

From: [Januarie_V_Me \[venita@sun.ac.za\]](mailto:Januarie_V_Me@venita@sun.ac.za)
 Cc: [Faro_S_Mey \[sbrooks@sun.ac.za\]](mailto:Faro_S_Mey@sbrooks@sun.ac.za)
 Subject: 2021 Request for Applications: SAMRC Self-initiated Research Grants (COVID 19)
 Date: Thursday, 06 May 2021 15:49:43
 Attachments: SIR Proposal Template 2021.doc; Grant Approval Form SIR.doc; Call for applications SIR-2021.pdf; SIRgrantconditions.pdf

Let asb daarop dat hierdie inligting aan 'n verspreidingslys van alle US-navorsers gestuur word. Dit mag dus wees dat hierdie spesifieke oproep nie van toepassing is op u studieveld nie. Ons vertrou dat toekomstige oproepe wel relevant mag wees./ Please note that this information is sent to a distribution list of all SU researchers. It may, therefore, be possible that this specific call is not applicable to your specific research field. We trust that future calls will be relevant.

Dear Researcher,

Kindly see below the 2021 Request for Applications: SAMRC Self-initiated Research Grants (COVID 19):

Funding Opportunity	Disciplines	Categories to be funded	Eligibility / Special Conditions	Funding	How to apply	Closing dates
South African Medical Research Council – SAMRC Self-Initiated Research (SIR) Grants	<p>The project must focus on the following priority areas:</p> <ul style="list-style-type: none"> In keeping with the SAMRC's ongoing response to the COVID-19 pandemic, this call will be confined to COVID-related research. Applications with a strong focus on COVID-19 are therefore invited from all health-related disciplines and research types, including, for example, basic laboratory science, social science, clinical research, etc. The research should ideally be geared towards generating high quality new knowledge, new medical products, improved or enhanced medical/health practice, effective health promotion strategies or improved health policy and/or functioning of the national health systems. Applications from mid-level and established researchers must include a clear focus on capacity development. 	<ul style="list-style-type: none"> Consumables (E.g. Materials and supplies; Laboratory/field costs; Specialized services; Office supplies, printing & reproduction; Ad hoc research support). (Research) Travel up to a maximum of R40 000. (Research) Assistantships up to a maximum of R20000 per year. Minor equipment up to a maximum of R20000 per year. Bursary supplementation up to a maximum of R20000 per year. One national conference annually (maximum of R5 000) and only one international conference (maximum of R20 000) may be funded for the duration of the funded research project. 	<p>This call is specifically targeted at Early Stage investigators, however, Mid-level to Established may also submit proposals (such proposals require a 'strong capacity building' focus).</p>	<p>R200,000 per year, for three years</p> <p>R600,000 total budget</p>	<p>Final applications, including all required documents (see application checklist below), must be sent to both Venita Januarie (venita@sun.ac.za) and Shannon Faro (sbrooks@sun.ac.za) for institutional approval by 24h00 on 10 June 2021.</p> <p>Application Checklist:</p> <ul style="list-style-type: none"> Completed SIR Grant application form including: <ul style="list-style-type: none"> SIR Grant Budget Form SIR Milestone Table SIR Grant Reviewer Nomination Form Completed and signed SIR Grant Approval Form Applicant's Curriculum Vitae – maximum length of 5 pages, including a biographical sketch (professional work experience, qualifications, research activities) and publications in the last 3 years of active research Ethics Clearance Certificate or a letter indicating that the proposal has been submitted to the institution's Ethics Committee. Where ethics approval is not required, applicants are required to submit a letter Institution's Research Office stating why it is not required. 	<p>Internal Closing date:</p> <p>24h00 on 10 June 2021.</p>

Contact person at SU:

Queries, general proposal guidance and institutional approval (to be contacted **very** early in the application process): Venita Januarie (venita@sun.ac.za).

Kind regards,

Ms Venita Januarie | BSc, PGCE, BEdHons, MEd

Koördineerder: Nasionale Navorsingstoekennings | Coordinator: National Grants
 Afdeling Navorsingsontwikkeling | Division for Research Development
 e: venita@sun.ac.za | t: +27 21 808 9017 | a: RW Wilcocks Building, Ryneveldstraat | Ryneveld Street



Hierdie kennisgewing is aan u gestuur deur die Afdeling Navorsingsontwikkeling (ANO) van Universiteit Stellenbosch.

[Sit my by](#) | [Haal my af](#)

die verspreidingslys van kommunikasie rakende befondsingsgeleenthede wat deur ANO geadministreer word.

This notice was sent to you by the Division for Research Development (DRD) of Stellenbosch University.

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SAMRC-RFA-SIR-2021

**CALL FOR APPLICATIONS/PROPOSALS 2021
SELF-INITIATED RESEARCH GRANTS (COVID-19)**

The South African Medical Research Council (SAMRC) is pleased to announce the 2021 call for applications for funding under the **Self-Initiated Research (SIR)** Grants Programme. The SIR Programme is designed to support original research initiated by a researcher at a recognized research institution.

In keeping with the SAMRC's ongoing response to the COVID-19 pandemic, this call will be confined to COVID-related research. Applications with a strong focus on COVID-19 are therefore invited from all health-related disciplines and research types, including, for example, basic laboratory science, social science, clinical research, etc.

Eligibility

The primary target of the 2021 SIR call is early-stage investigators; however, applications are invited from both early-stage investigators and mid-level to established researchers, as defined in the table below. Applications from mid-level and established researchers are expected to have a strong focus on capacity building. Applications are limited to South African citizens and permanent residents.

Category 1: Early stage investigators	Category 2: Mid-level and established researchers
Minimum MBChB, BDS, BChD or PhD	Minimum MBChB, BDS, BChD or PhD
1-5 years (conducting research / in a research post) since completion of PhD, BDS, BChD or MBChB (post-graduate students are not eligible to apply)	>5 years (conducting research / in a research post) since completion of PhD, BDS, BChD or MBChB – preferably PI or study coordinator on at least 3 studies
Must have secured a commitment from the host university or research institution listed in the application to host the applicant and project for the length of the grant	Must be in an established academic post, i.e. permanently employed, or in a long-term contract of employment (at least for the duration of the project) salaried by the university or research institution

Applicants that are deemed by the SAMRC to be incorrectly classified into category 1 or 2 may be requested to alter their classification. If you are uncertain, please contact the SAMRC.

For the purposes of the SIR Programme, a research institution is defined as a legally constituted institution or organization wherein research is one of the primary purposes for its existence, including the training of postgraduate students. The broad thrust of the organisation's research, basic or applied, should be towards the advancement of knowledge. Research institutions include universities, science councils and other organisations whose core business is conducting research and/or training postgraduate students.

Only **one** research proposal will be considered for funding per individual applicant and once granted, only one such grant may be held by an individual until the project has been completed. Preference will be given to individuals who have not previously been a recipient of an SIR grant. Recipients of other SAMRC grants, including individuals working within SAMRC extra-mural research units, may apply for an SIR grant; however, all such grants must be declared in their application. Research grant applications that are proposing work on behalf of commercial entities will not be considered. Individuals working within SAMRC intra-mural research units are not eligible to apply for an SIR grant.

SIR Grant Details

SIR grants are in the amount of up to **R200 000** per year for a maximum period of **three years**. These funds provide support for research expenses (materials and consumables; support to attend scientific meetings; small items of equipment, etc.). See ***Terms and Conditions for the Acceptance, Utilization and Management of SAMRC Self-initiated Research Grants*** for details. It is expected that the researchers/applicants already have in place the necessary equipment and facilities required for the proposed research.

The research should ideally be geared towards generating high quality new knowledge, new medical products, improved or enhanced medical/health practice, effective health promotion strategies or improved health policy and/or functioning of the national health systems. Applications from mid-level and established researchers must include a clear focus on capacity development.

Application Process

All eligible applications must be submitted using the dedicated e-mail address SIRapplications@mrc.ac.za and must:

- Be signed off by the applicant
- Be approved or validated by an authorized person in the research administration office of the institution
- Reach the SAMRC by midnight on **25 June 2021** **Late applications will NOT be accepted.**

It is the responsibility of host institutions to verify and certify the appropriateness, completeness and correctness of all information submitted by their researchers to the SAMRC as part of their applications for SIR funding. By co-signing applications institutions commit themselves to administering the allocated funding according to the ***Terms and Conditions for the Acceptance, Utilization and Management of SAMRC Self-initiated Research Grants***.

Timelines for the application and review process are as follows:

Steps or actions	Timeline
Call/Request for proposals	23 April 2021
Closing date for applications	25 June 2021
Peer review process	July 2021 – October 2021
Grants Committee/Review panel meeting(s)	November 2021
Approval by the SAMRC's EMC	January 2022
Communication of outcomes to applicants	January 2022
Acceptance of SIR grants conditions by awardees	March 2022
Payment of grants to institutions	April 2022

Application Checklist

- Completed SIR Grant application form including:
 - SIR Grant Budget Form
 - SIR Milestone Table
 - SIR Grant Reviewer Nomination Form
- Completed and signed SIR Grant Approval Form
- Applicant's Curriculum Vitae – *maximum length of 5 pages, including a biographical sketch (professional work experience, qualifications, research activities) and publications in the last 3 years of active research*
- Ethics Clearance Certificate or a letter indicating that the proposal has been submitted to the institution's Ethics Committee. Where ethics approval is not required, please submit a letter from the Institutional Research Office stating why it is not required.

Applications will not be processed until authorization by the institution has been completed. Incomplete applications and applications without an Ethics Clearance Certificate, or a letter from the Institution's Research Office stating why it is not required, will not be considered.

The SAMRC's Grants Innovation and Product Development Division will provide technical support to applicants and respond to all queries during the application process (see end of document for contact details).

Review of Proposals and Selection of Awardees

The SIR Grants Programme is highly competitive and has limited funds available. The primary consideration in determining the success of a funding application is the quality of

the research proposal. However, equally important to the SAMRC is transformation and building the capacity of, particularly, black and women scientists as well as resource-limited institutions. Thus, proposals that are from principal investigators or institutions meeting these criteria and/or involve a component of capacity building of or partnership with such individuals and/or institutions will be preferred. These factors are taken into consideration in the review and selection process.

1.) Eligibility screen

After the closing date, all proposals received will be screened for eligibility, responsiveness and compliance with the grant and submission criteria. Proposals that do not meet the criteria will not be processed further.

2.) Peer review

All eligible proposals will be submitted for peer review. Peer reviewers are asked to review proposals according to the criteria listed below. In submitting a research proposal for funding, researchers should therefore make every effort to ensure that the proposals address these aspects comprehensively. It must be emphasized that a number of proposals have been unsuccessful in previous calls as a result of a lack of detail on the research design and methodology.

Criterion	What the reviewer is asked to comment on
Overall Merit	<i>What field, health issue or policy, medical care or treatment is addressed by the application? What is the relative importance of the scientific issue(s) raised? How and to what degree will the application generate advancements in science or evidence-based clinical practices? Is the research likely to succeed with respect to the qualifications of the research team, the design of the research, the general feasibility of the techniques employed and the environment including the availability of equipment and infrastructure?</i>
Research Design and Methods	<i>Is the design and experimental plan sound, feasible, and relevant to the questions being asked? Is the approach proposed appropriate and likely to accomplish the goals of the project? Are potential problems recognized and addressed with alternative approaches? If the project involves clinical research, are the plans for 1) protection of human subjects from research risks, and 2) inclusion of minorities and members of both sexes/genders, as well as the inclusion of children, justified in terms of the scientific goals and research strategy proposed?</i>
Significance of Proposed Research	<i>How important is the science to improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields? Will the research advance basic biomedical concepts, unmet needs in human health, improve or enhance the health care system</i>

of South Africa, or contribute to health care policy or towards the development of important new products such as medicines, devices, or therapies? Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches, methodologies, instrumentation, or interventions. To what extent will the results of the project contribute to health advancements or to solving barriers to progress in the field?

Investigator (s)	<i>Is the training and research experience of the project leader and collaborators appropriate for the project? Is there sufficient expertise and level of accomplishments within the research team to generate confidence in success? Is the project leader capable of leading the team to conduct the research efficiently and effectively?</i>
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Ethical considerations	<i>Will human subjects be utilized in the project? If so, will they be appropriately protected from potential research risk? Is there a plan for inclusion of multiple races and ethnicities, members of both sexes/genders, and/or children? Is the inclusion/exclusion of each of these groups appropriate in terms of the scientific goals and research strategy? Will vertebrate animals be utilized in the project? If so, will they be appropriately and ethically treated?</i>
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Based on the above criteria, peer reviewers will score the quality of the proposals according to the categories below and make recommendations on fundability.

Proposal quality description	Quality score
Exceptionally high quality research that is pushing the boundaries in its field internationally while addressing highly significant scientific/health questions or challenges.	10
Research of excellent quality at the forefront in its field internationally and likely to result in high impact outcomes for science, medical practice, and the health system or health policy.	9
Research of very good quality that is at the forefront nationally (and possibly internationally), addresses an important health research question and is likely to result in tangible outcomes for science, medical practice, the health system or health policy.	8
Research of average to good quality and is likely to have a modest impact in addressing an important health research question.	5 – 7
Poor quality research with major flaws in its conceptual frameworks, research methods and design and unlikely to be successful OR research which is technically flawless, but of minimal significance, innovation, or interest could fit in this score band.	1- 4

Proposals submitted in categories 1 and 2 will be reviewed according to the same criteria; however, ranking of proposals by score will be done against proposals within the same

category only. Further, a lower cut-off score will be used for evaluation and selection of proposals in category 1.

3.) Grants Committee or Panel Review

Top scoring proposals in each of the categories from the peer review process will be submitted to one or more Grants Committees or Review Panels for assessment. The role of the panel(s) is to assess the overall quality of the proposals, based on their expert opinion and the peer review reports, as well as to take into consideration transformation imperatives and the spread of priority areas supported.

The panel members will score and categorize the applications according to the categories below.

Recommendation	Score range	Rating*
Highly fundable, worth prioritizing	8 -10	A
Fundable on condition that funds are available	6-7	B
Not fundable	1-5	C

4.) Executive Management Committee approval

The outcome of the Grants Committee/panel meeting(s) will be a ranked list of proposals for each category (1 and 2), which will be submitted to the SAMRC's Executive Management Committee (EMC) for final approval. The spread of awards between category 1 (early stage investigators) and category 2 (mid-level and established researchers) and the final approved list of awardees will be at the discretion of the EMC, taking into consideration the recommendations of the Grants Committee(s).

Contact details: (Questions and clarifications)

Mr Clive Glass at

Email: clive.glass@mrc.ac.za

Tel no.: +27 21-938-0225



GRANTS INNOVATION AND PRODUCT DEVELOPMENT

Terms and Conditions for the Acceptance, Utilization and Management of MRC Self-initiated Research Grants

Preface

This document sets out the terms and conditions of MRC Self-initiated Research (SIR) funding. Awardees are required to submit a completed copy of this document, signed by the recipient and a duly authorized institutional representative, to the MRC within 30 days of receipt of notification of the award of an SIR grant. By signing this document, both the awardee and the host institution agree to abide by these Terms and Conditions.

For the purpose of effective and efficient administration as well as reporting, each grant is awarded to a particular applicant with a project title which should be used as a reference for all matters pertaining to that grant.

Responsibilities of the Host Institution

It is the responsibility of host institutions to administer the allocated SIR funding according to these Terms and Conditions. The institutions have the further responsibility to enforce their own financial controls and policies to ensure that allocated research funding is utilised appropriately, effectively, and according to the approved budgets. Host institutions are required to verify and certify the appropriateness, completeness and correctness of all information submitted by their researchers to the MRC as part of the management of SIR grants.

Obligations of Grant Recipients (Awardees)

SIR grant awardees are expected to conduct the research in accordance with the approved proposal and budget and to fulfil the obligations and conditions outlined below.

Commencement of Project

The date of commencement of the approved research project is assumed to be 1 April, unless the MRC is advised otherwise by the awardee.

Grant Payments

The MRC pays out grant funding to institutions on a quarterly basis. It is the responsibility of awardees to ensure that applicable and required documentation has been submitted to the

MRC before the payment dates. Only funding for which all grant conditions have been met will be paid over.

Before funding can be released for payment by the MRC to the host institution several supporting documents may be required, depending on the individual case. Amongst these supporting documents are:

- Letter of appointment or appointment contract plus a copy of an identity document, in the case of funding for personnel e.g. research assistants or assistantships or *ad hoc* research support.
- Proof of registration and a copy of an identity document, in the case of a postgraduate student.
- Proof of order or tax invoice for research equipment.
- Acceptance of abstract in the case of conference attendance or copy of invitation letter in the case of invited speakers.
- Annual Progress Report and Renewal Request for the renewal of funding.
- Financial expenditure report for renewal of funding.

Project Budgets and Allowable Costs

Researchers apply for funding from the MRC in order to undertake specified research as per submitted and approved research proposals. If and when the MRC does allocate funding, it is with the express intent to enable the researcher to conduct the specified work. The MRC is often inundated with requests from researchers to utilize allocated research funding for purposes other than that for which the funding was approved, e.g. for the attendance of conferences, especially international conferences. While acknowledging the importance and benefits of intellectual connectedness and networking provided by the attendance of scientific conferences, the first priority should be deployment of allocated funding to do research.

The original application for an SIR grant should include a multi-year research plan that contains details of research work to be undertaken in the first year, as well as an outline of planned research over the subsequent years, where applicable. It should further include a detailed and itemized budget for the first year of the project and indicative budgets for subsequent years. Successful applicants will be granted funding for the duration of their proposed research project, up to a maximum of 3 years, with specification of the approved amounts per year. Funding will, however, be released on an annual basis based on the motivation and details contained in the *Annual Progress Report and Renewal Request* and subject to satisfactory progress. The MRC reserves the right to adjust approved funding based on the soundness of the annual motivation and the progress of the project. ***All awarded / approved funding is subject to the availability of funds.***

The following are allowable costs for SIR grants:

- Consumables or running costs (materials and supplies, laboratory and/or field work, payment for specialised services, office supplies, stationery and printing)

- (Research) Travel (maximum of R40 000). This includes travel to sites, participant /patient transport, conference attendance, and other travel to be specified
- (Research) Assistantships to a maximum of R20 000 per year
- Minor equipment (maximum value R20 000)
- Bursary supplementation to a maximum value of R20 000 per year

MRC funding may not be used for the purchase of items not specified in the award letter and definitely NOT for the following: laptop computers, cell phones, personal items or any other item that cannot be clearly justified as an essential requirement for the research project. Desktop computers and printers may be purchased only if they are to be dedicated to a specific project or to drive laboratory equipment (a clear motivation will be required).

Conference attendance

Grantees may utilize funding allocated for this purpose to cover the costs of air/road travel, conference registration, accommodation and subsistence. A report on the conference participation should be included / integrated into the *Annual Progress Report and Renewal Request*. One national conference annually (maximum of R5 000) and only one international conference (maximum of R20 000) may be funded for the duration of the funded research project. No further conference funding will be made available to an awardee who has not converted his/her conference contribution to a recognized publication after participating in two local conferences or one international conference.

Following notification of award, grantees may request reallocation or redistribution of their grant funding amongst the allowable items by way of motivation. Only one such change will be allowed. ***No requests to exceed the maximum values shown per category above will be considered.***

Progress and Output Reporting and Renewal of Grant

Awardees are required to submit an *Annual Progress Report and Renewal Request (APR)*, using the MRC APR Template, no later than the ***last day of February*** following the year of award of the grant and the successive year. The APR is a comprehensive report outlining in detail the research progress achieved, including progress against milestones and specific highlights, impediments to achieving progress, research outputs and outcomes. In addition, all awardees are required to submit to the MRC, on a quarterly basis, all publications that were published during the relevant quarter. This information will be utilized in the compilation of the MRC's statutory reports such as the Annual Report, the Key Performance Indicator Report and other initiatives showcasing the work conducted and supported by the MRC. The APR is also used by awardees to apply on an annual basis for renewal of their grants. The APR must be approved or authorized by, and submitted through, the relevant institutional authority. Failure to submit an APR will result in the grant being terminated.

At the end of the approved and funded project, grantees must submit an *End of Project Report (EPR)* on the MRC EPR Template no later than 3 months following the end date of the project (i.e. period for which the grant was awarded). Failure to submit an EPR will preclude the grantee from further/subsequent/future support from the MRC until the report has been

received. The EPR should be approved or authorized by, and submitted through, the relevant institutional authority.

Financial Reporting

Host institutions are required to submit audited financial statements reflecting grant expenditure up until 31 December to the MRC, ***by the end of February every year*** as part of the APR. Expenditure must be reported according to the approved budgets and the following budget categories:

- Consumables or running costs
- Travel
- Assistantships
- Minor equipment
- Bursary supplementation

Carry Forward of Funds

Grantees who have not spent all of their specified and approved budgets in a particular year must specifically request the carry forward of such funding into the subsequent year within their renewal application. The requested budget in the renewal application must take into account carry over funds and must clearly show how the funds will be utilized together with the new funding requirements/requests. Proof of commitment of such funding (for the purpose for which they were originally granted) must be provided. Such proof may take the form of tax invoices, employment offers/contracts, proof of expenditure, etc.

Research Equipment

If research equipment is purchased using MRC grant funding, it becomes the property of the host institution and not that of the individual researcher to whom the funding was allocated. The equipment may not be removed from the host institution and/or transferred to another institution without the express written approval of the host institution and concurrence by the MRC.

Intellectual Property (IP)

All intellectual property developed as a result of the SIR project shall be dealt with in accordance with the Intellectual Property Rights from Publicly Funded Research and Development Act, No. 51 of 2008 and associated regulations, and the institution's IP Policy

Ethics

Applicants are encouraged to obtain ethics approval for their research projects before submitting an application for funding to the MRC. MRC funding will not be released until a certificate of ethics approval for the proposed research project or a parent study within which a proposed project falls, has been received by the MRC. In the event that it is not possible to obtain ethics clearance before submission to the MRC, the MRC will process the application nevertheless, but ***awarded funding will be cancelled if the proof of ethics approval is not received by 31 May of the first year of funding.***

Changes to Project Content and Leadership

Leadership of a funded project may not be changed without approval from the MRC. An application for change of project leadership should be made before the change happens and should include certification by an appropriate university authority that the new nominated project leader is judged suitable. The core / fundamental nature of a funded project cannot be changed without prior written approval from the MRC and should also be certified by an authorized institutional representative.

Acknowledgment of MRC funding

MRC funding for the Self-initiated Research project should be duly acknowledged in all publications or publicity materials emanating from, related to or based on the project as follows: "Research reported in this [publication/press release] was supported by the South African Medical Research Council under a Self-Initiated Research Grant. The views and opinions expressed are those of the author(s) and do not necessarily represent the official views of the SA MRC". Any publications that do not contain this acknowledgement may not be counted as outputs of the relevant SIR grant.

Effective from January 2015



ACCEPTANCE OF GRANT CONDITIONS FORM (Please complete)

NAME OF GRANTHOLDER

TITLE OF PROJECT

.....

GRANTHOLDER INSTITUTION

YEAR OF AWARD

DURATION

RESEARCH PRIORITY AREA

DECLARATION		
I accept the abovementioned grant and agree to abide by the conditions under which the grant is made available. I further declare that this Institution will take responsibility to ensure that the conditions stated by the MRC with regard to use of and reporting on the grant will be met. The proposal has also been formally reviewed and found to comply with all specified quality and ethical requirements of this Institution.		
GRANTHOLDER		
Name: (Please print)	Signature:	Date:
FINANCIAL REGISTRAR (OR OTHER AUTHORISED PERSON)		
Name: (Please print)	Signature:	Date:
INSTITUTIONAL REPRESENTATIVE (e.g. Dean or Director of Research)		
Name: (Please print)	Signature:	Date:

GRANTS MANAGEMENT DIVISION

SAMRC Self-Initiated Research Grants - Approval Form

Section A: Certification by applicant and organization

I herewith declare that to the best of my knowledge

- 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.
- 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.
- 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.
- 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.
- 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.
- I accept that the SAMRC reserves the right to reject incomplete, inappropriate or inadequate proposals/ applications.

Full name (print).....

ID number:.....

Place..... Date.....

Institutional approval

This is to certify that this research proposal (tick applicable box)

	Reference no., date or comment			
Has been approved by the applicable research committee or authorized structure	YES		NO	
Is hereby approved for submission to the SAMRC for funding	YES		NO	
Name of authorizing official	Venita Januarie			
Designation of authorizing official	Coordinator: National Grants			
Signature of authorizing official				
Date of authorization				
Place				



GRANTS INNOVATION AND PRODUCT DEVELOPMENT

Terms and Conditions for the Acceptance, Utilization and Management of MRC Self-initiated Research Grants

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Obligations of Grant Recipients (Awardees)

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The original application for an SIR grant should include a multi-year research plan that contains details of research work to be undertaken in the first year, as well as an outline of planned research over the subsequent years, where applicable. It should further include a detailed and itemized budget for the first year of the project and indicative budgets for subsequent years. Successful applicants will be granted funding for the duration of their proposed research project, up to a maximum of 3 years, with specification of the approved amounts per year. Funding will, however, be released on an annual basis based on the motivation and details contained in the *Annual Progress Report and Renewal Request* and subject to satisfactory progress. The MRC reserves the right to adjust approved funding based on the soundness of the annual motivation and the progress of the project. ***All awarded / approved funding is subject to the availability of funds.***

The following are allowable costs for SIR grants:

- Consumables or running costs (materials and supplies, laboratory and/or field work, payment for specialised services, office supplies, stationery and printing)

- (Research) Travel (maximum of R40 000). This includes travel to sites, participant /patient transport, conference attendance, and other travel to be specified
- (Research) Assistantships to a maximum of R20 000 per year
- Minor equipment (maximum value R20 000)
- Bursary supplementation to a maximum value of R20 000 per year

MRC funding may not be used for the purchase of items not specified in the award letter and definitely NOT for the following: laptop computers, cell phones, personal items or any other item that cannot be clearly justified as an essential requirement for the research project. Desktop computers and printers may be purchased only if they are to be dedicated to a specific project or to drive laboratory equipment (a clear motivation will be required).

Conference attendance

Grantees may utilize funding allocated for this purpose to cover the costs of air/road travel, conference registration, accommodation and subsistence. A report on the conference participation should be included / integrated into the *Annual Progress Report and Renewal Request*. One national conference annually (maximum of R5 000) and only one international conference (maximum of R20 000) may be funded for the duration of the funded research project. No further conference funding will be made available to an awardee who has not converted his/her conference contribution to a recognized publication after participating in two local conferences or one international conference.

Following notification of award, grantees may request reallocation or redistribution of their grant funding amongst the allowable items by way of motivation. Only one such change will be allowed. ***No requests to exceed the maximum values shown per category above will be considered.***

Progress and Output Reporting and Renewal of Grant

Awardees are required to submit an *Annual Progress Report and Renewal Request (APR)*, using the MRC APR Template, no later than the ***last day of February*** following the year of award of the grant and the successive year. The APR is a comprehensive report outlining in detail the research progress achieved, including progress against milestones and specific highlights, impediments to achieving progress, research outputs and outcomes. In addition, all awardees are required to submit to the MRC, on a quarterly basis, all publications that were published during the relevant quarter. This information will be utilized in the compilation of the MRC's statutory reports such as the Annual Report, the Key Performance Indicator Report and other initiatives showcasing the work conducted and supported by the MRC. The APR is also used by awardees to apply on an annual basis for renewal of their grants. The APR must be approved or authorized by, and submitted through, the relevant institutional authority. Failure to submit an APR will result in the grant being terminated.

At the end of the approved and funded project, grantees must submit an *End of Project Report (EPR)* on the MRC EPR Template no later than 3 months following the end date of the project (i.e. period for which the grant was awarded). Failure to submit an EPR will preclude the grantee from further/subsequent/future support from the MRC until the report has been

received. The EPR should be approved or authorized by, and submitted through, the relevant institutional authority.

Financial Reporting

Host institutions are required to submit audited financial statements reflecting grant expenditure up until 31 December to the MRC, ***by the end of February every year*** as part of the APR. Expenditure must be reported according to the approved budgets and the following budget categories:

- Consumables or running costs
- Travel
- Assistantships
- Minor equipment
- Bursary supplementation

Carry Forward of Funds

Grantees who have not spent all of their specified and approved budgets in a particular year must specifically request the carry forward of such funding into the subsequent year within their renewal application. The requested budget in the renewal application must take into account carry over funds and must clearly show how the funds will be utilized together with the new funding requirements/requests. Proof of commitment of such funding (for the purpose for which they were originally granted) must be provided. Such proof may take the form of tax invoices, employment offers/contracts, proof of expenditure, etc.

Research Equipment

If research equipment is purchased using MRC grant funding, it becomes the property of the host institution and not that of the individual researcher to whom the funding was allocated. The equipment may not be removed from the host institution and/or transferred to another institution without the express written approval of the host institution and concurrence by the MRC.

Intellectual Property (IP)

All intellectual property developed as a result of the SIR project shall be dealt with in accordance with the Intellectual Property Rights from Publicly Funded Research and Development Act, No. 51 of 2008 and associated regulations, and the institution's IP Policy

Ethics

Applicants are encouraged to obtain ethics approval for their research projects before submitting an application for funding to the MRC. MRC funding will not be released until a certificate of ethics approval for the proposed research project or a parent study within which a proposed project falls, has been received by the MRC. In the event that it is not possible to obtain ethics clearance before submission to the MRC, the MRC will process the application nevertheless, but ***awarded funding will be cancelled if the proof of ethics approval is not received by 31 May of the first year of funding.***

Changes to Project Content and Leadership

Leadership of a funded project may not be changed without approval from the MRC. An application for change of project leadership should be made before the change happens and should include certification by an appropriate university authority that the new nominated project leader is judged suitable. The core / fundamental nature of a funded project cannot be changed without prior written approval from the MRC and should also be certified by an authorized institutional representative.

Acknowledgment of MRC funding

MRC funding for the Self-initiated Research project should be duly acknowledged in all publications or publicity materials emanating from, related to or based on the project as follows: "Research reported in this [publication/press release] was supported by the South African Medical Research Council under a Self-Initiated Research Grant. The views and opinions expressed are those of the author(s) and do not necessarily represent the official views of the SA MRC". Any publications that do not contain this acknowledgement may not be counted as outputs of the relevant SIR grant.

Effective from January 2015



ACCEPTANCE OF GRANT CONDITIONS FORM (Please complete)

NAME OF GRANTHOLDER

TITLE OF PROJECT

.....

GRANTHOLDER INSTITUTION

YEAR OF AWARD

DURATION

RESEARCH PRIORITY AREA

DECLARATION		
I accept the abovementioned grant and agree to abide by the conditions under which the grant is made available. I further declare that this Institution will take responsibility to ensure that the conditions stated by the MRC with regard to use of and reporting on the grant will be met. The proposal has also been formally reviewed and found to comply with all specified quality and ethical requirements of this Institution.		
GRANTHOLDER		
Name: (Please print)	Signature:	Date:
FINANCIAL REGISTRAR (OR OTHER AUTHORISED PERSON)		
Name: (Please print)	Signature:	Date:
INSTITUTIONAL REPRESENTATIVE (e.g. Dean or Director of Research)		
Name: (Please print)	Signature:	Date: