# APPENDIX A: SELF-INITIATED RESEARCH GRANTS 2021 ONLINE REGISTRATION AND APPLICATION PROCESS

Institutions and researchers will need to register online in order to maintain profiles, apply, 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. University of Pretoria is already registered.
- 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. **Register** on the proposalcentral website using this link.
- 2. Complete the account information, then read and agree to the terms before hitting the **Save** button.
- 3. 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.
- 4. 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.
- 5. 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 willinclude 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.
- 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: <a href="mailto:clive.glass@mrc.ac.za">clive.glass@mrc.ac.za</a>
Tel no.: +27 21-938-0225

#### **Enquiries can be directed to:**

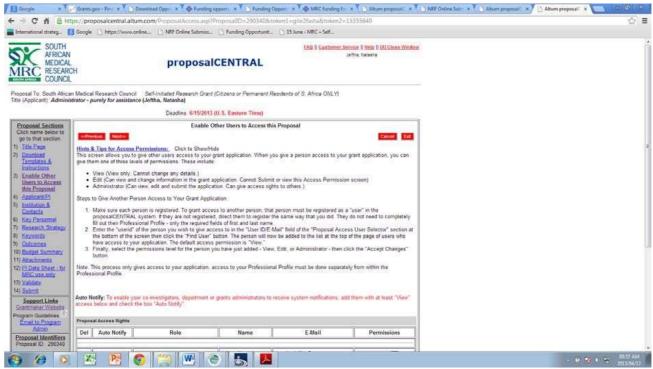
Faculty of Health Sciences contact person: Ms Natasha Jeftha Tel:

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 left-hand side, labelled 'Enable Other Usersto Access this Proposal'



- b. On this page, provide the following person from the Institution's research administration office, administrator's rights:
  - Faculty Health Sciences: Mrs Natasha Jeftha, Natasha.jeftha@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 thesame 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. Select 'Administrator' for Natasha Jeftha.
- 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 administrative access/rights to the online application as a **final submission will be made by her on the applicant's behalf.** Once you have completed the application online, click on Validate on the left-hand side.

Address all the sections where 'missing information' is indicated to ensure a complete application is available online.