User Manual SAMRC Grants Module: Applicant

Research Innovation Management System- RIMS



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Table of Contents

1.	Introduction	3
2.	Capture SIR grant application form	4
2	1 Capture SIR Grant Program Form	4
3.	Frequently Asked Questions (FAQs)	21





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

Welcome to RIMS@SAMRC
Research & Innovation Management System
SAMRC Account Login For support please click here
User name:
Password:
Login More: External Account Login

For Non-SAMRC Members (when accessing the system, please use "External Account Login") option. Kindly access link to download the <u>Registration User Manual for non-SAMRC Members</u>

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"

Welcome to RIMS@SAMRC
Research & Innovation Management System
External Account Login For support please click here
User name:
Password:
Login
More: SAMRC Account Login Forgot password Research Portal Registration
rims.support@mrc.ac.za Convers



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.



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).





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



Key Personnel

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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.







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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. Imax 500 characters: (not words)	
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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.





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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 <u>SAMRC IT Helpdesk link</u> For external users
- 1. Kindly send an email to servicedesk@mrc.ac.za

