GRANTS AND SCHOLARSHIPS ADMINISTRATION DIVISION

CALL FOR APPLICATIONS/PROPOSALS 2014
SELF-INITIATED RESEARCH CATEGORY

Health researchers are invited to submit applications/proposals for funding under the Self-Initiated Research (SIR) Grants Category of the South African Medical Research Council. This category of research support by the MRC caters for applications in the broad field of health research, describing original research initiated by a researcher at a recognized research institution (e.g. higher education institution, science council or other organisation whose core business is conducting research and/or training postgraduate students). This category of support is very competitive and proposals submitted should be of a very high quality. Eligibility is limited to researchers in **established academic posts** (those who are permanently employed, or in long-term contracts of employment salaried by their university or research institution).

The SIR grants category provides support to a maximum of **three years**. An SIR Grant provides an award of up to **R200 000** per year. These funds provide support for research expenses (materials and consumables; support to attend scientific meetings; small items of equipment, etc). See SIR Grants' terms and conditions for details. It is expected that the researchers/applicants already have in place the necessary equipment and facilities required for the proposed research. Applications will not be processed until authorization by the institution has been completed. The closing date for applications is **30 June 2014 and no late applications will be accepted.** Applications without **Ethics Clearance Certificate or a letter from the Institution's Research Office stating why it is not required** will not be considered.

The MRC has introduced an online grants management system. The system allows easy tracking, analysis, and reporting about applications.
Applicants are required to apply using this electronic system (see 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 a US-based company called 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. Go to http://www.mrc.ac.za/funding/university.htm

2. Click the "Online registration and application" link

3. Click the **Register** button on the far left-hand side of the page under the 'First Time Users' label.

4. Complete the account information and read and agree to the terms before hitting the **Save** button.

5. The system will then send a confirmation email to the email address you provided. Once you have received that email, copy the confirmation number because you will entering it after initial login.

6. 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.

7. Enter in the confirmation number. This prompt will only take place for your initial login.

Getting Started:

- Once you have logged in for the first time, you will first be taken to the green Professional Profile tab and you will be 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 that has some search fields available. Start by entering in 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**.

- Then in the results below, if you find your institution, select the radio option in that listing and hit **Select**.

  - o 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.

  - o NOTE: If your institution is NOT registered, you should contact an official in your Grants & contracts Office so that that individual can come to Online registration and application, register, and create a profile that will then be available for your selection.

- 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' options or by utilizing the different links available in the grey menu on the left-hand side of the page. Be sure to **Save**.

  - o 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 you do, 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 detail: (Questions and clarifications)

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