

# User Manual

## SAMRC Grants Module: Applicant

Research Innovation Management System- RIMS



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## 1. Introduction

This User Manual takes the form of a comprehensive guide outlining the steps involved in the External Grants Module in relation to the Applicant.

### ACCESSING THE SYSTEM

To access the RIMS system, follow the steps below.

**RIMS Production environment:** <https://rims.samrc.ac.za>

**For SAMRC Members**

**Username:** [SSO User Id]

**Password:** Related password



**For Non-SAMRC Members (when accessing the system, please use “External Account Login”) option.** Kindly access [link to download the Registration User Manual for non-SAMRC Members](#)

Kindly access [link to watch the RIMS Registration Process for non-SAMRC Members Video](#)

Kindly access [link to download the Basic Navigation user manual](#)

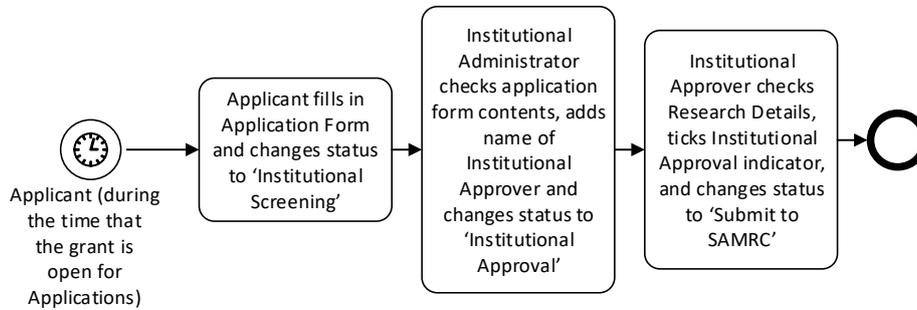
**Username:** [Username provided by RIMS support]

**Password:** Password provided by RIMS support and click “Login”




Please note that Non-SAMRC Members will first need to Register on RIMS to be assigned login credentials. Click on the external registration user manual on the left to follow the registration process.

## 2. Capture SIR grant application form



### 2.1 Capture SIR Grant Program Form

**Description:** Capture SIR Grant Application form

**Roles:** Applicant (a SAMRC Researcher is not permitted to apply for a SIR grant)

**Category:** SIR Application Form

**Instructions:**

- 1) Click on “Add New Content” tab.
- 2) Click on “Grant Application to the SAMRC”
- 3) Click on “Funding Call”
- 4) Click on “SIR grant application/project” and a new SIR application form will open on your screen.
- 5) Select the “Instance of Grant Program for which application is being made” by performing the following steps:
  - click on the plus sign.*
  - start typing the name of the grant program.*
  - click the plus sign alongside the correct grant program call name.*
- 6) Select your organisation/institution’s name by performing the following steps:
  - click on the plus sign.*
  - start typing the name of your organisation/institution.*
  - click the plus sign alongside the correct name.*
- 7) Click “Save” twice.
- 8) Progress to the next section of the form by clicking on the “Project” tab.**
- 9) Capture Research Title, Abstract and Keywords in the text boxes provided.
- 10) Select the applicable Priority Area for the related project.
- 11) Provide start and end dates of the project.
- 12) Progress to the next section of the form by clicking on the “Project Team” tab.**
- 13) Check the personal details displayed alongside your name. Read through the hint text to understand the importance of the presence and accuracy of these details to having your



Please note that the reason for the double-click is that this will alert the user to the situation where their institution does not have an assigned institutional administrator and/or an assigned institutional approver. If “Save” is only clicked once, they will only see this message when next they click “Save” by which time they might have spent considerable time filling in data.

**Description:** Capture SIR Grant Application form

application form considered by the SAMRC SIR grant team. Your application form must not be submitted until all these personal details reflect accurately on the form.

- 14) Answer the disability and citizenship questions.
- 15) Capture Highest Degree, Year highest degree obtained and Years of research since highest degree. If you have other degrees, capture these in the text box provided.
- 16) Attach your CV by clicking on the file icon and selecting a document from your files.
- 17) Acknowledge the PI's declaration by selecting the tick box.
- 18) If applicable, capture one or more *Key Personnel* by following the hint text provided. Provide the person's role in the project in the final column of the key personnel table.
- 19) **Progress to the next section of the form by clicking on the "More" tab and then clicking "Research Strategy".**
- 20) Capture information into each of the text boxes in this section of the form.
- 21) **Progress to the next section of the form by clicking on the down arrow alongside the "Research Strategy" tab, and then clicking "Milestones".**
- 22) Provision has been made for the capture of up to 5 Milestones, each with one or more tasks that in turn have one or more Deliverables. Each Milestone has a start and end date.
- 23) Capture data for one or more Milestones relating to your research project.
- 24) Fill in Tasks and Deliverables per Milestone.
- 25) **Progress to the next section of the form by clicking on the own arrow alongside the "Abstract and keywords" tab, and then clicking "Outcomes".**
- 26) Capture "Short Description(s)"
- 27) Capture "Long Description(s)"
- 28) **Progress to the next section of the form by clicking on the down arrow alongside the "Outcomes" tab, and then clicking "Budget".**
- 29) Capture "Expected Costs of the Project"
- 30) Capture "Total Grant Amount requested from the SAMRC".
- 31) Capture "Budget Justification"
- 32) **Progress to the next section of the form by clicking on the down arrow alongside the "Budget" tab, and then clicking "Attachments".**
- 33) Download "SIR Grant Budget Form" and "SIR Grant Reviewer Nomination Form" templates by clicking on the PDF icon provided for each.
- 34) Attach completed documents by clicking on the file icons of the "SIR Grant Budget Form", "SIR Grant Reviewer Nomination Form", and "Ethics Clearance Certificate or letter from Research Office".
- 35) Click on "Save & close"
- 36) Click on "Institutional screening" as the next step.
- 37) Click on "Done" to submit the record.

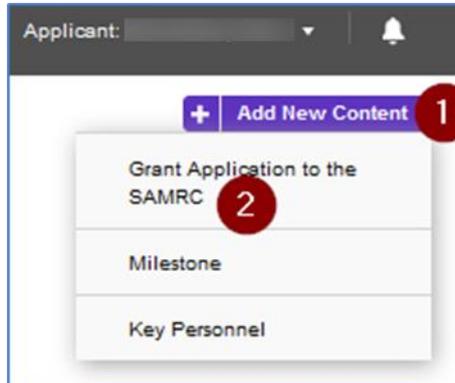
**The Grant Application form has now been created. To view the form:**

- 38) Select "Grant Applications to the SAMRC" from the left navigation bar.
- 39) Your newly created form will be displayed, it's status is "*Institutional screening*" (note that it is not possible to make any changes to the form).

**Description:** Capture SIR Grant Application form

40) Click on "Edit" under the name of your grant program.

**Screenshot(s):**



### Add new Grant Application to the SAMRC

Select the appropriate grant application to the samrc type

Grant Application to the SAMRC	Information about the selected grant application to the samrc
<p>▼ Funding Call <b>3</b></p> <p>MeDDIC Seed Fund</p> <p>Grand Challenges grant application/project</p> <p>SIR grant application/project <b>4</b></p>	<p>SIR grant application/project</p>

## Description: Capture SIR Grant Application form

### New Grant Application to the SAMRC 4

Application form in progress

Title Page *	Project *	Project Team *	More * ▾
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**VERY IMPORTANT:**

Please ensure that you select the correct instance of the grant program for which you wish to apply before saving this form for the first time. If this is not done, this form will not be filled in correctly and your application will not be considered.

**Application form**

**Research/Project PI \***

If any of the details below are incorrect, please send an email notification to [rims.support@mrc.ac.za](mailto:rims.support@mrc.ac.za) and we will correct your details on our system

Name	Organisation	Research Area(s)	
	knowledge and Information Management Services (Office of the Chief Research Operations Officer)		

**Applicant Organisation \* 5**

Please select below the organisation/institution on behalf of which the research that is the subject of this application is being undertaken.

The organisation/institution name will be South African Medical Research Council for *intramural* researchers, and the name of your University or Organisation for all other researchers. Please do not select the name of your Research Unit/Faculty even if you find it in the list.

If you are unable to find the name of your organisation/institution, please notify [rims.support@mrc.ac.za](mailto:rims.support@mrc.ac.za). We will require your RIMS User Name and the name of the missing organisation/institution. Unfortunately, you will not be able to capture your application until we have loaded the missing organisation/institution onto our database

Name	Acronym	
South African Medical Research Council		

**Instance of Grant Program for which application is being made**

Once you have selected the name of the related grant program into the table below, please ensure that the Form type required by the selected grant program (*first column in table*) matches the Application form type above

+ 6

Before continuing, please select the 'Save' button at the bottom of the screen in order for the system to check the validity of your selection above. 7

If you mistakenly selected the incorrect instance of the grant program, please select the cancel button below, and then use the delete option to delete this application form before starting a new one.

<input type="button" value="Cancel"/>	<input type="button" value="Save"/>	<input type="button" value="Save &amp; close"/>
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**Description: Capture SIR Grant Application form**

Title Page *	Project *	Project Team * <b>12</b>	More * ▾
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**Project Information \***

**Research/Project Title \*** **9**

Please enter the title of your intended research project below

0/1024

**Abstract \***

Please provide an abstract for a technical audience. 1,500 characters max, including spaces.  
*Text only. No special characters or formatting. See instructions for details.*

**B** / *i*  $x_2$   $x^2$   

0/1500

**Keywords (separated by semi-colons)**

0/1024

**Priority Area(s) for this research - please select one only \*** **10**

Name	Select applicable research priority area for this research	
HIV, AIDS, TB and Other Communicable Diseases	<input type="checkbox"/>	
Maternal, Child and Women's Health	<input type="checkbox"/>	
Non-communicable diseases	<input type="checkbox"/>	

**Start Date of Project \***



**End Date of Project \*** **11**



The remaining information in this section of the form is to be completed by your Institutional Administrator and Institutional Authorizer.  
Please save your form and move to the next section: Project Team.

## Description: Capture SIR Grant Application form

Title Page \*
Project \*
Project Team \*
More \* ▾

The SAMRC's Division of Research Capacity Development (RCD) is committed to promoting equity in research and developing the research capacity of historically excluded groups, including medical scientists who are black, female and/or disabled. Please assist us to achieve these goals by providing the following demographic information.

### Applicant Name \*

In order for your application to be considered, your personal details held on our database are required to be current and complete. If any of the details in the table below are incomplete or incorrect, please send an email notification with updated information to [rims.support@mrc.ac.za](mailto:rims.support@mrc.ac.za) and we will correct your details on our system. Please do not submit your application until all the values in the table below are reflecting correctly. (Please note that either SA ID Number or Permanent Resident number or Passport Number or unique identification number in country of origin is required.)

Title	Name	Country Name	Personal Details	Research Area(s)	
Associate Professor			Gender: Male Population Group: Unknown Date of birth: 2 SA ID Number or Permanent Resident Number:  Passport Number or unique identification number in country of origin: not applicable Email:		✉

**13**

**Do you have a disability (as defined by the Employment Equity Act)?**

Everyone has the right to privacy, and no person is obliged to disclose a disability. The purpose of this question is to promote access for persons with disabilities.

Select Response to disability ▾

**Citizenship** **14**

Select Citizenship ▾

### Research/Project PI information

**Highest Degree(s)**  
PhD, DPhil, MD, MBChB, BChD etc.

0/1024

**15**

Year highest degree obtained, e.g. 2015

0/4

Years of research since highest degree

0/2

**Other Degree(s)**

0/1024

**Principal Investigator Curriculum Vitae \***

Upload new file

**16**

## Description: Capture SIR Grant Application form

### PI Declaration \*

I herewith declare that to the best of my knowledge

- o The work outlined in this proposal is my own original work and that the inputs, contributions and the work of others have been appropriately acknowledged where relevant.
- o All co-applicants and collaborators listed in the proposal are aware of this proposal and have agreed to their inclusion herein.
- o I have undertaken due diligence to ensure that the work proposed has not been done elsewhere in a manner identical to or having an identical process and outcome as that which I propose to do.
- o I have permission from the Head of Department/Division/Faculty to undertake the proposed work within the precincts of said entity and will have access to all required facilities and other forms of support.
- o The work will be undertaken strictly according to accepted ethical and professional research practice, within the provisions and regulations of my host institution and any other applicable national or international prescriptions. I undertake to notify the SAMRC should there be a change in this status and I accept that the SAMRC has the right to cancel or withdraw any awarded grant monies if and when there is a transgression of any law, legal and/or ethical provision/requirements governing good research practice in the execution of the proposed work.
- o The information provided in this proposal is true, correct and accurate and I understand and accept that the SAMRC reserves the right to cancel any grant awarded on the basis of false or inaccurate information.
- o I accept that the SAMRC reserves the right to reject incomplete, inappropriate or inadequate proposals/ applications.

### PI acknowledgement of declaration \*

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### Key Personnel

Capture the names of your Key Personnel by clicking on the plus sign below, and again on the plus sign that appears. A popup form will be presented on which to capture information for 1 member of Key Personnel. Once you have captured such details, select 'Done' and 'Done' again. You will be returned to this form. Once you have captured the names of all your Key Personnel in this manner, select 'Save' at the bottom of your screen to save these names to the database.

Remember to capture the Role in the project of each of your Key Personnel.

Please note that named persons will be contacted by the SAMRC to confirm that they are aware of their name being included on this application form.

18

19 More \* ^

Research Strategy

Milestones

Outcomes \*

Budget

Attachments \*

**Description: Capture SIR Grant Application form**

Title Page *	Project *	Project Team *	Research Strategy <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">20</span>
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Please complete the HTML text boxes in this section of the form with text only, i.e. no embedded tables or any other non-text extracts from other file types. If absolutely necessary, attach such input under the *Additional documents* label in the Attachments section of this form, and reference the relevant attached document(s) in your responses below.

**Specific Aims**  
Specific Aims: State concisely the goals of the proposed research and summarize the expected outcome(s). [max 500 characters (not words)]

B I x<sub>2</sub> x<sup>2</sup> ☰ ☷

**Background, Rationale, Significance, and Innovation**  
Background, Rationale, Significance, and Innovation: Describe the problem under investigation as a factor which contributes to global, regional, or national health challenges and why the proposed study is important to the science necessary for solving this problem. [max 8000 characters (not words)]

B I x<sub>2</sub> x<sup>2</sup> ☰ ☷

**Research Design and Methods**  
Research Design and Methods: Provide the research design and project or experimental plan that will be utilized to answer the questions being asked. Address the feasibility of the plan and how the approach will accomplish the goals outlined in the Specific Aims. [max 8000 characters (not words)] Please download the Milestone Table document under "Attachments", and once completed, upload the form as an attachment.

B I x<sub>2</sub> x<sup>2</sup> ☰ ☷

**Description: Capture SIR Grant Application form**

**Environment and Resources**

Environment and Resources: Describe the scientific environment in which the work will be done and institutional and community support or investment in the success of the research. [max 1000 characters (not words)]

**B** / *I*  $x_2$   $x^2$  

**Preliminary Data**

Preliminary Data (if available): Discuss pilot studies and outline how the proposed work would build on previous work. [max 2000 characters (not words)]

**B** / *I*  $x_2$   $x^2$  

**Research capacity development**

Research capacity development: Indicate how the execution of the research project will contribute to the training of postgraduate students, junior research/academic staff, health personnel or community members where the research will be undertaken and how it will contribute to transformation at individual and/or institutional level. [max 500 characters (not words)]

**B** / *I*  $x_2$   $x^2$  

**Description: Capture SIR Grant Application form**

**Dissemination and implementation of research results**

Dissemination and implementation of research results: Indicate the main avenues through which the results of the research will be disseminated to the scientific/academic and public audiences. [max 500 characters (not words)]

**B** / *I*  $x_2$   $x^2$  

**References Cited**

References Cited [max 8000 characters (not words)]

**B** / *I*  $x_2$   $x^2$  

**Other SAMRC Awards**

Other SAMRC Awards: Please indicate any other awards from the SAMRC received in the last 3 years and/or currently held, including the grant mechanism (e.g. Flagship, SHIP, Extra-mural Unit etc.), value of award, award period and project title. [max 8000 characters (not words)]

**B** / *I*  $x_2$   $x^2$  

**Other Funding**

Other Funding: Please list any other funding you have applied for and/or received for the proposed project. [max 8000 characters (not words)]

**B** / *I*  $x_2$   $x^2$  

**Description: Capture SIR Grant Application form**

Cancel
Save
Save & close

Title Page *	Project *	Project Team *	21 Milestones ^				
<p><i>In the Milestone Table below:</i></p> <p>Please number your Tasks so that the relevant Task Number can be referenced in the Deliverables</p> <p>Please reference the related Task when describing a deliverable</p>							
<p><b>Milestone 1</b> <span style="float: right;">23      22</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Milestone Name</th> <th style="width: 50%;">Milestone Description</th> </tr> <tr> <td>End of first stage of Research</td> <td>This will be once we have.....</td> </tr> </table>				Milestone Name	Milestone Description	End of first stage of Research	This will be once we have.....
Milestone Name	Milestone Description						
End of first stage of Research	This will be once we have.....						
<p><b>Tasks</b></p> <ol style="list-style-type: none"> <li>Get documentation in order.</li> <li>Recruit distributors of documentation.</li> <li>Complete distribution of documentation.</li> </ol>		<p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>100 Packs of consolidated documentation.</li> <li>On-boarded distributors of documentation.</li> <li>100 Completed questionnaires</li> </ol>					
<p><b>Start Date</b></p> <p>01/05/2024</p>		<p><b>End Date</b></p> <p>31/05/2024</p>					
<b>Milestone 2</b>							
<p><b>Milestone Name</b></p>		<p><b>Milestone Description</b></p>					
<p><b>Tasks</b></p>		<p><b>Deliverables</b></p>					
<p><b>Start Date</b></p>		<p><b>End Date</b></p>					
<b>Milestone 3</b>							
<p><b>Milestone Name</b></p>		<p><b>Milestone Description</b></p>					
<p><b>Tasks</b></p>		<p><b>Deliverables</b></p>					
<p><b>Start Date</b></p>		<p><b>End Date</b></p>					
Cancel		Save		Save & close			

**Description: Capture SIR Grant Application form**

Title Page *	Project *	Project Team *	Outcomes * ▾	
25				
<p>In this section of the form, please provide an outline of whichever of the following outputs, outcomes or impact may be applicable:</p> <ul style="list-style-type: none"> <li>- direct and indirect outputs</li> <li>- direct and indirect outcomes</li> <li>- impact of the research on the advancement of scientific or health knowledge</li> <li>- contributions the research will make to improvements in either health or health outcomes.</li> </ul> <p>Please list the outcomes in point form in the Short Description, and expand on each point that has been listed in the Short Description, in the Detailed Description.</p>				
<p>Short Description(s) 26</p> <div data-bbox="245 824 1123 1182"> <p>B / <math>x_2</math> <math>x^2</math> [List Icons]</p> </div>				
<p>Detailed Description(s) of each outcome 27</p> <div data-bbox="245 1238 1123 1597"> <p>B / <math>x_2</math> <math>x^2</math> [List Icons]</p> </div>				
<div data-bbox="727 1711 1355 1756"> <span>Cancel</span> <span>Save</span> <span>Save &amp; close</span> </div>				

**Description: Capture SIR Grant Application form**

**Title Page \***      **Project \***      **Project Team \***      **Budget ▾ 28**

The SAMRC can only support projects to a maximum of R200 000 per annum for the duration of the project, or a maximum of 3 years (whichever comes first). It is accepted that the Expected Costs may exceed R200 000 per annum. However, a Requested Amount which is more than the stipulated amount of R200 000 will be rejected at point of receipt.

Please ensure that there is either a number or a 0 in all budget amounts in the table below

**Expected Costs of the Project 29**

	Period 1	Period 2	Period 3
Consumables	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>
Research Travel	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>
Research Assistantship	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>
Minor Research Equipment	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>
Conference Attendance	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>
<b>Total Expected Costs (for office use only)</b>	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>

**Total Amount requested from the SAMRC 30**

	Period 1	Period 2	Period 3
Total Amount Requested	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>	<input type="text" value="0"/> <small>0/16</small>

**Budget Justification 31**

If there is a difference in the total expected costs and the total amount requested from the SAMRC, please explain how such difference will be provided for as part of your budget justification below

**B** /  $x_2$   $x^2$  

**Description: Capture SIR Grant Application form**

Title Page *	Project *	Project Team *	Attachments * <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">32</span>
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**Download document templates:**

Please download the template documents below. You will note that the template documents are in word format so that you can complete the softcopy version on your pc. Once you have filled in the template form, please save your completed form in pdf format before attaching it under the relevant heading:

 SIR Grant Budget Form 33

 SIR Grant Reviewer Nomination Form

**Attach completed forms below:**

**SIR Grant Budget Form \***  
Upload new file 

**SIR Grant Reviewer Nomination Form \***  
Upload new file 

**Ethics Clearance Certificate or letter from Research Office \*** 34  
Upload new file 

Please note that the option below is to be used in EXCEPTIONAL CIRCUMSTANCES ONLY:  
*for required information about the research project that is unable to be captured in the Research Strategy section of this form*

**Additional document(s) in support of the research project**  
Upload new file 

35

Cancel
Save
Save & close

**Set Status**

**Application form in progress**  
Initial status when form is first created

**Institutional screening** 36  
Choose this status to forward/return the application form to the institutional Administrator

Cancel
Done 37

**Description:** Capture SIR Grant Application form



**Expected Outcome:**

- The application form has been created on the system.
- An email notification will be generated to the Institutional Administrator responsible for the institution of the Applicant. The email will be labelled as **SAMRC Grant: Institutional screening of a grant application is required.**

### 3. Generate a PDF report of the contents of an SIR Application Form

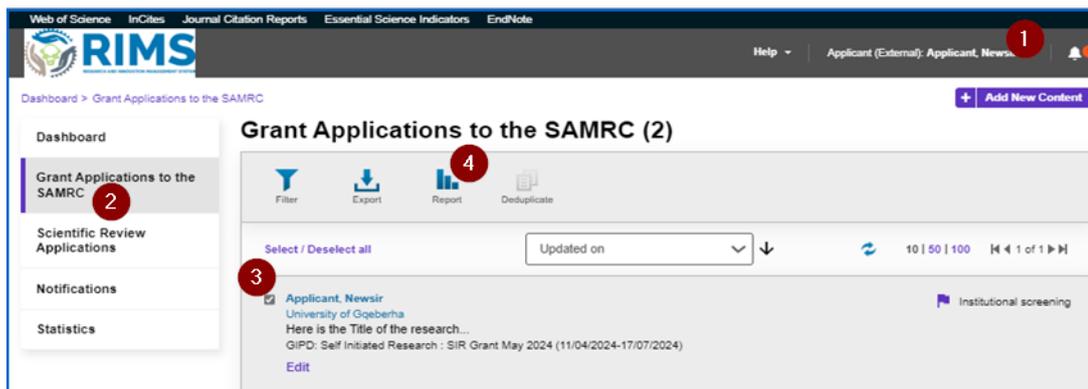
**Description:** Generate a PDF report of the contents of an SIR application form

**Roles:** Applicant, SIR Program Team members and External Grant Reviewer

**Category:** Application

**Instructions:**

- 1) Log in to the RIMS system with your designated RIMS role.
- 2) Click on “Grant Applications to the SAMRC” on the left navigation bar.



- 3) Select the tick-box alongside the **Applicant Name** (or the **Grant Reference number**, depending on the status of the application form concerned).
- 4) Click on the **Report** icon at the top of your screen.
- 5) Some additional rows will open at the top of your screen including the names of available reports relating to grant application forms. Select the name of the report (**SIR Application Form**).
- 6) The **SIR** application form contents can be extracted to a PDF by selecting the following options: **Selected items only** (default value) and **PDF** Report format.
- 7) Click the **Create report** button.

The PDF report will be generated by the system and will be available under your *Downloads* directory.



Please note that if you select an application form for a different grant type, or if you select more than one SIR application form, the report will execute but the contents will reflect an error message indicating that you have made an invalid selection.

**Description:** Generate a PDF report of the contents of an SIR application form

### Grant Applications to the SAMRC (2)

Filter
 Export
 Report
 Deduplicate

Report items 6

 Selected items only      Report format: 
  
 Report for all items

SIR Application Form 5

7

Select / Deselect all      Updated on         10 | 50 | 100       1 of 1

<input checked="" type="checkbox"/>	<p><b>Applicant: Newsir</b> University of Gqeberha Here is the Title of the research...</p> <p>GIPD: Self Initiated Research : SIR Grant May 2024 (11/04/2024-17/07/2024)</p> <p><a href="#">Edit</a></p>	<p> Institutional screening</p>
<input type="checkbox"/>	<p><b>Applicant: Newsir</b> University of Gqeberha Here is the research title</p> <p>GIPD: Self Initiated Research : SIR Grant May 2024 (11/04/2024-17/07/2024)</p> <p><a href="#">Edit</a></p>	<p> Institutional approval/Supervisor approval</p>

**Expected Outcome:**

- A PDF report reflecting the contents of the SIR application form has been generated.

## 4. Frequently Asked Questions (FAQs)

### How to register on RIMS

Kindly access link to download the [Registration User Manual for non-SAMRC Members](#)

### I am unable to login to RIMS

For SAMRC staff, ensure that you enter your SAMRC network username and password (i.e. username= apaul and Password=XXXXXXXX) on the SAMRC account login screen.

For non SAMRC, please enter the username and password provided by RIMS support on the external account login screen.

### How to save the populated information on RIMS?

Select “Save” to save the populated information. Click “Save and Close” to change the status of the application form.

#### Logging Calls

##### For internal SAMRC users

1. Kindly log a call via the [SAMRC IT Helpdesk link](#)

##### For external users

1. Kindly send an email to [servicedesk@mrc.ac.za](mailto:servicedesk@mrc.ac.za)