Instructions Document

NRF-TWAS Postdoctoral Fellowships Call for 2017

Registration Details
° An * at the end of a field label within a section denotes a compulsory field, and the section will not be saved unless these fields have been completed.
° If any of your information provided below has changed since initial registration/previous update of registration details, please edit/update the relevant information where applicable.
° The information icon (ⓘ) indicates a tooltip associated with the relevant field. When hovering over this icon, additional information will show.

Contact Details
° An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
° Please ensure that all compulsory fields in this section are complete and correct.
° The information icon (ⓘ) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.

Qualifications
° **Should your qualifications history have been migrated from a previous NRF Online system, please click on 'Edit' and check that all the fields have been completed and are correct.**
° Please fill in all your qualifications (your entire qualifications history), i.e. list your diplomas and/or degrees (e.g. BSc, MSc etc.) obtained and those for which you are currently registered. Please ensure that the level and the degree are the same, e.g. Masters (level) and MSc (degree). **Please do not add the field of study to the degree (e.g. MSc Psychology).** This information is requested in a separate field.
° Please click on 'Add' or 'Add Another' to add a qualification.
° Should you need to edit a qualification, click on 'Edit' to correct or amend existing records.
° **Postdoctoral fellowships do not fall under Qualifications. Please capture these under Career Profile.**
° In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
° The information icon (ⓘ) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
° An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
° Please ensure that the level and degree are the same, e.g. Masters (level) and MSc (degree).
° Postdoctoral fellowships do not fall under Qualifications. Please capture these under Career Profile.
° **Should your qualifications history have been migrated from a previous NRF Online system, please click on 'Edit' and check that all the fields have been completed and are correct.**

Research Expertise
° **Scientific domain** - Select only **one** scientific domain from the list provided.
° **Primary research level(s)** - Select at least one but not more than **two** fields (in order of priority) from the list provided which most appropriately reflect/s your primary level(s) of research.
° **Secondary research level(s)** - Select at least one but not more than **four** fields (in order of priority) from the list provided which most appropriately reflect/s your secondary level(s) of research.
° **Fields of specialisation** - Please include at least one but not more than ten specialisation fields in order of priority (one specialisation per line).
° Should you wish a new specialisation field to be added, please click on the "New" button. Your request for a new field will be considered by the NRF and you will be informed by e-mail once the field has been added so that you will be able to update your application form.
° For all of the above a separate entry should be completed for each item. Click on 'Submit' to save each entry and repeat the process.
° The information icon (ⓘ) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.

Personal Profile

°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	Provide a brief biographical sketch (not in bullet form) giving information not already provided elsewhere in the application.
°	The introduction must be written as a narrative and could include a short overview of where, in terms of research, you have come from, in what you are interested (in very broad terms) and where you are now.
°	Mention should be made of awards and prizes, membership of editorial boards, membership of national and international scientific committees, and other tangible recognition you have. (The latter could include citations, names of journals for which you have been invited to act as reviewer, etc.). This will enable reviewers to obtain some perspective on you and to assess your major awards and recognition. The biographical information should not exceed 5 500 characters including spaces (equivalent to one A4 page, Arial font size 10). Note: Carriage returns are counted as two characters.

Career Profile

°	Please list all the positions you have held in the past (including non-academic positions where applicable), as well as your current position. Note: Should you select 'Yes' from the dropdown list for your current position, the 'Period to' field will not be displayed.
°	Please click on 'Add' or 'Add Another' to add a position.
°	**Postdoctoral fellowships must be captured here.**
°	In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
°	The information icon (ⓘ) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
°	**For Rating Applications:** **The current contract must still be valid at the closing date and institutions need to motivate the institutional benefits in terms of capacity building and/or student postgraduate training as well as the institutional commitment in terms of future support to enable the applicant to retain his/her association. They should preferably provide some commitment that the association will still be in place two years after the rating becomes valid. Applications from researchers in these categories will be screened by a panel for validity of the claims before being processed.** **Note:**Should you hold more than one current contract position then additional information in the section "**Application Information**" will need to be completed.
°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	Please list all the positions you have held in the past (including non-academic positions where applicable), as well as your current position. Note: Should you select 'Yes' from the dropdown list for your current position, the 'Period to' field will not be displayed.
°	Postdoctoral fellowships must be captured here.

Research Outputs

Books

°	Please click on 'Add' or 'Add Another' to add output records to the list.
°	In order to edit an existing output, click on the 'Edit' button next to the relevant record.
°	Click on the 'Delete' button on the right-hand side of the data grid to delete a record.
°	In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
°	Applicant's contribution could address the following:
	Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Co-developed and executed research Project leader/budget owner
°	The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.
°	**For Rating Applications: In order for the outputs selected to appear on the application, click on "Confirm Application Records". If this is not done, the records will not appear in the Print Preview/PDF.**
°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	Do not include any contributions to conferences that have been published in book form in this section.
°	**Important issues regarding research outputs**
	It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the

	current closing date (i.e. 15 February 2016), is defined as 1 January 2008 to 31 December 2015. A separate entry must be completed for each research output. **All authors should be listed in the field 'All Authors in Order Appearing on Output'. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.**
°	**Please use this as the format for all authors: Monteiro, D.S.**
°	The Harvard method of referencing outputs should be used (see below for examples):
	If there are **two or three authors**, list them all in order with commas separating each of them, except the last one, which is preceded by "and" e.g. Monteiro, D.S., Olivier, J.I. and Basson A. **Do not use an & sign**. If there are **four or more authors**, list authors to a maximum of eight in the author list. Add "et al." or "and others" after the eighth author. For **outputs produced by a group**, mention the group's name, e.g. ATLAS Collaboration.
°	Please **do not** put a **hard return** between the names of each author (i.e. each name on a separate line), but separate each name with a comma, see example given above.
°	**Where more than one person has contributed to the research outputs you have listed you must describe your own contribution (applicant's contribution) to the team effort in this section.**
°	Possible examples of applicant's contribution could address the following:
	Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Co-developed and executed research Project leader/budget owner
°	Include (if available) a web address from where these outputs can be easily accessed by your reviewers. Should the address not wrap, please use the tiny/short URL link on the internet (http://tinyurl.com/ or http://www.shorturl.com/) to generate a smaller URL which can then be inserted in the web address field.
°	**Please ensure that the web address takes you directly to the article and not a journal website, or a site where the reviewer needs to purchase a copy of the output.**
°	**For rating applicants: NB: Only published outputs will be accepted. Should a Status of 'In Press' (draft manuscript), 'Accepted', 'Submitted' or 'Not Relevant', be selected for an output, please note that no year will appear for the output, therefore it will not appear on your application form and will also then not be available for selection as one of your best in the last 8 years or one of the 10 best outputs from the period prior to the last 8 years.**
°	Important Note: In order to restrict the length of applications, researchers have the option of being selective when including outputs in their application for rating. Outputs from the CV can be 'de-selected' from appearing on the application so that only significant published outputs that may be assessed by your reviewers as enhancing your research status will be included. In order to de-select the outputs you wish to omit from your application for rating please do the following: o Select the output type o Remove the tick in the Application Record box next to the output(s) you wish to de-select o Click on Save Application Records link o Click OK on the pop-up message and then click on Return to Menu link Repeat the process for each output type you wish to include in the application for rating.

Chapters in Books

- Please click on 'Add' or 'Add Another' to add output records to the list.

- In order to edit an existing output, click on the 'Edit' button next to the relevant record.

- Click on the 'Delete' button on the right-hand side of the data grid to delete a record.

- In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.

- The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.

- **Should you have Chapters in Books that have been migrated from a previous NRF Online system, please click on 'Edit' and edit the field Applicant's Contribution with a description of your contribution (the system has populated this field with 'not specified'). The field is now a compulsory field (as it is for all other research outputs). Once you have added your contribution, click on 'Save' and do the same for each migrated chapter in books. You will not be able to 'Final Submit' your application if this field is blank.**

- **For Rating Applications: In order for the outputs selected to appear on the application, click on "Confirm Application Records". If this is not done, the records will not appear in the Print Preview/PDF.**

- An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.

- Do not include any contributions to conferences that have been published in book form in this section.

- **Important issues regarding research outputs**

- It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date (i.e. 15 February 2016), is defined as 1 January 2008 to 31 December 2015.
  A separate entry must be completed for each research output.
  All authors should be listed in the field 'All Authors in Order Appearing on Output'. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.

- **Please use this as the format for all authors: Monteiro, D.S.**

- The Harvard method of referencing outputs should be used (see below for examples):

- If there are **two or three authors**, list them all in order with commas separating each of them, except the last one, which is preceded by "and" e.g. Monteiro, D.S., Olivier, J.I. and Basson A. **Do not use an & sign**.
  If there are **four or more authors**, list authors to a maximum of eight in the author list. Add "et al." or "and others" after the eighth author. For **outputs produced by a group**, mention the group's name, e.g. ATLAS Collaboration.

- Please **do not** put a **hard return** between the names of each author (i.e. each name on a separate line), but separate each name with a comma, see example given above.

- **Where more than one person has contributed to the research outputs you have listed you must describe your own contribution (applicant's contribution) to the team effort in this section.**

- Possible examples of applicant's contribution could address the following:

- Conceptualised idea for research
  Responsible for data collection/analysis/design
  Lead author writing up of article
  Wrote first draft, editorial input
  Postgraduate supervisor of the lead author
  Co-developed and executed research
  Project leader/budget owner

- Include (if available) a web address from where these outputs can be easily accessed by your reviewers. Should the address not wrap, please use the tiny/short URL link on the internet (http://tinyurl.com/ or http://www.shorturl.com/) to generate a smaller URL which can then be inserted in the web address field.

- **Please ensure that the web address takes you directly to the article and not a journal website, or a site where the reviewer needs to purchase a copy of the output.**

- **For rating applicants: NB: Only published outputs will be accepted. Should a Status of 'In Press' (draft manuscript), 'Accepted', 'Submitted' or 'Not Relevant', be selected for an output, please note that no year will appear for the output, therefore it will not appear on your application form and will also then not be available for selection as one of your best in the last 8 years or one of the 10 best outputs from the period prior to the last 8 years.**

- Important Note:
  In order to restrict the length of applications, researchers have the option of being selective when including outputs in their application for rating. Outputs from the CV can be
  'de-selected' from appearing on the application so that only significant published outputs that may be assessed by your reviewers as enhancing your research status
  will be included.
  In order to de-select the outputs you wish to omit from your application for rating please do the following:
  o   Select the output type
  o   Remove the tick in the Application Record box next to the output(s) you wish to de-select
  o   Click on Save Application Records link
  o   Click OK on the pop-up message and then click on Return to Menu link
  Repeat the process for each output type you wish to include in the application for rating.

Refereed/Peer-reviewed Conference Outputs

°	Please click on 'Add' or 'Add Another' to add output records to the list.
°	In order to edit an existing output, click on the 'Edit' button next to the relevant record.
°	Click on the 'Delete' button on the right-hand side of the data grid to delete a record.
°	In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
°	Applicant's contribution could address the following:
	Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Co-developed and executed research Project leader/budget owner
°	The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.
°	**For Rating Applications: In order for the outputs selected to appear on the application, click on "Confirm Application Records". If this is not done, the records will not appear in the Print Preview/PDF.**
°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
	Please use this as the format for all authors: Monteiro, D.S.
°	**Important issues regarding research outputs**
	It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date (i.e. 15 February 2016), is defined as 1 January 2008 to 31 December 2015. A separate entry must be completed for each research output. **All authors should be listed in the field 'All Authors in Order Appearing on Output'. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.**
°	The Harvard method of referencing outputs should be used (see below for examples):
	If there are **two or three authors**, list them all in order with commas separating each of them, except the last one, which is preceded by "and" e.g. Monteiro, D.S., Olivier, J.I. and Basson A. **Do not use an & sign**. If there are **four or more authors**, list authors to a maximum of eight in the author list. Add "et al." or "and others" after the eighth author. For **outputs produced by a group**, mention the group's name, e.g. ATLAS Collaboration.
°	Please **do not** put a **hardreturn** between the names of each author (i.e. each name on a separate line), but separate each name with a comma, see example given above.
°	**Where more than one person has contributed to the research outputs you have listed you must describe your own contribution (applicant's contribution) to the team effort in this section.**
°	Possible examples of applicant's contribution could address the following:
	Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Co-developed and executed research Project leader/budget owner
°	Include (if available) a web address from where these outputs can be easily accessed by your reviewers. Should the address not wrap, please use the tiny/short URL link on the internet (http://tinyurl.com/ or http://www.shorturl.com/) to generate a smaller URL which can then be inserted in the web address field.
°	**Please ensure that the web address takes you directly to the article and not a journal website, or a site where the reviewer needs to purchase a copy of the output.**
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Articles in Refereed/Peer-reviewed Journals

°	Please click on 'Add' or 'Add Another' to add output records to the list.
°	In order to edit an existing output, click on the 'Edit' button next to the relevant record.
°	Click on the 'Delete' button on the right-hand side of the data grid to delete a record.
°	In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
°	Applicant's contribution could address the following:
	Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Co-developed and executed research Project leader/budget owner
°	The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.
°	**For Rating Applications: In order for the outputs selected to appear on the application, click on "Confirm Application Records". If this is not done, the records will not appear in the Print Preview/PDF.**
°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	**Please use this as the format for all authors: Monteiro, D.S.**
°	**Important issues regarding research outputs**
	It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date (i.e. 15 February 2016), is defined as 1 January 2008 to 31 December 2015. A separate entry must be completed for each research output. **All authors should be listed in the field 'All Authors in Order Appearing on Output'. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.**
°	The Harvard method of referencing outputs should be used (see below for examples):
	If there are **two or three authors**, list them all in order with commas separating each of them, except the last one, which is preceded by "and" e.g. Monteiro, D.S., Olivier, J.I. and Basson A. **Do not use an & sign**. If there are **four or more authors**, list authors to a maximum of eight in the author list. Add "et al." or "and others" after the eighth author. For **outputs produced by a group**, mention the group's name, e.g. ATLAS Collaboration.
°	Please **do not** put a **hardreturn** between the names of each author (i.e. each name on a separate line), but separate each name with a comma, see example given above.
°	**Where more than one person has contributed to the research outputs you have listed you must describe your own contribution (applicant's contribution) to the team effort in this section.**
°	Possible examples of applicant's contribution could address the following:
	Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Co-developed and executed research Project leader/budget owner
°	Include (if available) a web address from where these outputs can be easily accessed by your reviewers. Should the address not wrap, please use the tiny/short URL link on the internet (http://tinyurl.com/ or http://www.shorturl.com/) to generate a smaller URL which can then be inserted in the web address field.
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	Patents
°	Please provide information on all past and current patents under your name or as a result of a collaborative effort. Also include whether the patent is a Utility, Design or Plant patent in the description section.
°	In order to add a new Patent, click on the Add icon (🔵). Capture all relevant information in the window that opens on the right-hand side.
°	In order to edit a record, click on the Edit icon (✏️) next to the relevant record. Click on the delete icon (🔴) next to the relevant record to delete it.
°	In order to add Application Details for a Patent, click on the Add icon (🔵) below the relevant Patent.
°	The information icon (🔵) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
°	Also include whether the patent is a Utility, Design or Plant patent in the description section.
°	Insert a URL to a website where the full patent application can be accessed (e.g. off your personal web page). A PCT application is often a good option.
	Supporting Documentation
°	Additional information on application types
°	Additional information on Statuses

	Keynote/Plenary Addresses
°	Please click on 'Add' or 'Add Another' to add output records to the list.
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	Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Co-developed and executed research Project leader/budget owner
°	The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.
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°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	Please include appropriate descriptions of keynote and plenary addresses where your research has been presented at a high level at international conferences/symposia. **Do not** include addresses to secondary/high school students, lectures in local/foreign institutions, etc.
°	**Important issues regarding research outputs**
°	It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date (i.e. 15 February 2016), is defined as 1 January 2008 to 31 December 2015. A separate entry must be completed for each research output. **All authors should be listed in the field 'All Authors in Order Appearing on Output'. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.**
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°	Possible examples of applicant's contribution could address the following:
	Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input

	Postgraduate supervisor of the lead author Co-developed and executed research Project leader/budget owner
°	Include (if available) a web address from where these outputs can be easily accessed by your reviewers. Should the address not wrap, please use the tiny/short URL link on the internet (http://tinyurl.com/ or http://www.shorturl.com/) to generate a smaller URL which can then be inserted in the web address field.
°	**Please ensure that the web address takes you directly to the article and not a journal website, or a site where the reviewer needs to purchase a copy of the output.**
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Articles in Non-refereed/Non-peer Reviewed Journals

°	Please click on 'Add' or 'Add Another' to add output records to the list.
°	In order to edit an existing output, click on the 'Edit' button next to the relevant record.
°	Click on the 'Delete' button on the right-hand side of the data grid to delete a record.
°	In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
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	Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Co-developed and executed research Project leader/budget owner
°	The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.
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°	**Please use this as the format for all authors: Monteiro, D.S.**
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Other Significant Conference Outputs

°	Please click on 'Add' or 'Add Another' to add output records to the list.
°	In order to edit an existing output, click on the 'Edit' button next to the relevant record.
°	Click on the 'Delete' button on the right-hand side of the data grid to delete a record.
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°	These could include published conference proceedings that are not peer-reviewed as well as published abstracts of conference proceedings that are peer-reviewed. Do not provide an exhaustive list of your conference outputs **but rather be selective** and include **only** the **best** other significant conference outputs from which there were published outputs that may be assessed by your reviewers as **enhancing your research status**.
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Technical/Policy Reports

Please click on 'Add' or 'Add Another' to add output records to the list.

In order to edit an existing output, click on the 'Edit' button next to the relevant record.

Click on the 'Delete' button on the right-hand side of the data grid to delete a record.

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Lead author writing up of article
Wrote first draft, editorial input
Postgraduate supervisor of the lead author
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Please use this as the format for all authors: Monteiro, D.S.

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Lead author writing up of article
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Postgraduate supervisor of the lead author
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Products

°	Product – may be defined as something produced; e.g. a commodity, a play, a creation, an invention
°	In the 'Description' box a description of the product which includes any relevant references should be provided. It is important that this description is as comprehensive as possible within the character restrictions.
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Artefacts
Artefact – may be defined as an object that has been intentionally made or produced for a certain purpose e.g. a broadcast video, a film, a documentary, an object, an item
In the 'Description' box a description of the artefact which includes any relevant references should be provided. It is important that this description is as comprehensive as possible within the character restrictions.
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Prototypes
° Prototype – may be defined as an original model on which something is patterned e.g. a model, a mock-up, dummies, paradigm.
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°	Include (if available) a web address from where these outputs can be easily accessed by your reviewers. Should the address not wrap, please use the tiny/short URL link on the internet (http://tinyurl.com/ or http://www.shorturl.com/) to generate a smaller URL which can then be inserted in the web address field.
°	**Please ensure that the web address takes you directly to the article and not a journal website, or a site where the reviewer needs to purchase a copy of the output.**
°	**For rating applicants: NB: Only published outputs will be accepted. Should a Status of 'In Press' (draft manuscript), 'Accepted', 'Submitted' or 'Not Relevant', be selected for an output, please note that no year will appear for the output, therefore it will not appear on your application form and will also then not be available for selection as one of your best in the last 8 years or one of the 10 best outputs from the period prior to the last 8 years.**
°	Important Note: In order to restrict the length of applications, researchers have the option of being selective when including outputs in their application for rating. Outputs from the CV can be 'de-selected' from appearing on the application so that only significant published outputs that may be assessed by your reviewers as enhancing your research status will be included. In order to de-select the outputs you wish to omit from your application for rating please do the following: o Select the output type o Remove the tick in the Application Record box next to the output(s) you wish to de-select o Click on Save Application Records link o Click OK on the pop-up message and then click on Return to Menu link Repeat the process for each output type you wish to include in the application for rating.

Other Recognised Research Outputs

°	These include any other measurable research outputs that clearly embody new or substantially developed insights, for example, annotated bibliographies, catalogues, CD-ROMS, contributions to major research databases, development and production of software, dictionaries, electronic publications, plant-breeding rights, research guides, scholarly editions, vaccines, websites, etc.
°	For all these research outputs concise descriptions must be included with particular reference to the contribution to new knowledge and insights.
°	In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
°	Applicant's contribution could address the following:
	Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Co-developed and executed research Project leader/budget owner
°	The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.
°	**For Rating Applications: In order for the outputs selected to appear on the application, click on "Confirm Application Records". If this is not done, the records will not appear in the Print Preview/PDF.**
°	These include any other measurable research outputs that clearly embody new or substantially developed insights, for example, annotated bibliographies, catalogues, CD-ROMS, contributions to major research databases, development and production of software, dictionaries, electronic publications, plant-breeding rights, research guides, scholarly editions, vaccines, websites, etc.
°	For all these research outputs concise descriptions must be included with particular reference to the contribution to new knowledge and insights.
°	**Important issues regarding research outputs**
°	It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date (i.e. 15 February 2016), is defined as 1 January 2008 to 31 December 2015. A separate entry must be completed for each research output. **All authors should be listed in the field 'All Authors in Order Appearing on Output'. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.**
°	**Please use this as the format for all authors: Monteiro, D.S.**
°	The Harvard method of referencing outputs should be used (see below for examples):
°	If there are **two or three authors**, list them all in order with commas separating each of them, except the last one, which is preceded by "and" e.g. Monteiro, D.S., Olivier, J.I. and Basson A. **Do not use an & sign**. If there are **four or more authors**, list authors to a maximum of eight in the author list. Add "et al." or "and others" after the eighth author. For **outputs produced by a group**, mention the group's name, e.g. ATLAS Collaboration.
°	Please **do not** put a **hard return** between the names of each author (i.e. each name on a separate line), but separate each name with a comma, see example given above.

°	**Where more than one person has contributed to the research outputs you have listed you must describe your own contribution (applicant's contribution) to the team effort in this section.**
°	Possible examples of applicant's contribution could address the following:
	Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Co-developed and executed research Project leader/budget owner
°	Include (if available) a web address from where these outputs can be easily accessed by your reviewers. Should the address not wrap, please use the tiny/short URL link on the internet (http://tinyurl.com/ or http://www.shorturl.com/) to generate a smaller URL which can then be inserted in the web address field.
°	**Please ensure that the web address takes you directly to the article and not a journal website, or a site where the reviewer needs to purchase a copy of the output.**
°	**For rating applicants: NB: Only published outputs will be accepted. Should a Status of 'In Press' (draft manuscript), 'Accepted', 'Submitted' or 'Not Relevant', be selected for an output, please note that no year will appear for the output, therefore it will not appear on your application form and will also then not be available for selection as one of your best in the last 8 years or one of the 10 best outputs from the period prior to the last 8 years.**
°	Important Note: In order to restrict the length of applications, researchers have the option of being selective when including outputs in their application for rating. Outputs from the CV can be 'de-selected' from appearing on the application so that only significant published outputs that may be assessed by your reviewers as enhancing your research status will be included. In order to de-select the outputs you wish to omit from your application for rating please do the following: o Select the output type o Remove the tick in the Application Record box next to the output(s) you wish to de-select o Click on Save Application Records link o Click OK on the pop-up message and then click on Return to Menu link Repeat the process for each output type you wish to include in the application for rating.

	Disability
°	An * at the end of a field label within a section denotes a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	Additional funding to cater for a disability of a team member and/or a student in terms of the proposed research, can be requested under the budgetary item "Research Materials and Supplies".
°	Note that funding support to cater for a disability will only be allotted to people with disabilities as specified in the "Code of Good Practice on Employment of People with Disabilities" as in the Employment Equity Act No. 55 of 1998 below.

	Degree to be Funded
°	Fields marked with a * are compulsory.

	Research Project Information
°	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 information manual before completing your application form online.

	Academic Achievements
°	Please calculate your accumulated grade average for all subjects in final year of previous degree as well as the average for your major subjects in the final year of your previous degree and indicate the year that your previous degree was completed.
°	If you have passed your previous degree, please enter the word "pass" in the two cumulative grade point average fields below.

	Details of Research
°	An * at the end of a sub-section as listed below denotes that this is a compulsory sub-section; it is not possible to click on the 'Final Submit' button unless all compulsory sub-sections have been completed.

	Research Rationale and Motivation

Problem Identification

- State main research question or problem statement.

Research Aims and Objectives

- Provide clear aims and objectives for your research study.

Research Activities/Plan which include(s) the research approach/methods/techniques

- Research Activities/Plan which include(s) the research approach/methods/techniques.
- Detail the research. Include information on timeframes, availability of specialised equipment, infrastructure and resources.

Science Communication

Attachments

- Select the Document Type to be uploaded.
- Capture an appropriate Description.
- 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).
- Select the Document Type to be uploaded.
- Capture an appropriate Description.
- 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.
- 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).

References

- Please complete the reference section below.
- Please complete the reference section below.

Possible Reviewers

- Reviewers should be nominated from both South Africa and abroad.
- Reviewers need not be restricted to researchers in the higher education sector. In each case provide a motivation for selection (e.g. reviewer is top researcher in the field). This will provide Specialist Committees with additional information in the selection of reviewers. The association that you have with the reviewer should be clearly articulated (e.g. previous PhD supervisor, co-worker etc.). Provide information that is accurate, current and complete. It is especially important that email addresses are correct.
- First load complete records of possible reviewers in the grid below before sorting them in order of priority. To sort the records in order of priority click on the up arrow in the Priority Up column or the down arrow in the Priority Down column.
- The information icon (ⓘ) indicates that a tooltip is associated with the relevant field. When hovering over this icon, additional information will show.
- In order to ascertain whether a reviewer is already on the database, please enter search criteria below.
- Should the relevant reviewer display, click on the Select icon next to the relevant record.
- Should the reviewer not exist on the database, click on the icon next to "Possible reviewer not found, select to add new reviewer..." (first line in the table below) and complete the relevant fields.
- You are kindly reminded that all applicants/co-applicants need to be registered on the system and have completed their CV's before adding them to the application.
- Once this has been completed, you can use the search function below to add co-applicant.

Declaration

- No incomplete applications will be processed.

Checklist

Please ensure that you have uploaded all the required documents and check the tick-box to confirm.

Research Outputs