S&T Claim Invoice window.

<b>G</b> Edit	×
Documents	
36.minutes.ago	
Attach a file * Choose Files No file chosen Save Submit to WRC	

6. To submit the uploaded invoice to the WRC for approval, re-open the *Submit S&T Claim Invoice* window and click the **Submit to WRC** button. This will re-direct you to the <u>Submitted S&T Claims</u> page.





Page | 107

# **Rejected S&T Claims Page**

1. To view the *Rejected S&T Claims* page, click on the **Reference Groups** option in the Navigation Menu and then click on **Rejected S&T Claims**.



- 2. The Rejected S&T Claims page displays S&T claims submitted to the WRC for approval but were rejected.
- 3. You can edit the rejected S&T Claim by clicking on the arrow on the far right of the S&T claim record and selecting the **Edit** option. You will be re-directed to the *Edit* S&T Claim page.

Claim Number 🔶 Project	Date of Meeting 01/Apr/2019	Status Reason	Total Claim Amount	Date Claim Submitted
itC.	01/Apr/2019	승규가 집에서 잘 없는 지난 이가 가슴다.		
		Invoice Rejected by PA		02/Apr/2019 3:25 PM
			WATER RESEARCH COMMISSION	davelopment through research ration and dissemination

- 4. You can edit the S&T claim as detailed in step #4 to step #5 in the <u>S&T Claim Submissions in Progress</u> <u>Page</u> section of this document. Remember to <u>save</u> any changes made to the S&T claim before resubmitting it to the WRC for approval.
- 3. To submit the rejected S&T claim back to the WRC for approval, open the *Edit S&T Claim* page as detailed in the previous step, and click on the **Submit to WRC** button at the bottom of the page. You will be redirected to the *Submitted S&T Claims* page.



4. Note: Once the S&T claim is submitted to the WRC, you will not be able to edit the details of the claim as it will no longer appear in the list of rejected S&T claims on the *Rejected S&T Claims* page.




# Paid S&T Claims

1. To view the *Paid S&T Claims* page, click on the **Reference Groups** option in the Navigation Menu and then click on **Paid S&T Claims**.



- 2. The *Paid S&T Claims* page displays a list of your submitted S&T claims that the WRC has approved for payment.
- 3. To view the details of the approved S&T claim, click on the arrow on the far right of the S&T claim record and select the **View details** option. This will re-direct you to the *S&T Claim Details* page.

Paid S&	r Claims				
This page displays all th	ie paid 58/T Gaims				
Claim Number 🕇	Project	Date of	Meeting Total Claim Ar	nount Date Claim Submitted	
STC-		01/Apr/	2019	02/Apr/2019.3:25 PM	~
		Knowledge Base	W	WATER RESEARCH COMMISSION Separating buckshalle development through resear Issues India 6, throwindge creation and disconnation	



# Reviews

This section details the pages and actions found in the Reviews section in the Navigation Menu of the BMS Portal.

Water Research Commission											
	A	Call For Proposals *	Proposals -	Contracts -	Projects +	Reference Groups +	Reviews -	Service Requests +	Tutorials	1000 March -	

# **Reviews Page**

1. To view the *Reviews* page, click on the **Reviews** option in the Navigation Menu and then click on **Reviews**.

Water Research Commission			
	♠ Call For Proposals + Proposals - Contracts - Project	ts + Reference Groups + Reviews +	Service Requests +   Tutorials   +
Home > Profile		Reviews	
Profile		Reviewer Guidelines Accept Non-Disclosure Agreement My Reviews in Progress	
	Please provide some information about yourself.	Submitted Reviews	

2. The *Reviews* page contains links to the related pages that display information regarding reviews that the you have been invited to complete as a *Reviewer* for proposals that the WRC is considering to fund. To view the related pages, you can click on the links under **In This Section** at the bottom of the page.

Home > Reviews			
Reviews			
This page contains links to all pages regarding the proposal re	views		
Please refer to the Reviews section of the WRC BMS Portal Use	$\boldsymbol{r}$ Guide for instructions on how to navigate the pages in the below links.		
This Section			
My Reviews in Progress Select this link to navigate to the reviews page in order to	o view all the summary reviews of the proposal		
Accept Non-Disclosure Agreement Select this link to navigate to the reviews NDA page in or	ider to accept the NDA to proceed to review the proposals submitted		
Submitted Reviews Select this link to navigate to the submitted reviews page	s in order to view all the summary reviews that you have submitted		
Reviewer Guidelines Select this link to navigate to the Reviewer Guidelines			
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copyright & Alex All rights relevent.	Support Contact us Knowledge Base	South	African RESEARCH COMMISSION



#### **Reviewer Guidelines Page**

1. To view the *Reviewer Guidelines* page, click on the **Reviews** option in the Navigation Menu and then click on **Reviewer Guidelines**.



2. The *Reviewer Guidelines* page displays information related to the guidelines for reviewing a research proposal. This includes the scoring system used and the questions to consider when commenting on each section of the review. Scroll down the page to view the guidelines relevant to each section of the review.

Inne > finnens > Reviewer Guidelines	and relations - 1 relations - 1 relations		<ol> <li>Lowens , Louise advants, Lowense</li> </ol>	SI
Reviewer Guidelines				
	WATER RES	ARCH COMMISSI	ON	
	Guideline for Re	view of Research P	roposal	
Hease review the proposal both qualitatively and quantitatively for ea	ch of the given criteria.			
or the quantitative assessment (all criteria), use the following summy	ajstem			
fada faik in succeeds succeeds completely impacts	adonatia expension			
1. 2. 3. 4	3			
Mien commercing (qualitative assessment), please consider the folio	wing duestions:			
RLEVANCE				
NB Phase note that a vestions to causider when indialing relevance d	the for solicited and non-auticated monocials			
For non-aolicited proposals				
Does the proposal     a fail within the scope of the designated thereit				
<ul> <li>address the needs of the country, its people of the the returneds and problem.</li> </ul>	water sector stakeholders?			
Are the work plan and doliverables relevant to the stated office.	weig.			
for solicited proposals				
Ordes the proposal adequately address the terms of reference of	f the project (copy attached), leaved together with the o	for processian?		
<ul> <li>If the context of the proposal in any way separate on or exceed</li> <li>Air the work pain and deliverables researd to the stated object</li> </ul>	n the sound of inflerence, are the additions (in terms of n mes?	ionalit, objectives, and relevant and plau	able, and do they focus on matters of high priority?	
CENTRAL TELEVISION STRUCTURES AND CARDINELTY				
Does the proposal     how a sound scientific and/or inclinical hore?				
<ul> <li>reflect a sound grasp of the issues reputing in</li> </ul>	vestigation unit are these adequately captured in the of	ectives?		
<ul> <li>The the proposed methodologies appropriate for achieving the</li> <li>How redistic are the deliverables and associated time frames for</li> </ul>	r delivery?			
NNOVATION				
<ul> <li>Is the procoral based on new constitle becknical approaches at</li> </ul>	sci kteen?			
· What potential exists for the research to lead to new approacts	s in existing practice and/or technology, or the creation	of completely new techniclogy?		
KNOWLEDGE APPLICATION/COMMERCIALISATION				
· Is the knowledge to be developed through the project applicab	le and by whom?			
Are recently products adequately integrated, let in a manner wit     Has addicated attentions have shown to be littleting the tursue and	ich promotes application?			
<ul> <li>Is there a potential for commercialization of insearch products</li> </ul>	and if so fea commercialisation teen given adequate to	scientifical		
<ul> <li>In the case of potentially commercialisable products has sufficient.</li> </ul>	out information been provided reparcing the protection	at invisible can all matterials.		
ENOWLEDGE DISSEMINATION				
The downstration of knowledge to be developed from gh the	royer them externably addressed in the proposal, and	re proposal knowledge disservication a	for a second state of the	
VALUE FOR MONEY				
<ul> <li>Are the benefits of the proposed research mercurable?</li> </ul>				
<ul> <li>Dow the value of the terrefits exceed the value of the investors</li> </ul>	167			
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	Contact us Knowledge Base		South African WATER RESEARCH COMMISSION	
			WATER Issued by satisfield interpreter from the more states and the second in the second seco	



# Accept Non-Disclosure Agreement Page

1. To view the *Accept Non-Disclosure Agreement* page, click on the **Reviews** option in the Navigation Menu and then click on **Accept Non-Disclosure Agreement**.



2. The *Accept Non-Disclosure Agreement* page displays a list of non-disclosure agreement records that need to be accepted by you for each proposal, having been invited by the WRC to review the proposal.



- 3. If you accepted the email invitation from the WRC to review the proposal, you need to accept the nondisclosure agreement before you can view the proposal information and review the proposal.
- 4. Note: The non-disclosure agreement is only displayed on this page if you chose the *Accept Invitation* option in the email invitation received from the WRC with the same proposal number. If you chose the *Decline Invitation* option in the email invitation, the invitation is considered declined and a non-disclosure agreement for the review of that proposal will not be displayed on this page.



5. To accept the non-disclosure agreement, click the arrow at the right of the non-disclosure agreement record and click **Accept NDA**. This re-directs you to the *Accept Non-Disclosure Agreement* page.



6. On the Accept Non-Disclosure Agreement Form page, you can read the agreement, select your choice between Yes or No in the Accept NDA field, and submit your response to the WRC by clicking on the Submit button at the bottom of the page. This will re-direct you to the My Reviews in Progress page.

Invitee		
CONFIDENTIALITY AND NON	DISCLOSURE AGREEMENT FOR WRC PROPO	SAL REVIEWERS
I hereby agree to review this research proposal sub	mitted to the Water Research Commission.	
I undertake to keep all information regarding the p	roposal, including both the content of the proposal and the outcomes of m	y review, confidential and will not directly or indirectly disclose, use and/ or share the information for any personal
or commercial purpose.		
Please note that if you cheese into , you mill no jon	ger be able to review the proposal	
Select		

7. Note: If you choose to accept the non-disclosure agreement, you will be able to view the details of the proposal by following the steps in the <u>My Reviews in Progress Page</u> section of this document. If you choose not to accept the non-disclosure agreement, you will no longer be able to review the proposal and it will not be displayed on the *My Reviews in Progress* page. This non-disclosure agreement will also no longer be displayed on the *Accept Non-Disclosure Agreement* page.



#### My Reviews in Progress Page

1. To view the *My Reviews in Progress* page, click on the **Reviews** option in the Navigation Menu and then click on **My Reviews in Progress**.



- 2. The *My Reviews in Progress* page displays a list of review records for proposals submitted to the WRC where you have accepted the WRC's email invitation to review the proposal and accepted the non-disclosure agreement as per the steps in the <u>Accept Non-Disclosure Agreement Page</u> section above.
- 3. To start capturing your review of the proposal, click on the arrow on the far right of the review record and select the **Edit Review** option. You are re-directed to the <u>Edit Review</u> page detailed in the next section.





# Edit Review

- 1. On the *Edit Review* page, you must upload the signed Conflict of Interest form, add your scores and comments for each section, and download the *Proposal Submission for Reviewer* and *Conflict of Interest Form for Reviewer Panel Member* documents from the *Documents* section the bottom of the page.
- 2. The *Proposal Submission for Reviewer* document contains the full details of the proposal. Refer to the next page for the screenshot of the *Edit Review* page.



dit Review	deput Notice of the Program.
The Pripers' Subverse for Anderer document	rander and control of the proposal to be reviewed can be diserviceded by yilding on the list in the Uncontent works as the bottom of the page.
<ul> <li>Resserved to the Device Container page to 30 same changes to the review click on the S403 41 and changes to the review.</li> </ul>	or guinelines on how to inview the proposit Quintion at the bottom of the form.
<ul> <li>At hims are manufacely and most be complete The <u>happing public</u> button will ensure dealerd masses envention to dog the <u>LNE</u> further table</li> </ul>	at failure provide solution from manage of provide for each solution companies. At these area any uniquest charges to the fails on the Solution for you insue that page as unitarity the works.
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- 3. **Note**: Please read the important information in both sections at the top of the page before starting with the review. A link to the <u>Reviewer Guidelines</u> page is included in this section to assist you with the review.
- 4. Before completing the review scores and comments, please download the *Conflict of Interest Form for Reviewer Panel Member* document from the *Documents* section at the bottom of the form, complete and sign it, and upload the signed copy to the **Upload Signed Conflict of Interest Form** field at the bottom of the *Conflict of Interest Form* section of the page. You will not be able to save or submit the review until the form has been uploaded. Immediately after uploading the form, click the **Save** button at the bottom of the form to save the uploaded form.

CONFLICT OF INTEREST FORM:
<ul> <li>A completed and signed copy of the Conflict of Interest Form must be uploaded to this review before it can be saved.</li> </ul>
The Conflict of Interest Form can be downloaded by closing on the link in the Decuments section at the bottom of this page.
The completed and signed copy of the form can be upbaded to the review by clicking on the <u>Choose File</u> button in the <u>Conflict of Interest Form</u> section of this page.
Peace save the review by clicking the SAVE button at the bottom of the page immediately after uploading the Coriflet of Interest form.
<sup>O</sup> Your review of the proposal will not be considered if a completed and signed copy of the Conflict of Interest Form is not upleaded to the review.
<ul> <li>Tour never of the propose we not be contacted in a complete and upped copy of the contact of network form is not uppeded to the fielder.</li> <li>Uplead Signed Conflict of Interest Form *         Choose File         No file selected     </li> </ul>

5. All score and comment fields on the form are mandatory and must be completed and the form saved using the **Save** button at the bottom of the form before the **Submit to WRC** button will be enabled to submit your review to the WRC.



#### Submit Review to the WRC

1. When the signed *Conflict of Interest Form for Reviewer Panel Member* document is uploaded, all the mandatory score and comments fields are completed, and the changes to the *Edit Review* form have been saved using the **Save** button, the **Submit to WRC** button at the bottom of the page will be enabled.



- Click the Submit to WRC button to submit your review to the WRC. You are be re-directed to the Submitted Reviews page, the review can no longer be edited, and the review will no longer appear in the My Reviews in Progress page.
- 3. Note: After submitting the review to the WRC, a confirmation message appears on the *Submitted Reviews* page to confirm the review has been successfully submitted. Please note that it may take some time until the review appears on the *Submitted Reviews* page while the review is being processed.

The review has been successfully submitted to the WRC.	While the review is being processed, it may take some time until the	e review appears on the Submitted Reviews page.		×
This page displays all the reviews you have submitted to the	e WRC.:			
If you just submitted the review, it may take some time unt	il the review appears on the Submitted Reviews page while it is bein	g processed.		
To view the details of the review, click on the down arrow a	t the far right of the review and select the View details option.			
Proposal 🕇	Proposal Number	Research Manager	Date Review Submitted 4	
There are no records to display.				
aggright & 2023. All right merved.	Support			



#### **Submitted Reviews Page**

1. To view the *Submitted Reviews* page, click on the **Reviews** option in the Navigation Menu and then click on **Submitted Reviews**.



- 2. The Submitted Reviews page displays a list of proposal reviews you completed and submitted to the WRC.
- 3. To view the details of the proposal review, click on the arrow on the far right of the review record and select the **View details** option. This opens the *Review Details* window.

Submitted Reviews				
This page displays all the reviews you have submitted to the V	NRC.			
If you just submitted the review, it may take some time until t	he review appears on the Submitted Reviews page while it is bein	og processed.		
To view the details of the review, click on the down arrow at t	he far right of the review and select the View details option.			
Proposal †	Proposal Number	Research Manager	Date Review Submitte	ed ↓
			13/May/2025	v.
				• View details

4. Scroll down the Review Details window to view the review. Click on the x at the top right corner to close it.





# Logging Service Requests for WRC Business Systems Support

# How to log a Service Request

Service Requests can be created on the BMS Portal by following the steps in the <u>Service Requests</u> section below.

Alternatively, if you cannot access the BMS Portal, you can email us at <u>bms-support@wrc.org.za</u>. Service Requests submitted to the support email address must have the following format:

- 1. **Subject** a brief description of the problem
- 2. Email body Use plain text to type a description to further explain the issue
- 3. Attachment You can also attach screenshots to the email

# **Priority of Service Requests**

Service Requests will be prioritized according to the nature of the request:

Priority	Response Time
Priority 1 – Critical	2 hours
Priority 2 – High	4 hours
Priority 3 – Medium	1 working day
Priority 4 – Low	2 working days

The severity, priority and resolution of the calls will be decided by the business systems team and communicated to the business. Priority calls will be classified as such:

- 1. Critical: Unavailability or significant impairment of system. User cannot access the system.
- 2. **High**: System Impaired. User can access the system and experiences a moderate loss of functionality or access to data, but business can reasonably continue in this situation.
- 3. Medium: Minor Impairment. No significant impact to user's access, functionality, or data.
- 4. Low: General guidance request. No impact to user's access, functionality, or data.

Our support team will remain in-contact with the end-user logging a support request. Should any indicated SLA be unachievable - we will always update the user prior to the SLA being breached.

# **Operational Times**

Weekdays: Monday to Friday from 8:00am to 4:00pm



# **Service Requests**

This section details the pages and actions found in the **Service Requests** section in the Navigation Menu of the BMS Portal.



#### Service Requests Page

1. To view the *Service Requests* page, click on the **Service Requests** option in the Navigation Menu and then click on **Service Requests**.



 The Service Requests page contains links to the related pages that display information regarding service requests that are currently open, that have been closed, and where you can create a new service request. To view the related pages, click on the links under the In This Section section at the bottom of the form.





#### Create a Service Request

- 1. In the BMS Portal, there are different ways to create a service request:
  - a. Create a Service Request from a Proposal Submission in Progress
  - b. Create a Service Request from a Proposal Amendments Submission in Progress
  - c. Create a Service Request from an Active Project
  - d. Create a Service Request from the Open & Closed Service Requests Pages

#### Create a Service Request from a Proposal Submission in Progress

- 1. Creating a service request from a proposal submission will it to the submission and make it easier for the WRC Business Systems Support Team to assist you if the service request is related to the submission.
- To create a service request from a proposal submission that you currently have in progress, click on Proposals in the Navigation Menu, then select Proposal Submissions in Progress. You will be redirected to the *Proposal Submissions in Progress* page.



 From the *Proposal Submissions in Progress* page, click on the arrow on the far right of the proposal submission that you wish to open the service request for, and select the **Create a Service Request** option. You will be re-directed to the *Open a New Service Request* page.







- 4. On the *Open a New Service Request,* you will see that the proposal is already linked to the service request as the name of the proposal is in the *Proposal/Project* field.
- 5. Complete all the details of the service request, including the mandatory fields indicated by the \* asterisk, upload any files or screenshots that will assist the WRC Business Systems Support Team (if applicable), and create the service request by clicking the Create Service Request button at the bottom of the page.

<b>n</b>	Call For Proposals -   Proposals -   Contracts -   Proj	jects +   Reference Groups +   Reviews +   Service Requests +
Home > All Service Requests > Open a New Service Reque	st	
Open a New Service R	equest	
Summary		
Service Request Details		
Contact		
Service Request Title *		
Туре	Categ	gory *
Organisation *	Propr	osal/Project
Description		
Description		
Description		

6. You will be re-directed to the *Open Service Requests* page. You can follow the steps in the <u>My Open</u> <u>Service Requests</u> section of this document to track the progress of your service request.



#### Create a Service Request from a Proposal Amendments Submission in Progress

- 1. Creating a service request from a proposal amendments submission will link the request to the submission and make it easier for the WRC Business Systems Support Team to assist you if the service request is related to the submission.
- 2. To create a service request from a proposal amendments submission that you currently have in progress, click on **Proposals** in the Navigation Menu, then select **Proposal Amendments**. You will be re-directed to the *Proposal Amendments in Progress* page.

Home > Proposals > Proposal Amendments in Progress	Proposals					
Proposal Amendments i	Concept Note Submissions in Progress Submitted Concept Notes Incomplete Concept Note Submissions Proposal Submissions in Progress					
All proposal due for amendments will be displayed here. Name Pro	Submitted Proposals Incomplete Proposal Submissions Accented Proposals	ce	Start Date	Proposal Status	Submission Deadline	
the table in a second sec.	Rejected Proposals Amendments for Acceptance	-	01/Apr/2025	Open for Proposal Amendments	12/Mar/2025 4:00 PM	-

3. From the *Proposal Amendments in Progress* page, click on the arrow on the far right of the proposal record that you wish to open the service request for, and select the **Create a Service Request** option. You will be re-directed to the *Open a New Service Request* page.

All proposal due for amendments will be displayed here.					
Name	Proposal Number \$	Terms of Reference	Start Date	Proposal Status	Submission Deadline
			01/Api/2025	Open for Proposal Amendments	12/Mar/2025 4:00 PM

4. On the *Open a New Service Request*, you will see that the proposal is already linked to the service request as the name of the proposal is in the *Proposal/Project* field.

Page | 124

5. Complete all the details of the service request, including the mandatory fields indicated by the \* asterisk, upload any files or screenshots that will assist the WRC Business Systems Support Team (if applicable), and create the service request by clicking the Create Service Request button at the bottom of the page.

Water Research Commission			
<b>†</b>	Call For Proposals -   Proposals -   Contract	s +   Projects +   Reference Group	ps •   Reviews •   Service Requests •   •
Home > All Service Requests > Open a New Service Requ	est		
Open a New Service F	lequest		
Summary			
Service Request Details			
Service Request Title *			
Туре		Category *	•
Organisation *		Proposal/Project	
Description			
Description			
			2
Attach a file Choose Files No file chosen			
Create Service Request			
Copyright C 2019. All rights reserved.	Support Contact us Knowledge Base		WATER South African WATER RESEARCH COMMISSION
	Contract us Knowledge Base		WATER RESEARCH COMMISSION Subarring-autinable development through research transfing, transfinger crastion and discereination

6. You will be re-directed to the *Open Service Requests* page. You can follow the steps in the <u>My Open</u> <u>Service Requests</u> section of this document to track the progress of your service request.



#### Create a Service Request from an Active Project

- 1. Creating a service request from an active project will link the request to the project and make it easier for the WRC Business Systems Support Team to assist you if the service request is related to the project.
- 2. To create a service request from an active project that is currently in progress, click on **Projects** in the Navigation Menu, then select **My Active Projects**. You will be re-directed to the *My Active Projects* page.

The second s			Projects				
Home > Projects > My Active Projects		1	My Active Projects				
My Active Projects			Deliverables Deliverable Submissions Submitted Deliverables				
This page display all the active projects, i.e Projects that are in progress.			Submit Invoice for Deliverable Rejected Deliverables				
Contract Number 🔶 Name	Start Date	End Date	Paid Deliverables	Total Amount Paid	Research Manager	Project Status	
	01/Apr/2024	31/Mar/2	Capital Expenses	100.00			~

3. From the *My Active Projects* page, click on the arrow on the far right of the project record that you wish to open the service request for, and select the **Create a Service Request** option. You will be re-directed to the *Open a New Service Request* page.



4. On the *Open a New Service Request,* you will see that the project is already linked to the service request as the name of the project is in the *Proposal/Project* field.



5. Complete all the details of the service request, including the mandatory fields indicated by the \* asterisk, upload any files or screenshots that will assist the WRC Business Systems Support Team (if applicable), and create the service request by clicking the Create Service Request button at the bottom of the page.

Water Research Commission			
<b>n</b>	Call For Proposals -   Proposals -   Contract	s +   Projects +   Reference Group	ps •   Reviews •   Service Requests •   •
Home > All Service Requests > Open a New Service Requ	est		
Open a New Service F	lequest		
Summary			
Service Request Details			
Service Request Title *			
Туре		Category *	•
Organisation *		Proposal/Project	
Description			
Description			
			2
Attach a file Choose Files No file chosen			
Create Service Request			
Copyright C 2019. All rights reserved.	Support Contact us Knowledge Base		WATER South African WATER RESEARCH COMMISSION
	Contract us Knowledge Base		WATER RESEARCH COMMISSION Subarring-autinable development through research transfing, transfinger crastion and discereination

6. You will be re-directed to the *Open Service Requests* page. You can follow the steps in the <u>My Open</u> <u>Service Requests</u> section of this document to track the progress of your service request.



#### Create a Service Request from the Open & Closed Service Requests Pages

 If you wish to create a service request that is not related to a proposal submission, proposal amendments submission, or an active project, you can create the service request by clicking on the Create Service Request button that is found on both the <u>My Open Service Requests</u> page and <u>My Closed Service</u> <u>Requests</u> page as detailed in the respective sections below.



## My Open Service Requests Page

1. To view the *My Open Service Requests* page, click on the **Service Requests** option in the Navigation Menu and then click on **Open Service Requests**.

Water Research Commission	
🕈   Call For Proposals -   Proposals -   Contracts -   Projects -   Reference Groups -   Review	s -   Service Requests +   -
Home > Service Requests > My Open Service Requests	Service Requests
My Open Service Requests	Open Service Requests Closed Service Requests

- 2. The *My Open Service Requests* page displays a list of service requests that you have opened and that are still in progress.
- 3. You can track the status of your service request by checking the *Status* column for each service request in listed on the page.
- 4. You can also create a new service request by clicking on the **Create a Service Request** button on the right side of the page above the list.
- 5. To view the details of the service request, click on the arrow on the right of the service request record and select the **View details** option. You will be re-directed to the *Service Request Details* page.

Denne - Canadar Destructor - Mark					
Home > Service Requests > My C	Ipen Service Requests				
My Open Ser	vice Requests				
This page displays all the open servic	e requests (help desk support) queries.				
				Search	Q Create a Service Request
Service Request Number	Service Request Title	Service Request Type	Category	Status	Created On +
10.0			Submission	In Progress	02/Apr/2019 1:07 PM
And in case of the local division of the loc		Question	Submission	In Progress	31/Mai/2019 11:47 AM
100.000		Question	Submission	In Progress	31/Mar/2019 10:52 AM
Copyright © 2019. All rights reserved.	Support				
	Contact us Knowledne Base			To South Afr	ican ch commission
	and how any a second			WATER Supporting soutainable funding, snowledge cre	development through research attors and dissemination
				COMPLICION	

6. Note: A service request cannot be edited after it is created. If further information is needed, the BMS Support Team will be in contact via email or phone. Once the WRC Business Systems Support Team is satisfied that the request can be closed, they will close the request and it will appear on the *My Closed Service Requests* page.



## My Closed Service Requests Page

1. To view the *My Closed Service Requests* page, click on the **Service Requests** option in the Navigation Menu and then click on **Closed Service Requests**.



- 1. The *My Closed Service Requests* page displays a list of service requests that have been closed by the BMS Support Team.
- 2. You can also create a new service request by clicking on the **Create a Service Request** button on the right side of the page above the list.

	A Call For Proposa	lls +   Proposals -   Contracts -   Projects -	Reference Groups - Rev	ews -   Service Reques	u -
Home > Service Requests > My C	losed Service Requests				
My Closed Se	ervice Requests				
This page displays all the service requ	ests (help desk support) queries that have b	een closed. If you are not entirely satisfied with the resolution	of your query, kindly open anoth	er one	
				Search	Q. Create a Service Request
Service Request Number	Service Request Title	Service Request Type	Category	Status	Created On 4
				Problem Solved	29/Mar/2019 6:21 PM
Copyright © 2013. All rights reserved.		Support Contactus Knowledge Base	WATE RESERVED	South Africa WATER RESEARCH Supporting surfamable devel funding, theoridge creation	IN COMMISSION general through research and description



# Conclusion

The BMS Portal is designed to simplify and streamline your engagements with the WRC.

We welcome any feedback or suggestions you have that will help improve your experience. Please send your comments or suggestions to us via email to <u>bms-support@wrc.org.za</u>.

