



**science
& technology**

Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA



**National
Research
Foundation**

Application and Funding Guide for 2020

First time applicant Masters and Doctoral Scholarships for Full-time Studies

Grants Management and Systems Administration

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List of Acronyms

PR	Progress Report
DA	Designated Authority
GMSA	Grants Management and Systems Administration
HEI	Higher Education Institution
HICD	Human and Infrastructure Capacity Development
RISA	Research and Innovation Support and Advancement
NRF	National Research Foundation

Contact Details

For Grant Management and System Administration related enquiries, please contact:

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Application and funding guidelines are explained in this document. Applicants must read this document together with the following document: Framework for Masters and Doctoral Scholarships for Full-time Studies which highlights the eligibility criteria and requirements of each funding instrument.

For technical online enquiries, please contact the NRF Support Desk during office hours from 08:00 to 16:30 Monday to Friday.

Tel: 012 481 4202

E-mail: supportdesk@nrf.ac.za

1. Introduction

This Application and Funding Guide provides an overview of the application process and funding guidelines for the First time applicant Masters and Doctoral Scholarships for the 2020 academic year. It should be read in conjunction with the above-mentioned **Framework**, which can be accessed at <https://nrfs submission.nrf.ac.za> and under the *NRF Call Information documents* on the application. The Framework provides detailed information with respect to objectives of the funding instrument, eligibility criteria, etc. This document does not, however, constitute a complete set of the policies, procedures or systems used by the NRF.

2. Conditions of Grant

- The NRF scholarship shall be held as the primary source of funding.
- The scholarship-holder may hold bursaries, awards, assistantships and receive emoluments from *private institutions* in conjunction with the NRF scholarship.
- The scholarship-holder will be accepted as a full-time student during the tenure of the scholarship. Scholarship-holders may not concurrently hold the scholarship with any full-time salaried employment position.
- The scholarship holder must obtain the degree for which the scholarship was awarded by the contractual date, which is within one (1) year after NRF funding has ceased and notify the NRF via the relevant university authority, unless otherwise approved by the NRF in writing. Should the scholarship holder not complete the degree for which the scholarship was awarded, the funds will have to be returned to the NRF plus interest at the prevailing prime rate charged by the NRF bankers.

3. Application Process

The NRF issues a call for the Masters and Doctoral Scholarships for Full-time Studies that is published on the NRF website and is accessible online at <https://nrfs submission.nrf.ac.za>. The Masters and Doctoral Scholarships for Full-time Studies call will not accept more than one (1) application per applicant. Current recipients of NRF Masters scholarships who wish to apply for half-year extension support as well as half-year Doctoral support under the first time applicant category will have to choose

between the two. Once an applicant submits an application, the application will be automatically routed to the institutional Designated Authority (DA) based at the Research/Postgraduate office at the university for validation before or on the deadline date determined by individual institutions. The applications will then be authorised and approved by the institutional DA through a screening process using the call requirements. The processing of a successful grant application takes approximately five (5) months from the time of submission until the commencement of funding.

4. How to Submit Applications

Applications may be completed on the NRF Online Submission System at <https://nrfs submission.nrf.ac.za>. Applicants are advised to complete their applications soon after the call opened to prevent IT system overload nearer the closing date.

Applicants must ensure that they adhere to their institution's internal closing date for submission of their application to allow for internal institutional screening and review. The internal closing date will be determined by the respective Research Office or Post Graduate Office and is usually at least two (2) weeks prior to the NRF closing date. It is the responsibility of the applicant to check the institution's internal closing date with the Research or Postgraduate office.

Step 1: This is an electronic submission system and applicants must be registered on the system in order to create and complete an application. If you had previously registered and submitted an application on the NRF Online System (<http://nrfonline.nrf.ac.za>) before February 2012, your details would have been migrated to the new NRF Online Submission System (<https://nrfsubmission.nrf.ac.za>). If you experience problems accessing the system with your NRF Online password, use the Reset Password button. If your e-mail address is outdated, please contact the NRF Support Desk for assistance. Contact details for the NRF support desk are in page 3 of this document.

If you are not yet registered on the NRF Online Submission System, you must register to access the application form.

Most application screens have application-specific instructions to help you work through the section. Please read the instructions carefully before completing the section.

The screenshot displays the NRF Online Submission System interface. At the top, the header includes the NRF logo (National Research Foundation) and RISA (Research and Innovation Support and Advancement) logo, alongside the text "NRF Online Submission System". A navigation menu on the left lists "Home", "New Registration", and "Reset Password", with a blue arrow pointing to the "Home" link. The main content area features a "Home" link and "Feedback" and "Support" links. Below this is an "Instructions" section with the following text:

- **If you have already registered on the previous systems (NRF Online and Interim), please use your existing login details to access this system. If you have forgotten your password, please click on the Reset Password link on the left-hand menu.**
- For technical online enquiries, please contact the Support Desk (Mondays to Fridays from 08h00 to 16h30) on:
Tel: +27 12 481 4202
E-mail: supportdesk@nrf.ac.za
- To access call related documents, please refer to the Open Calls block below. Click on the icon next to the relevant call to show a list of document(s). To open the document, click on the relevant link.

Below the instructions are two main sections: "Log In" and "Open Calls". The "Log In" section has a blue header and contains the following fields and links:

- Log In**
- ID/Passport/Unique Number:
- Password: [Show Password](#)
-
- [Reset password.](#)
- [Not registered? Click here to register.](#)

The "Open Calls" section has a blue header and lists several funding opportunities:

- Community Engagement 2017
- Competitive Programme for Rated Researchers 2017
- Competitive Support for Unrated Researchers 2017
- DST-NRF Professional Development Programme (PDP) Call for 2016
- Equipment-related Travel and Training Grants 2016
- Infrastructure Funding Instruments in support of the: National Equipment Programme (NEP) and National Nanotechnology Equipment Programme (NNEP) 2016
- Knowledge, Interchange and Collaboration (KIC) 2016 – Round 1
- Research Development Grants for Y-Rated Researchers 2017

Two blue arrows are overlaid on the image: one points to the "Home" link in the left-hand menu, and the other points to the "Log In" section.

Step 2: After logging onto the NRF Online Submission System, applicants get to the **landing page** where there is a menu at the top left side of the screen (tab indicated with blue arrow below). Start by filling in all the sections under **My Profile – My CV** to create a CV. To create a new application, click on My Applications - Create Application.

My Profile
My Applications
Tools
My Progress Reports
Reports
Logout

Quick Links

- [Grantholder Tools](#)
- [Institution Facilities](#)
- [Panel Meetings](#)
- [Application and Output History \(NRF Online\)](#)
- [Application History \(NRF Interim\)](#)
- [SKA SA Grants](#)

Welcome Mrs Melissa Govender
 Feedback Support

Landing Page

Information


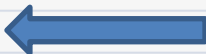




- PLEASE NOTE: The summary below only lists output records that were migrated from the previous NRF Online system. New records that are added on this system will not form part of this summary.
- Applicants must ensure that their CV is updated/completed before creating an application.
- In order for your migrated research outputs to show on the CV or be accessible for selection on applications that require your publication record, you **must** verify (review) the outputs listed in the **Research Outputs Summary** table below. In order to do this, click on the output type that still has outputs to be verified (see the To be Reviewed column). Scroll to the bottom of the screen and a heading saying cleaned-up research output records from NRF Online will be displayed. Click on the little black arrow. This will display the output(s) that needs to be verified. Then click on the View icon, it will open a screen with the data for the output. Please fill in the missing information and save the page. If you have more than one output per output type, click on View for the next output. Do this for all the outputs, the output type on the landing page should now say 0. Move on to the next output type and repeat the process. Should you wish to delete an output, then click on the Feedback box, fill in the **Feedback to the NRF box** (e.g. output duplicated, please delete) and in the **Status** field, please select Delete.
- In some cases, researchers' outputs don't show at all. The reason for this is
 1. The ID/passport number which the cleaned data was linked to when the clean-up exercise was undertaken differs from the ID/passport number you have just used to login to the NRF Online Submission System.
 2. No outputs were added on the old NRF Online system so there was nothing to migrate. If there were outputs on the old NRF Online system but they do not show in the summary below, you need to ensure that the ID/passport numbers used on both the old NRF Online and this system (NRF Online Submission System) are the same. Please contact the NRF should your outputs not show so that this can be rectified.

Step 3: Select **NRF Postgraduate Scholarships Call** funding category on the **Create Application** screen and a new application will open for the applicant to complete. Please note that this must be selected only once. To continue working on the same application, go to My Applications – List of Applications, and click the Edit button.

Create Application

Instructions

- Check your intended institution’s internal closing date as it will be prior to the closing date listed for applications, where applicable.
- A timeout will appear when there is no activity on the system for 25 minutes. Click on the refresh button (in the popup box) as this will enable the continuation/completion of the application. When clicking on the close button the system will close.
- Due to potential international review of applications and progress reports, the NRF requires that all applications and progress reports be completed in English.
- Please consult the Funding Framework and Funding & Application Guide for more information to assist you in your choices. These documents can be accessed at <https://www.nrf.ac.za/funding/framework-documents>.
- **Ensure that you complete or update your CV. This is very important as applications without an updated CV will not be considered.**

>	Funding Category	Create
	Concept Notes	
>	Customised Programmes	
>	Institutional Grants	
	NRF Postgraduate Scholarships Call 	
	Postdoctoral Grants	
>	Research Grants: General	
>	Research Grants: International	
>	Research Grants: Without student support	
	Research Grants: Thuthuka	
>	Travel, Training and Conference Grants: General	
	Travel, Training and Conference Grants: Scholarship- and Fellowship-holders	

Step 4: All sections marked with red asterisks (*) are compulsory. These sections must be completed in order for the final submit button to be activated. Applicants may enter information in the non-compulsory sections only if they have information to fill in, such as research outputs. Completed sections will be indicated by a green tick on the main menu, while incomplete sections will have a yellow cross.

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)		29 Mar 2019	
Registration Details *		29 Mar 2019	
Contact Details *		23 Aug 2017	
Qualifications *		04 Feb 2019	
Career Profile		29 Mar 2019	
Research Expertise *		02 Jun 2016	
Student Supervision Record		29 Mar 2019	
Absence from Research		29 Mar 2019	
Personal Profile *		29 Mar 2019	
Books		29 Mar 2019	
Chapters in Books		29 Mar 2019	
Refereed/Peer-reviewed Conference Outputs		29 Mar 2019	
Articles in Refereed/Peer-reviewed Journals		29 Mar 2019	
Patents		29 Mar 2019	
Keynote/Plenary Addresses		29 Mar 2019	
Articles in Non-refereed/Non-peer Reviewed Journals		29 Mar 2019	
Other Significant Conference Outputs		29 Mar 2019	
Technical/Policy Reports		29 Mar 2019	
Products		29 Mar 2019	
Artefacts		29 Mar 2019	
Prototypes		29 Mar 2019	
Other Recognised Research Outputs		29 Mar 2019	
Disability *		23 Aug 2017	
ORCID *		29 Mar 2019	
Application Category *		29 Mar 2019	
Print Preview		29 Mar 2019	

Final Submit

©NRF Online Submission System

All compulsory sections will guide applicants with error messages. Please follow these messages to complete the sections correctly.

Step 5: ORCID provides a persistent digital identifier that distinguishes you from other researchers and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. If you don't have an ORCID ID, please click on *Create or Connect your ORCID iD*, you will be redirected to the ORCID website where you will have to register to obtain an ORCID ID. If you already have an ORCID ID, please click on *Create or Connect your ORCID iD* and your ORCID number will be pulled through.

ORCID

Instructions

- ORCID provides a persistent digital identifier that distinguishes you from other researchers. Learn more at orcid.org
- To link your ORCID ID with the NRF you must 'Authorise' ORCID to allow this. This is an NRF prerequisite for applications/progress reports to proceed to review.
- **PLEASE NOTE** this is a compulsory section in all applications/progress reports to the NRF for funding and rating.

Create or Connect your ORCID iD*

ORCID iD not connected, please click on the button above to create or retrieve your ORCID iD.

Save ⓘ Return to Menu

Step 6: Under the *Application Category* section, you have an option of applying for **Extension support** or applying as a **First time** applicant. Please select **First time applicants** (applicants who do not have NRF funding for the degree they are applying for in 2019)

NB: please refer to the *Extension Support for Masters and Doctoral scholarships* application and Funding guide and *Nuffic* application and Funding guide if you are applying for these programmes.

When you select *First Time Applicant* option, a *Scholarship applying for* section will appear. On the dropdown list you can select the programme you want to apply for.

If you selected Masters under **Type of Scholarship**, on the dropdown list you will have the following programmes:

SASAC – This programme only caters for students who will be using systems analysis methodology in their research.

OTHER – other includes the Freestanding, Innovation and Scarce Skills and DAAD programmes. If you are applying for a local scholarship, and you will not be using systems analysis methodology in your research you will be considered under one of these programmes. Each of these programmes have different eligibility criteria (please refer to the Framework Document).

If you selected Doctoral under **Type of Scholarship**, on the dropdown list you have an option of selecting one of the following programmes:

SASAC – This programme only caters for students who will be using systems analysis methodology in their research.

OTHER – other includes the Freestanding, Innovation and Scarce Skills and DAAD programmes. If you are applying for a local scholarship, and you will not be using systems analysis methodology in your research you will be considered under one of these programmes. Each of these programmes have different eligibility criteria (please refer to the Framework Document).

TWAS – This programme is only open to citizens and permanent residents from developing countries in and outside Africa. **South Africans are not eligible to apply.**

Application Category



Instructions

- **First Time Applicant:** Honours or Masters or Doctoral applicant without NRF funding for the degree you are applying for in this year.
- **Extension Support Applicant:** Masters or Doctoral applicant who holds an NRF scholarship for the current degree who is either on second year of Masters or third year at Doctoral level.
- **TWAS Doctoral Applicant:** Citizens and permanent residents in Africa or developing country outside South Africa at the time of application. (See *list of eligible countries/states in the Framework document*)
- **NRF-Nuffic Doctoral Scholarships:** South African citizens or permanent residents apply for either full-time doctoral studies at a Dutch HEI (Single-site mode) OR full-time doctoral studies jointly developed and implemented by a Dutch HEI and a Partner University in South Africa resulting in a joint degree (Split-site mode).
- **SASAC Applicant:** Masters or Doctoral applicants who will be using systems analysis methodology in their research.
- **Other:** Includes Freestanding, Innovation and Scarce-skills (FISS) and DAAD.
- **FOR DETAILED AND IN-DEPTH INFORMATION, KINDLY REFER TO THE FRAMEWORK DOCUMENT.**

Type of Scholarship

Doctoral *

Please indicate if you are

- First Time Applicant
 Extension Support Applicant *

Scholarship applying for

SASAC *
NRF-Nuffic (Split-site)
NRF-Nuffic (Single-site)
SASAC
TWAS
Other

©NRF Online Submission System

Please note that the system will not allow you to make changes after the saving on this section. If you want to change something, please delete the application and create a new one.

Step 7: The **Degree to be Funded** section requires applicants to provide the details of the degree. Applicants who will be studying full-time must select Full time if they will be studying on a full-time basis in 2020, failing which the application will be rejected. Students in their second year of Masters or third year of Doctoral studies in 2019 are not eligible for funding.

Sabbatical Grant category - Masters and Doctoral Scholarships for Full-time Studies applicants are not eligible for sabbatical; please therefore click “No’ to this question.

Degree to be Funded

Instructions

- Only Students who will register on a full-time basis in 2020 may apply.
- Please select NO under Eligible for Sabbatical Grant.

Eligible for Sabbatical grant Yes No *

Date of first registration for this degree *

Will Master's registration be upgraded to doctoral status? Yes No

Date of upgrading *

Does any financial support received for previous studies bind you to a service contract? Yes No *

Are you currently enrolled for the degree/research for which you are applying for support? Yes No *

Student Number (if currently registered at a university)

Discipline (of degree to be funded) *

Department/School (of degree to be funded)

Faculty (of degree to be funded)

Is this research topic similar to your previous study? Yes No *

Indicate what you are doing presently

250 characters left.

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Step 8: The **Research Project Information section** requires applicants to select the proposed institution. South African Higher Education Institutions (HEI), including SA national facilities, as well as Research institutions will be on the list. If the institution to be selected is not amongst those on the drop-down list, it can be requested by selecting the support tab on the far right at the top of the screen. Please note that it is the applicant's responsibility to find an institution and supervisor in South Africa that is willing to host them.

The screenshot shows a web form titled "Research Project Information" with a blue header. Below the header is a "Instructions" box containing four bullet points: "All fields are compulsory in this section.", "The Short Title of Research Project field is restricted to 100 characters (including spaces).", "The Descriptive Title of Research Project field is restricted to 2 000 characters (including spaces) and should be a clearer description of what the research is about, therefore expanding on the Short Title.", and "You MUST consult the attached call documents before completing your application form online." The form fields include: "Applicant's Proposed Institution" (a dropdown menu with "Select an option" and an info icon), "Short Title of Research Project" (a text input field), "Research Project Start Year" (a text input field), "Research Project End Year" (a text input field), "Budget Start Year" (a text input field with "2020" entered), "Required Funding Period" (a dropdown menu), "Budget End Year" (a text input field), "Descriptive Title of Research Project" (a large text area), and "Has this research project previously been funded by the NRF?" (radio buttons for "Yes" and "No"). At the bottom of the form, there is a "2000 characters left." indicator, "Save" and "Return to Menu" buttons, and a copyright notice "©NRF Online Submission System" and a "Disclaimer" link.

Research Project Information

Instructions

- All fields are compulsory in this section.
- The Short Title of Research Project field is restricted to 100 characters (including spaces).
- The Descriptive Title of Research Project field is restricted to 2 000 characters (including spaces) and should be a clearer description of what the research is about, therefore expanding on the Short Title.
- You **MUST** consult the attached call documents before completing your application form online.

Applicant's Proposed Institution ⓘ **

Short Title of Research Project **

Research Project Start Year **

Research Project End Year **

Budget Start Year **

Required Funding Period **

Budget End Year

Descriptive Title of Research Project

2000 characters left.

Has this research project previously been funded by the NRF?
 Yes No **

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[Disclaimer](#)

Step 9: In the **Academic Achievements** section, please enter the academic average from the final year of your previous degree by adding up all your marks and dividing by the number of courses/modules. If your institution does not provide a mark, please enter pass in the field. The review panel will compare the scores entered with your academic transcript.

Academic Achievements

Instructions

- Average percentage mark for major subjects refers to:
 - Masters:**
 - Average percentage mark for the honours degree if completed;
 - OR
 - Average percentage mark for major subjects in the final-year undergraduate courses for students currently registered for a honours degree;
 - OR
 - Average percentage mark for major subjects in the third-year undergraduate courses for students in the final year of a four-year undergraduate degree.
 - Doctoral:**
 - Percentage mark for the masters degree if completed;
 - OR
 - If the masters degree is in progress, average percentage mark for the honours degree;
 - OR
 - Average percentage mark for major subjects in the final year of a four-year undergraduate degree.
- Students who received a "Pass" and have not entered a percentage pass mark will be given a default score of 1.
- Minimum prescribed period means the minimum academic years prescribed for the completion of a Designated Qualification.

Average percentage mark for major subjects

Year in which previous degree was completed

Completion time for previous degree





Step 10: The *Details of Research* section is one of the most important sections in the application. The section has specific instructions related to each screen. Follow the instructions to complete the sections. Applicants must give a concise overview of the proposed research in this section as the input is taken into consideration during the assessment of the application. Appropriate literature references must also be included in this section. It is acceptable to attach a page of literature references. The requirements under the section are different for masters and doctoral applicants. The Scorecard that will be used to assess the application can be viewed in the **Framework Document**.

For Masters applicants;

Details of Research

Instructions

- Please note that all fields in this section are compulsory and unless fully completed your application cannot be submitted.
- **Please refer to the Framework document of the call that you are applying for.**









Section	Complete	Date Updated	Edit
Problem Outline *		29 Mar 2019	
Alignment to National Imperatives *		29 Mar 2019	

For Doctoral applicants;

Details of Research

Instructions

- Please note that all fields in this section are compulsory and unless fully completed your application cannot be submitted.
- Please refer to the Framework document of the call that you are applying for.**

Section	Complete	Date Updated	Edit
Problem Statement *		29 Mar 2019	
Aims and Objectives *		29 Mar 2019	
Potential Impact *		29 Mar 2019	
Alignment to National Imperatives *		29 Mar 2019	

[Return to Menu](#)

***Please note that the Details of Research section will only be marked as complete when all the sub-sections have been completed.**

Step 11: The **National Infrastructure Platform section** is not relevant to this call, please click on “No plan to access platforms” and save.

National Infrastructure Platforms

Instructions

- This is for indicating planned equipment and/or data to be accessed outside your own institution.
- The information provided in this section is for information purposes for the NRF and will not have any impact on future decisions around grants or grantholders.

National Infrastructure Platform	Type of Platform	Planned Usage	Edit	Delete
----------------------------------	------------------	---------------	------	--------

No plan to access platforms

Step 12: The **Science Engagement** section is a compulsory section. Should applicants not be running any science engagement activities, they must click on “add” and select “N/A” under “activity” and category”.

Science Engagement

Instructions
° Indicate how you intend to communicate and engage with the wider community on the significance of your research in an effort to bridge the gap between science and society.

Activity	Category	Edit	Delete
----------	----------	------	--------

Step 13: The *Reference* section allows applicants to include academic referees who can comment on the applicant's academic abilities. On final submission of the application, emails requesting a referee's response, are sent automatically to the nominated referees to provide a report on the academic and research capabilities of the applicant. Types of references required are listed below: Applicants must ensure that the contact details for the referee are correct. If you have not identified a potential supervisor, the institution will identify one for you.

- Master's applicants - Master's supervisor and an academic referee
- Doctoral applicants - Master's supervisor, Doctoral supervisor and an academic referee
- For extension support applicants - either Doctoral or Masters Supervisor who can comment on the progress of the studies. If there is no response from the supervisor, the application will be rejected without review.

Surname	Initials	Email Address	Faculty	Responded	Edit	Delete
---------	----------	---------------	---------	-----------	------	--------

NB: The applicant must periodically view the application PDF to ensure referees have responded to the request.

Step 14: *Person History* section is required for statistical purposes by the NRF.

Person History

Instructions

- Proof of NSFAS or University financial aid scheme must be attached.
- Please only select the primary funder under "previous studies funded by" or "current degree funding".

Previous studies funded by

- NSFAS funded
- University Financial Aid
- Self funded
- Other Government departments
- International donor funds
- NRF Funded
- Institutional Funding
- Not funded from any other source
- Private Sector Company
- Not applicable *

Current degree funding

- NSFAS funded
- University Financial Aid
- Self funded
- Other Government departments
- International donor funds
- NRF Funded
- Institutional Funding
- Not funded from any other source
- Private Sector Company *

Are you currently a DST-NRF intern

Yes No *

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Step 15: In the **Attachment section**, please print or make a copy, certify and then scan all the required documents and submit as a **single PDF file**. The applicant is required to attach the following documents:

(i) Certified academic record or, in case of applicants with outstanding fees due to the university, attach an official statement that is stamped and signed, as proof that the transcript is not issued due to outstanding fees owed to the university.

(ii) Official proof of National Student Financial Aid Scheme (NSFAS) or University Financial Aid funding for applicants that have indicated that they were previously funded by NSFAS or University Financial Aid.

(iii) Certified copy of SAQA certificate of qualifications obtained outside SA - **only applicable to TWAS applicants**. Applicants who are still waiting for the SAQA certificate to be issued, proof that the applicant has at least submitted his/her qualifications for evaluation to SAQA must be submitted with the application.

(iv) Letter of acceptance from a South African university and/or a letter from the supervisor approving the research project - **only applicable to TWAS applicants**.

(v) English Proficiency Certificate (if available at the time of application and is compulsory if the application is funded) - **only applicable to TWAS applicants**.

Attachments



Instructions

- Please consult with the Call documents to determine what attachments are compulsory. Please note that if they are not attached, the application will not be processed for reviewing.
- Capture an appropriate Description for the document to be uploaded.
- Select the Document Type to be uploaded.
- Click the Browse button below to select the file on your local machine.
- Click on the Upload button to save.
- Upload pages individually if document is larger than 4MB. **(For rating applications, please see specific instructions in this section of the rating application.)**
- Please do not upload zip files. Acrobat reader has built-in security to prevent the opening of zip files by default (please read the article at <http://forums.adobe.com/thread/520515> for more information).

Description	Type	File Name	Edit	View	Delete
-------------	------	-----------	------	------	--------

Add

Return to Menu

***Applications without the required attachments will be rejected.**

Step 16: Applicants must adhere to their institution’s internal closing date for submission of their applications to allow for internal institutional screening and review. The Institution’s internal closing date will be determined by the respective Research Office or Postgraduate Office and is usually at least two weeks prior to the NRF’s closing date. DAs ensure that all proposals are screened and approved through internal institutional processes before submitting the applications to the NRF. The NRF assumes that the respective DAs are satisfied with the standard of all proposals validated and submitted, and that the institution approves and supports the proposed research.

Step 17: The final submit button will only be activated when all compulsory sections are complete. If all the compulsory sections are complete and the final submit button does not appear, resave the Project Information section to refresh the application. The final submit button should then be active. A submitted application is automatically routed to the DA in the Research or Postgraduate Office of the South African institution that was selected, for internal review and validation. Late applications, additional supporting documentation or information received after the closing date will not be accepted or considered.

The NRF will not process applications that are incomplete, contain insufficient or incorrect information, or fail to comply with instructions. These applications will be rejected. The application must be completed in sufficient detail to allow for a comprehensive review and evaluation by external reviewers. In addition to the electronic application and required attachments, the NRF may request additional information or documentation to support an application if required. Failure to supply such information or documentation upon request may result in the rejection of the application.

5. Screening and Review Processes

5.1. Overview of the Screening Process

All applications validated by South African institutions and submitted to the NRF, are screened by the NRF for compliance with the eligibility criteria and requirements of the Call for applications. Applications that fail to meet the stipulated requirements will be rejected.

5.2. Overview of the Review Process

The NRF's peer review policy requires that all applications be subjected to a review process. The Doctoral applications submitted to this funding instrument will go through a panel review process. The Masters applications will go through the institutional review process.

5.2.1. Panel Review

Panel members are selected from the NRF database that is updated on a continuous basis, and other sources. In compiling the review panel, the expertise and experience of individuals in application adjudication are taken into account. In assessing the application, agreed assessment criteria are applied in the form of a scorecard (please refer to the **Framework Document**).

The Review Panel provides recommendations to the NRF and the final funding decision is made by the NRF. In awarding grants in this funding instrument, the NRF takes into account the recommendations of the peer review panels, the objectives and targets of the funding instrument, and the available funds.

6. Applications Feedback and Disputes

Once the review and assessment processes have been completed and the recommended funding decision has been approved by the NRF, the NRF will publish a list of successful applicants on the NRF website at www.nrf.ac.za/bursaries/calls. The application status online will indicate whether or not the application has been approved for funding. If your name does not appear on the published list of successful applications it means that your application was unsuccessful.

Unsuccessful applicants that wish to appeal the funding decision taken by the NRF must follow the appropriate Appeals Process of the NRF. Appeals for this funding instrument will only be considered two to three (2-3) months after the official publication date of the results on the NRF website.

7. Awardee Responsibilities

7.1. Reporting

Continued funding beyond the first year is dependent on the submission of a Progress Report (PR) when the official process has opened on the NRF Online Submission Systems. Continued funding will be considered based on satisfactory progress.

A PR must be submitted by the awardee / grant holder in a format provided by the NRF, documenting progress made against set objectives and research outputs. The NRF may, in consultation with the Research Office, request interim progress reports for the purpose of implementing corrective measures timeously to ensure that stated objectives are met within stipulated timeframes.

7.2. Managing changes during the project life cycle

Changes may occur during the project life cycle due to unforeseen and extenuating circumstances. Please note the following on how to manage the award and subsequent changes (planned or unanticipated) should they arise during the project life cycle.

7.2.1. Change Requests

7.2.1.1. Prior Approval Requests

Applicants must submit all change requests in writing to the NRF for approval before effecting any changes. The request must have institutional DA endorsement and be submitted to the NRF *via* the South African institution's Research Office / Postgraduate Office for approval prior to the change.

7.2.1.2. Changes in Project Scope, Supervisor or Institution

Changes may occur where a project scope, supervisor or institution needs to be changed from the original research proposal, supervisor or institution respectively. The request must have institutional DA endorsement and be submitted to the NRF *via* the Research / Postgraduate Office. Such requests must be forwarded to the NRF 30 days before the change is intended to take place.

8. Scientific Compliance

8.1. Methodology

The student takes scientific responsibility for the research to be undertaken, including its objectives and the methodology outlined in the project proposal. The student is required to devote the necessary time to the research project in compliance with the work-plan for the research proposal approved by the NRF so as to achieve the project's stated aims and objectives.

8.2. Intellectual Property Rights

The intellectual capital generated by NRF funded research must be appropriately protected and exploited for the benefit of South Africa. This condition should not interfere with the Intellectual

Property Rights arrangements already made, on condition that the majority of the benefits arising from the intellectual capital accrue to South Africa and its citizens. This condition is aligned with the *Intellectual Property Rights Act*,¹ which will override this condition of grant.

8.3. Ethics

The student is required to maintain the highest ethical and safety standards in conducting the research, particularly when human and animal subjects are involved. It remains the responsibility of the project leader to comply with all relevant regulations in this regard, including those of the institution at which the research is carried out. An ethical clearance certificate (where applicable) must be submitted to the NRF in respect of successful applications before funding can be released.

¹ RSA (2008). Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008. *Government Gazette*, 22 Dec 2008. Vol 522, No 3174