eRA@Duke Management Form Overview
Listing for user created Sponsored Research forms

1. Open a web browser (Internet Explorer 9 or below, Firefox) and to go to the Duke@WORK web site (https://work.duke.edu).

![Duke University NetID Services]

2. On the Duke University NetID Services screen, enter your NetID and Password.

3. Click on the Enter button to proceed to the Duke@WORK web site.

4. On the Duke@WORK screen, click on the Grants Management tab.
5. Click on the **eRA@Duke Management** link.

6. Click on the **eRA@Duke Management Form Overview** link.
7. The eRA@Duke Form Overview screen will appear and you can see three options:

- **Open/For Approval**: These forms have been submitted by the initiator, but have not been approved and the budget has not been modified in SAP.
- **Completed**: These forms have been approved and the budget has been modified in SAP.
- **Draft**: These forms have been started by the initiator, but have not been routed for approval. The initiator must complete the form and route before approvers can take action.

8. Click on Open/For Approval and you will see the chain of workflow approval. If the form is pending approval, you will see who to contact.
9. Click on completed and you will see an image of the completed rebudget form.
10. Click on Draft and you will see the workflow chronology for the project. If you need to access the draft form, you can do so from your universal worklist. The form will be listed as a DRAFT in your worklist.