

APPENDIX A: SELF-INITIATED RESEARCH GRANTS 2017 ONLINE REGISTRATION AND APPLICATION PROCESS

Institutions and researchers will need to register online in order to maintain profiles, apply, and send and receive documents and other communication related to applications and funded grants online. The service for the online grants management system is provided by the US-based company Altum Inc. with which the MRC has a service level agreement.

Here is what applicants need to do:

- Make sure your institution (the institution that will be administering your grant) is registered on the online system.
- Register online and complete Your Details (this will include your personal details that will be used on submitted application forms).

Institutions and applicants are requested to follow the procedure as set out below:

To Register and apply:

1. Type in this url: <https://proposalcentral.altum.com/Opportunities.asp?GMID=108>
2. Click the **Register** button on the far left-hand side of the page under the 'First Time Users' label.
3. Complete the account information and read and agree to the terms before hitting the **Save** button.
4. The system will then send a confirmation email to the email address you provided. Once you have received that email, copy the confirmation number to enter after initial login.
5. Return to the [Online registration and application](#) page. Then enter in the established Username and Password in the 'Applicant Login' located in the middle of the page.
6. Enter the confirmation number. This prompt will only occur on your initial login.

Getting Started:

- Once you have logged in for the first time, you will be taken to the green Professional Profile tab and prompted to select an Institution Profile to affiliate yourself with before proceeding. To start, click the '[here](#)' link in the text that reads: "You do not have any primary institution. Primary Institution is required, please click [here](#) to add one."

- You will then be taken to a page with search fields. Start by entering a keyword from your institution name in the 'Institution Name (partial)' field. This will keep your search broad. While you can enter in the City, State, and/or Country, your search will include more results if you simply search by a key word. Then hit **Display Results**.
- In the results below, if you find your institution, select the radio option in that listing and hit **Select**. **The University of Pretoria is registered and confirmed.**
 - NOTE: Confirmed institutions are those which have been confirmed by your Grants Office. If your profile is not confirmed, it will not keep you from successfully submitting.
 - NOTE: If your institution is NOT registered, you should contact an official in your Grants Office to register, and create a profile at [Online registration and application](#). **The institutional contact persons are Ms Didi Botes and Ms Natasha Jeftha.**
- Once you have selected your Institution Profile, you will be taken back to your Professional Profile where you can complete the rest of your profile information. You can navigate through each page using the 'Next' option or by utilizing the different links available in the grey menu on the left-hand side of the page. Be sure to **Save**.
 - NOTE: While you can complete as much of the profile as you would like, normally it is only essential to complete at least the 'Institution & Contact Info' section, as well as the 'Degrees' section.
- Once you have completed your profile and saved all information, navigate to the grey Grant Opportunities tab. Here you will find your grant opportunity listing. Once there, hit 'Apply Now'.
- This will pull up the application in a new window. Enter a title and **Save**. This will create the application record. You can return to it at any time by logging in and accessing the blue Manage Proposals tab.

Contact details: (Questions and clarifications)

MRC Contact person
(only if institutional contact persons are not available)
 Mr Clive Glass at
 Email: clive.glass@mrc.ac.za
 Tel no.: +27 21-938-0225

Enquiries can be directed to:
 Institutional Research Office Contact person
 Ms Didi Botes
 Tel: +27 (0)12 420 2871 / E-mail: didi.botes@up.ac.za
or
 The Faculty of Health Sciences contact person: Ms Natasha Jeftha
 Tel: 012 319 2378
 Email: Natasha.jeftha@up.ac.za

To ensure institutional validation, kindly do the following:

- a. On the screen below, click item 3 on the lefthandside, labelled 'Enable Other Users to Access this Proposal'

proposalCENTRAL

Proposal To: South African Medical Research Council Self-Initiated Research Grant (Citizens or Permanent Residents of S. Africa ONLY)
Title (Applicant): Administrator - purely for assistance (Jeftha, Natasha)

Deadline: 6/15/2013 (U.S. Eastern Time)

Enable Other Users to Access this Proposal

Help & Tips for Access Permissions: Click to Show/Hide
This screen allows you to give other users access to your grant application. When you give a person access to your grant application, you can give them one of three levels of permissions. These include:

- View (View only. Cannot change any details.)
- Edit (Can view and change information in the grant application. Cannot Submit or view this Access Permission screen)
- Administrator (Can view, edit and submit the application. Can give access rights to others.)

Steps to Give Another Person Access to Your Grant Application:

1. Make sure each person is registered. To grant access to another person, that person must be registered as a "user" in the proposalCENTRAL system. If they are not registered, direct them to register the same way that you did. They do not need to completely fill out their Professional Profile - only the required fields of first and last name.
2. Enter the "userid" of the person you wish to give access to in the "User ID/E-Mail" field of the "Proposal Access User Selector" section at the bottom of the screen then click the "Find User" button. The person will now be added to the list at the top of the page of users who have access to your application. The default access permission is "View."
3. Finally, select the permissions level for the person you have just added - View, Edit, or Administrator - then click the "Accept Changes" button.

Note: This process only gives access to your application, access to your Professional Profile must be done separately from within the Professional Profile.

Auto Notify: To enable your co-investigators, department or grants administrators to receive system notifications, add them with at least "View" access below and check the box "Auto Notify".

Del	Auto Notify	Role	Name	E-Mail	Permissions

- b. On this page, provide the following persons from the Institution's research administration office, administrator's rights:
- i. For Faculty Health Sciences: Ms Natasha Jeftha, Natasha.jeftha@up.ac.za
 - ii. For Institution's Research office: Ms Didi Botes, Didi.Botes@up.ac.za
- c. To grant access to another person, that person must be registered as a "user" in the proposalCENTRAL system. If they are not registered, direct them to register the same way that you did.
- d. Enter the person's surname and select it once it appears on the screen.
- e. Finally, select the permissions level for the person you have just added - View, Edit, or Administrator - then click the "Accept Changes" button. For the two person's listed above, select 'Administrator'.
- f. The same process should be followed for co-investigators, collaborators and others.
- g. **Auto Notify:** To enable your co-investigators, department or grants administrators to receive system notifications, add them with at least "View" access below and check the box "Auto Notify". Please ensure that the 'Auto Notify' box is checked. This will alert administrators' to changes that have been made and for it to be attended to as and when required. Failure to do so will result in unnecessary delays in this online process.

This will enable the research administration office to process the grant application, approve and validate it online by ensuring that an authorized person in the research administration office signs off the relevant forms.

Ensure that you have given Natasha Jeftha and Didi Botes administrative access/rights to the online application as a **final submission will be made by them on the applicant's behalf.** Once you have completed the application online, click on Validate on the lefthand side. Address all the sections where 'missing information' is indicated to ensure a complete application is available online.