



PROPOSAL SUBMISSION GUIDE

All proposals shall be submitted through the RUFORUM information management system (RIMS; <http://rims2.ruforum.org/>). The documents to be submitted should include the **application form, a proof of affiliation, budget and abridged CVs**.

- **How to create an account in RIMS**

- Open this website link: <http://rims2.ruforum.org>
- If you don't have an account you will be asked to register here: <http://rims2.ruforum.org/contacts/register/>
- After registering successfully, you will be taken to your dashboard. What you see on your dashboard depends on the permissions that you have been assigned by the RIMS Administrator.
- For most members of the RUFORUM network we have captured your emails in RIMS. So the system might tell you that your account already exists. If this is the case then follow the steps related to resetting your password / forgotten your password

- **How to log on if you have an existing account**

- Open this website link: <http://rims2.ruforum.org>
- Click to log into RIMS by entering your email as the username and your password
- After successfully logging on you will be taken to your dashboard. What you see on your dashboard depends on the permissions that you have been assigned by the RIMS Administrator.

- **What to do if you have forgotten your password or need to reset your password**

- Open this website link: <http://rims2.ruforum.org>
- Instead of logging on Click "Forgot Password"
- You will be asked to enter your email address and then click reset password
- The link to enable you reset your password will be sent to your email address. Please also check for this link in your spam folder in case it is delivered to your spam. Follow the instructions to reset your password
- Use your email and the new password to log into RIMS



- After successfully logging on you will be taken to your dashboard. What you see on your dashboard depends on the permissions that you have been assigned by the RIMS Administrator

- **How to submit Your Proposal**
 - After successfully logging, you will be taken to a view where you will see a link called “Active Grant Calls” Click on this link and begin the application process
 - Choose correct call ID which is **RUF/RMRN/ST/2026**
 - Complete the online application form
 - Where there are required, fields do provide all the required information in the right fields.
 - You can begin the application process, save and return to it at a later date /time.
 - As you work online, please remember to save your work. You will also be reminded to save if you take time without saving your work.
 - Review your application before submission.

- For any queries and inquiries do send an email to: cgs@ruforum.org

Deadline for submission of proposals to RUFORUM Secretariat by **30th March 2026**

GOOD LUCK