VECTOR LIFE SCIENCES

FREE WORKSHOP FOR SAAPI MEMBERS - APPLICATION PORTAL

PRESENTER:

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WORKSHOP INTRODUCTION:

The SAHPRA Application Portal is the primary digital gateway for submitting, managing, and tracking regulatory applications. This workshop provides a practical introduction to the portal, focusing on how it works in real life — not just in theory. Participants will be guided through the core functions of the portal, including creating new applications and submitting variations, while highlighting common challenges, loopholes, and frequent mistakes. The session emphasizes best practices, compliance, and efficient use of the portal to ensure smoother submissions and avoid unnecessary delays.

WHO SHOULD ATTEND THE COURSE:

This workshop is intended for individuals who interact directly with the SAHPRA Application Portal, including regulatory affairs professionals, submission specialists, consultants, and administrative users responsible for preparing, submitting, or managing applications and variations through the portal.

WORKSHOP CONTENT:

- Overview of the SAHPRA Application Portal and its role in the regulatory process

- Navigation basics

- Creating and managing a new application

- Creating and submitting variations

- Common loopholes and typical user errors

- What to do — and what not to do — when using the portal

- Practical tips for efficient, compliant submissions

- Q&A and real-world examples

WORKSHOP OUTCOMES:

By the end of the workshop, participants will be able to:

- Confidently navigate the SAHPRA Application Portal

- Correctly create and manage new applications and variations

- Identify common pitfalls and avoid frequent submission errors

- Apply best practices to improve submission quality and turnaround times

- Use the portal more efficiently and in line with SAHPRA expectations