

TIA Portal User Guide

TIA PORTAL ICONS

ICON	NAME	FUNCTION
	Sign in / Log out	Sign in / Log out of the Portal.
	Refresh	Refresh the screen.
	Filter	Search by selected filter.
	Expand	Expand the screen.
	Add	Add another contact / risk / funder.
	Close	Close the window.
	Sort	Sort in alphabetical / numerical order.
	Upload	Upload a document.
	Return Main Menu	Return to home page / main menu.

TIA PORTAL APPLICATIONS STATUSES

Status	Description
<ul style="list-style-type: none"> • SOI • SOI Submitted • Full Application Incomplete • Full Application Submitted • Under Review • Not Approved • Closed 	<ul style="list-style-type: none"> • Statement of Interest saved but not submitted to TIA. • Statement of Interest saved and submitted to TIA. • Full Application is available for completion. • Full Application saved and submitted to TIA. • Application is under review / require more information. • The Fund Application is not approved. • The Project is closed.

UNDERSTANDING THE FUNDING APPLICATIONS STAGES

TIA has a three-stage application process; the Submission of Statement of Interest and Basic Assessment, Full Assessment and Approval.

Stage 1 - Submission of Statement of Interest and Basic Assessment

The applicant is required in this stage to submit the Statement of Interest (SOI), via the online application system. The Statement of Interest describes the intellectual property, commercial, team, proposed technology innovation and budget. Once the SOI has fully met all the criteria, a detailed Full Application will be made available for completion and submission.

Stage 2 - Full Assessment

Once the Full Application has been submitted, there will be an assessment conducted to determine whether the Applicant has submitted all the necessary information to proceed to Full Assessment. The Full Assessment involves opportunity evaluation in commercialisation, intellectual property, technical and legal. Deal structuring and a project execution plan will be developed at this stage.

Stage 3 – Approval

Approval of Applications is always subject to availability of funding. Applications that preceded the Full Assessment stage are approved by TIA Approving Committee.

HOW DO I REGISTER AND CREATE A NEW ACCOUNT?

1. Click the **Log On/Create Account** button.

technology innovation
A G E N C Y
Innovating Tomorrow Together

Log On / Create Account 1

2. Click the **Create Account** button.

Enter Username ⊗
Enter Password ⊗
Sign in
Create Account 2
Forgot Password

3. Complete the account application form and click the **Create Account** button.

Create Account

The Email Address will be used to log into the Portal.
You will receive a notification to confirm your Email Address.

Name	Surname	ID Number
Lesego	Lebelo	7804200704080
Gender	Race	Nationality
Female	African	South African
Location	Email address	Contact Number
Gauteng	llebelo@gmail.co.za	0728001000
Disability	Where did you hear about TIA?	
None	Internet	

CREATE ACCOUNT 3

4. Your **account has been successfully created**. Click on the **Close** button.
NOTE: You will receive an e-mail to **active your account, create a password and complete the registration process.**

Successful
Your account has been registered. Check your email to complete the process.
Close 4

Activate Account for TIA Portal

noreply@tia.org.za
To: visagievicky@gmail.com

Please click the [link] /our account to access the TIA portal.

<https://funding.tia.org.za/gateway/?showActivate=CF012105-2A10-41C6-B009>

Your Username is: visagievicky@gmail.com
You will be prompted to create your password.

Regards,
Automated Account Activation
**Please do not respond to this email.

HOW DO I LOG INTO MY ACCOUNT?

1. Type in your **User Name** (e-mail address).
2. Type in your **Password**.
3. Click on the **Sign in** button.

llebelo@gmail.co.za 1 ⊗
..... 2 ⊗
Sign in 3
Create Account
Forgot Password

HOW DO I RESET MY PASSWORD?

1. Click on the **Forgot Password** button.
2. Type in your **E-mail Address**.
3. Click on the **Forgot Password** button.
NOTE: The system will **send you an e-mail** with a link to reset your password.

Forgot Password 1

Forgot Password ⊗
llebelo@gmail.co.za 2 ⊗
Forgot Password 3

HOW DO I CREATE AND SUBMIT A SOI APPLICATION?

1. Click on the **New Applications** icon.



2. Click on the **Open Call** icon.



3. Click the **Create Open Application Form** button.



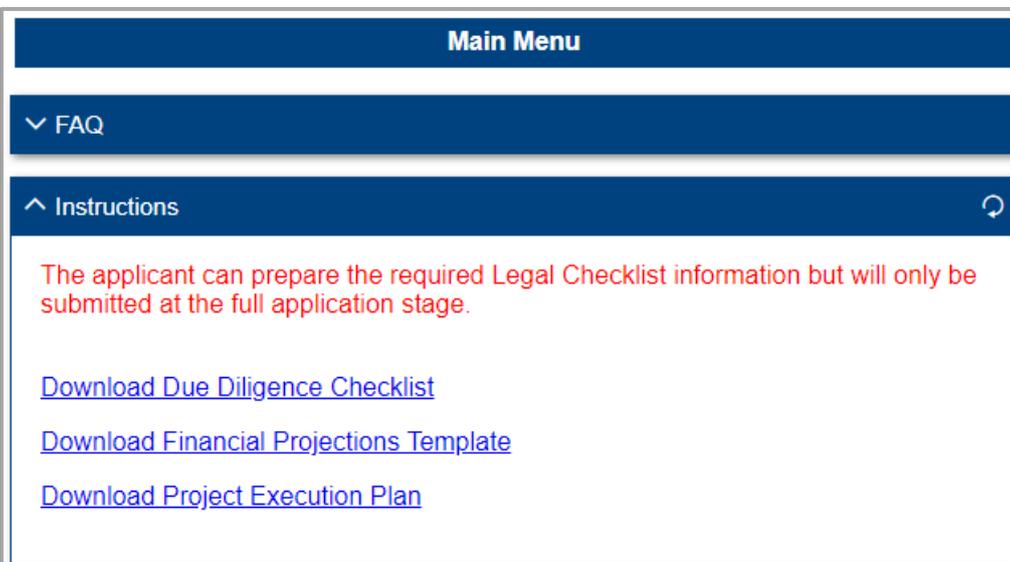
4. Then click

Click to Open Form

NOTE: The Application Form will open and expand.

UNDERSTANDING THE NEW APPLICATION SCREEN

- **Main Menu button** – click to return to the Home Page.
- **FAQ** – Frequently Asked Questions pertaining to a specific screen.
- **Instructions** – Download documents and information required by TIA.



COMPLETING THE SOI APPLICATION FORM

- Each of the tabs must be completed in full.
- All fields marked with a red astrich * are mandatory.
- The system will not allow you to save or submit unless all mandatory fields have been completed.
- A maximum of 250 words per answer at SOI level (more information will be required at Full Application level).
- A certified copy of the applicant's ID document must be attached under the Uploads tab.

APPLICANT & ORGANISATION

ADDITIONAL CONTACTS

PROJECT DETAILS

PROJECTS & FUNDING

DECLARATION

UPLOADS

VALIDATE, SAVE & SUBMIT

- All Application fields **MUST** be **VALIDATED** before it can be saved or submitted. Validation will ensure that all mandatory fields are completed. Incomplete mandatory fields will be marked in red – please click through all tabs and complete mandatory fields before saving / submitting.
- The SOI Application can be saved and edited at any time. Please note that **saving the SOI Application does not submit and send it to TIA.**
- **VERY IMPORTANT** - Make sure you click the **SUBMIT BUTTON** to submit and send to TIA.
- You will receive an email confirmation of submission.
- If you have not received an email confirmation, your SOI application has not been submitted.



WHERE CAN I VIEW MY SAVED & SUBMITTED APPLICATIONS?

- All saved and submitted **SOI and Full Applications** can be accessed by clicking the **Applications in Progress** icon on the **Home Page**.



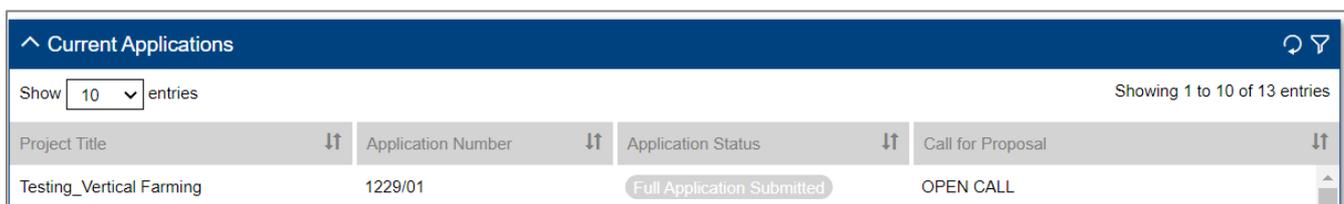
UNDERSTANDING THE APPLICATIONS IN PROGRESS SCREEN

Current Applications

- **Project Title** – name of the project.
- **Application Number** – unique number that is generated and assigned to the application by the system.
- **Application Status** – indicates the current status/stage of the application.
- **Call for Proposal** – indicates the call type.
- Click on the required **Application to highlight and select it.**

Viewer

- The Application detail can be **viewed and edited** in the **Viewer** section of the screen.
- Click on  **Expand** icon to expand the **selected Application.**

A screenshot of a web application interface. At the top, there's a blue header with 'Current Applications' and a refresh icon. Below the header, there's a search bar with '10' entries and a dropdown menu. To the right, it says 'Showing 1 to 10 of 13 entries'. Below this is a table with four columns: 'Project Title', 'Application Number', 'Application Status', and 'Call for Proposal'. The first row shows 'Testing_Vertical Farming', '1229/01', 'Full Application Submitted', and 'OPEN CALL'.

Project Title	Application Number	Application Status	Call for Proposal
Testing_Vertical Farming	1229/01	Full Application Submitted	OPEN CALL

- The **Upload Requested Documents** functionality will **ONLY** be available if you click on the **Application, highlight and selected it.**



HOW DO I COMPLETE AND SUBMIT MY FULL APPLICATION?

- Please note that you will **not be able to edit the already completed SOI tabs at full application stage**.
- Additional tabs, requiring **additional information** will now be available.
- Each of the tabs **must be completed** in full.
- Most fields are **mandatory** – click the **VALIDATE** button at the bottom of the screen to ensure all mandatory fields have been completed. The system will not allow you to save or submit without completing all mandatory fields. **Remember to check ALL tabs for mandatory fields.**
- The system **will not allow you to save or submit** unless all **mandatory fields have been completed**.
- A maximum of a **1000 words per answer** at Full Application level (more information will be required at Full Application level).
 - The following **mandatory documents must be downloaded**, completed and uploaded under the Uploads tab before submission: Due Diligence Checklist, Financial Projections, Project Execution Plan.

APPLICANT & ORGANISATION	ADDITIONAL CONTACTS	PROJECT DETAILS	PROJECTS & FUNDING	DECLARATION	UPLOADS
TECHNOLOGY	INTELLECTUAL PROPERTY	THE MARKET	ECONOMIC AND FINANCIAL RETURN	THE BUSSINESS	RISKS

SAVE & SUBMIT

- **All Application fields MUST be VALIDATED** before it can be saved or submitted. Validation will ensure that all mandatory fields are completed. Incomplete mandatory fields will be marked in red – please click through all tabs and complete mandatory fields before saving / submitting.
- The **Full Application can be saved and edited at any time**. Please note that **saving the Full Application does not submit and send it to TIA**.
- **VERY IMPORTANT** - Make sure you click the **SUBMIT BUTTON** to submit and send to TIA.
- You will receive an **email confirmation of submission**. If you have not received an email confirmation, your full application has not been submitted.

VALIDATE	SAVE	SUBMIT
----------	------	--------

HOW DO I UPLOAD AND SUBMIT REQUESTED DOCUMENTS?

- Click on the **Applications Status** icon.
- The **Upload Documents** functionality will **ONLY** be available if the **Application is highlighted and selected**.
- **Browse and select** additional due diligence documents.
- Give each document the **CORRECT Description in the Keywords section**.
- Click **Upload (SUBMIT – the upload button submits the documents to TIA)**.

Upload Requested Documents

Upload Related Document

Upload Requested Document

Due Diligence Document 01

Due Diligence Document 02

Due Diligence Document 03

Due Diligence Document 04

Due Diligence Document 05

Keywords

Document Description

Document Description 2

Document Description 3

Document Description 4

Document Description 5

Clear Upload

WHERE CAN I VIEW, EDIT AND SUBMIT QUARTERLY REPORTING?

- All reports can be edited, submitted and accessed under **Reporting** on the **Home Page**.



- To access reports, click on the **Reporting** icon.
-

Project Reports

- All **Quarterly Reports** will be available on the **Project Reports** page.
- Click on the required **Report to highlight and select it**.

Viewer

- The **Report** detail can be **viewed and edited** in the **Viewer** section of the screen.
- Click on  **Expand** icon to expand the **selected Report**.
- The **Report Due Date** can be seen in the report detail.

Project Reports				
Show 10 entries				
Application Number	Project Title	Report Number	Report Status	
1167/01	Precision Flour Milling	1010	In Progress	
1167/01	Precision Flour Milling	1009	In Progress	
1146/01	Livestock	1008	Submitted	

Previous 1 Next

HOW DO I COMPLETE AND SUBMIT MY QUARTERLY REPORT?

- Each of the tabs **must be completed** in full. All fields marked with a red **astrix *** are **mandatory**.

Technology Readiness

- Click **Edit** and select the **Technology Readiness Level**.
- Type in the **Description**.

Progress

- Click **Edit** and complete the **Milestones Achieved**.
- Complete the **Intellectual Property**.

Market and Industry Readiness

- Complete the **Market Trends and Risks**.

Uploads

- Upload the **Financial Statement and Technical Report**.
- Click **Validate** to ensure that all required information has been completed in full.
- VERY IMPORTANT** - Make sure you click the **SUBMIT BUTTON** to submit and send to TIA.
- You will **receive an email confirmation of submission**. If you have not received an email confirmation, your Quarterly Report has not been submitted.

TECHNOLOGY READINESS

PROGRESS

MARKET AND INDUSTRY READINESS

UPLOADS