

# Durban University of Technology

## SARMS CRO

### *Go-Live!*





# WHAT A MILESTONE!



We are delighted to announce that the DUT Creative Output Module of the South African Research Management System (SARMS) is scheduled to go live on the 6th of February 2024. This momentous achievement represents a crucial step forward in our ongoing commitment to advancing research management capabilities.

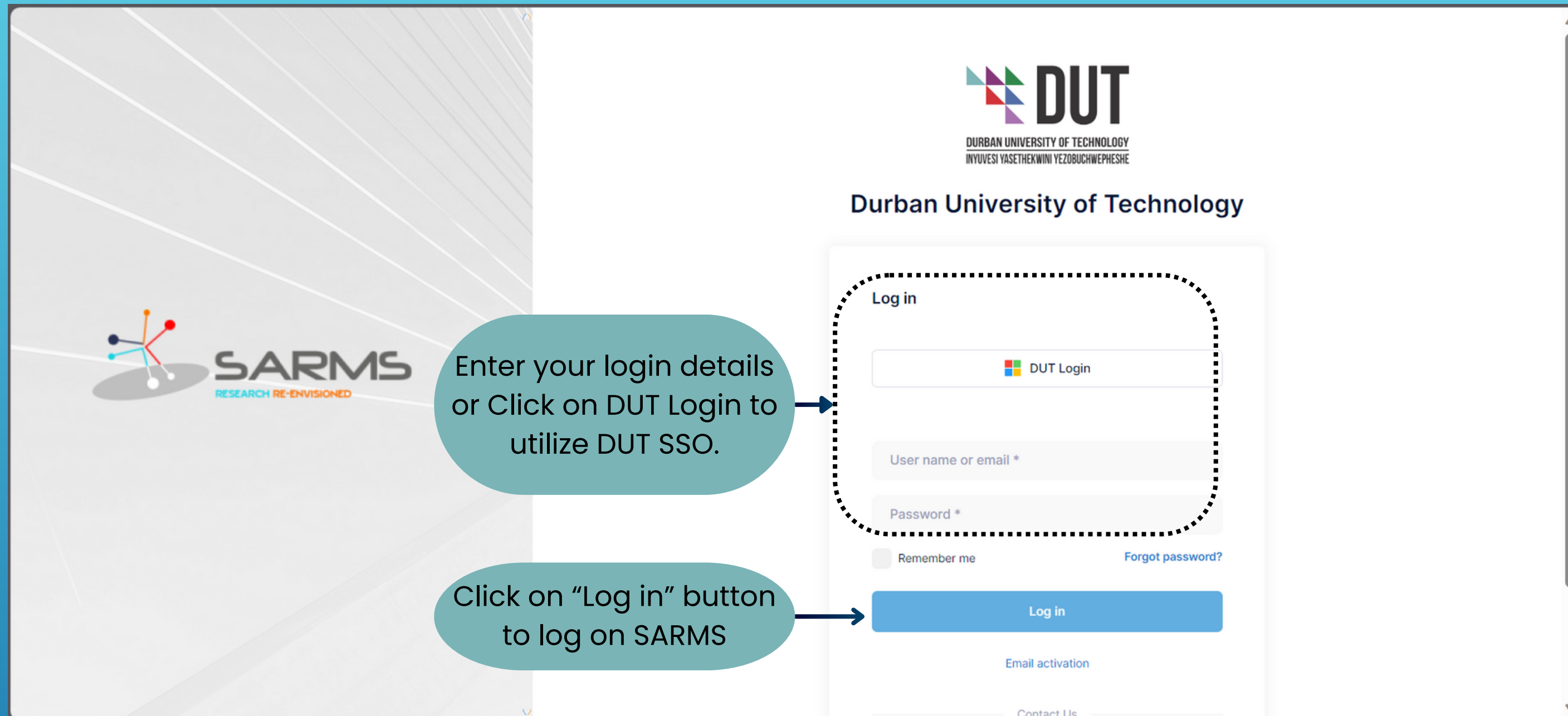
Your support and collaboration have been instrumental in reaching this significant milestone, and we look forward to the continued success of SARMS.



## - Creative Output Module Process Steps

The process outlines the process on the Creative Output Module and DHET's Reporting

**Step 1: Login on SARMS web page using the link, [dut.sarms.africa](http://dut.sarms.africa). The following page should be displayed.**



The screenshot displays the SARMS login interface. On the left, the SARMS logo is visible with the tagline "RESEARCH RE-ENVISIONED". The main content area features the Durban University of Technology (DUT) logo and name. Below this, a "Log in" section is highlighted with a dashed border, containing a "DUT Login" button, a "User name or email \*" field, a "Password \*" field, a "Remember me" checkbox, and a "Forgot password?" link. A blue "Log in" button is positioned below the form. At the bottom, there are links for "Email activation" and "Contact Us".

Annotations on the screenshot:

- A callout bubble points to the "DUT Login" button with the text: "Enter your login details or Click on DUT Login to utilize DUT SSO."
- A second callout bubble points to the "Log in" button with the text: "Click on 'Log in' button to log on SARMS"



UAT

SARMS National Dashboard

My Institution Dashboard

My Home Page

My Research Career

My Publications

My Creative Outputs

Design

Film

Fine Arts

Literary Arts

Music

Television

Theatre, Performance and  
Dance

**Step 2: On SARMS Vertical Menu Bar. Look out for My Creative Outputs (Design Module will be used as an example to create a New Design Output in the process steps).**

Click on "My Creative Output Modules drop down" to display the modules

**CRO Modules**  
Click on "Design" to create a new Design Output

# Step 3: Create a Design Module

Design | View or maintain creative outputs relating to design.

[Refresh](#) [+ Create New](#)

Search...

▼ Show advanced filters

Actions	ID ↑↓	Title ↑↓	Type ↑↓	Year of Launch ↑↓	Status ↑↓
	DUT-457	Design Output Demo	Design		Created
	DUT-444	DEMO 4	Design		Created
	DUT-423	Demo 3	Design		Created
	DUT-421	Demo #2	Design	2023	Completed
	DUT-417	Demo #1	Design	2023	Completed

Total: 5 << < 1 > >> 10 ▼

Click on "+Create New" to create a New Design Output. A pop will be displayed as on the next page

## Step 4: Enter the required information.

### Create New Design Output ✕

Type \*

Design ▾


Title \*

My Design Output

Organization Unit \*

Architectural Technology 🔍 Select

**NB** - You are currently working on the **UAT** environment. This environment is used for development, testing and training.

 **If your intent is to capture real / live data then please make sure you use the following link:**  
<https://dut.sarms.africa>

After filling required information, Click on "Save". This will take to the next page as displayed

Cancel Save

# Step 5: After the Design Output is created, it will then be captured and appear on the Design Outputs list as displayed on the next page.

Details Internal Contributors External Contributors DHET Subsidy Peer Review Comments Documents

### Information

Title

My Design Output

Type

Design

Organization Unit

Architectural Technology Q Select






# Step 6: After the Design Output is created, it will be displayed on the list items as shown below. The status indicate the progress of the module.

Design | View or maintain creative outputs relating to design.

[Refresh](#) [+ Create New](#)

Search...

▼ Show advanced filters

Actions	ID ↑↓	Title ↑↓	Type ↑↓	Year of Launch ↑↓	Status ↑↓
	DUT-457	Design Output Demo	Design		Created
	DUT-444	DEMO 4	Design		Created
	DUT-423	Demo 3	Design		Created
	DUT-421	Demo #2	Design	2023	Completed
	DUT-417	Demo #1	Design	2023	Completed

Total: 5 << < 1 > >> 10 ▾



# Capture Peer Reviews

The below figure shows how to capture the Peer Reviews on the CRO.

Click on +Add Internal Reviewer button

Peer Review

**NB:** You will need to submit the following number of peer reviewers for DHET Subsidy:

- At least **three** internal peer reviewers
- At least **four** external peer reviewers

If you're unable to locate the internal peer reviewer that you want to add, then please contact [edzanin@dut.ac.za](mailto:edzanin@dut.ac.za) for assistance.

Peer reviewers for the creative output

[+ Add Internal Reviewer](#) [+ Add External Reviewer](#)

Name ↑↓	Surname ↑↓	Institution ↑↓	Email Address ↑↓	Institution No. ↑↓	Status ↑↓	
<b>Internal Peer Reviewers</b>						
Warren	Ashbury	DUT	Warren@ids.co.za	123	<span>Complete</span> <span>Nominated</span>	
Sam	Mohanpersadh	DUT	sam@ids.co.za	345	<span>Complete</span> <span>Nominated</span>	
Justin	Spaey	DUT	justin@ids.co.za	9704046	<span>Complete</span>	
<b>External Peer Reviewers</b>						
A	Smith	UL	asmith@test.com		<span>Complete</span> <span>Nominated</span>	

# Peer Reviews List

This below figure shows the outcome of the Peer Reviews after capturing them.

Peer Review




**NB:** You will need to submit the following number of peer reviewers for DHET Subsidy:

- At least **three** internal peer reviewers
- At least **four** external peer reviewers

If you're unable to locate the internal peer reviewer that you want to add, then please contact [edzanin@dut.ac.za](mailto:edzanin@dut.ac.za) for assistance.

Peer reviewers for the creative output

Peer review outcome: **Positive**

Name ↑↓	Surname ↑↓	Institution ↑↓	Email Address ↑↓	Institution No. ↑↓	Status ↑↓	Outcome
<b>Internal Peer Reviewers</b>						
Warren	Ashbury	DUT	Warren@ids.co.za	123	Peer review completed	<b>Positive</b> 
Sam	Mohanpersadh	DUT	sam@ids.co.za	345	Peer review completed	<b>Positive</b> 
Justin	Spaey	DUT	justin@ids.co.za	9704046		

# Report DHET Submission

The Research Office can generate DHET subsidy submission reports

## Creative Outputs - DHET Submissions

Institution \*

Durban University of Technology

Output Type \*

Design

Outputs By \*

Output Year

Years \*

2023

Output Status \*

Approved and Completed

Submit

Download

	A	B	C	D	E	F	G	H	
1	DHET No.	Sub-field category	Type of Output	Output Title	Year of Launch	Date of Launch	Location of Output	Press review/Public	Annotation from Ap



# Thank You



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