

# STEP BY STEP

## GUIDELINE DOCUMENT FOR APPLICANTS SCHOLARSHIPS AND FELLOWSHIPS PROGRAMMES

Please read this document carefully. Its aim is to provide applicants with information on how to complete their application correctly. Your application will be considered if you follow the important information contained in this booklet.

# CONTENTS

1. Important Information .....	6	15. Submit The Application.....	19
2. Register/Login And Create A New Application.....	8	16. Data Request (Only Applicable To Applicants Studying At Abroad Institutions) .....	19
3. Degree To Be Funded Section.....	8	17. Curriculum Vitae .....	20
4. Academic Achievements (Only Applicable To Masters And Doctoral Applicants).....	10	18. Contact Details .....	20
5. Information On Previous Degree (Only Applicable To Post-Doctoral Applications).....	11	19. Current Employment/ Employment History .....	20
6. Project Information.....	11	20. Qualification .....	20
7. Other Sources Of Funding For This Degree .....	11	21. Research Expertise.....	21
8. Details Of Research.....	12	22. Student Supervision Record (If Applicable).....	21
9. Additional Attachments.....	14	23. Biographical Information .....	22
10. References .....	15	24. Absence From Research (If Applicable).....	22
11. Possible Reviewers (Only Applicable For Post-Doctoral Applications) .....	15	25. Research Outputs: Books/Chapters In Books (If Applicable).....	23
12. Excluded Reviewers (Only Applicable For Post-Doctoral Applications) .....	16	26. Refereed/Peer Reviewed Articles In Journals .....	23
13. Additional Information/ Declaration .....	17	27. Peer Reviewed Conference Outputs.....	23
14. Print Preview .....	18	28. Patents (If Applicable).....	23
		29. Additional Research Outputs .....	23

## 1. IMPORTANT INFORMATION:

- a.* Please ensure that you have read the Scholarships and Fellowships Funding Manual for 2012 funding opportunities. This can be found on the NRF website, <http://www.nrf.ac.za> under the Student link. The manual provides all the important information about deadline dates, eligibility criteria, values of awards, supplementation, periods of support and how to apply for funding for each programme in the Scholarships and Fellowships Programme.
- b.* Ensure that all important information is provided in your application for funding. All information provided in your application will be used during the assessment of the application and no further information supplied after the closing date of the call will be considered during assessment.
- c.* To ensure that your application is complete, please remember to complete the CV section of the application on NRF Online at <http://nrfonline.nrf.ac.za>. **If the CV section is incomplete, your application will not be considered for assessment.**
- d.* Remember to complete all sections of the application form and upload all the required and necessary documents, such as an official and certified academic transcripts and degree certificates, a certified copy of your ID document, proof of registration (if applicable), and motivation and reference letters in support of application.
- e.* Only full time studies will be supported under all the programmes.
- f.* Applicants with non-binding contractual obligations are eligible to apply for the scholarship/fellowship with the exception of the



PDP programme where successful candidates will have to sign a contract with the host institution.

- g.* Applicants who are in salaried employment and working more than 12 hours per week are not eligible to apply for the scholarship/fellowship.
- h.* Applicants with qualifications obtained in a language other than English should attach a certified English transcript of the qualification with South African Qualifications Authority Accreditation (SAQA) document.

## 2. REGISTER/LOGIN AND CREATE A NEW APPLICATION

- a.** Login to <http://nrfinterim.nrf.ac.za>. Register or login using the same username and password you use for the NRF Online System.
- b.** Select CREATE NEW APPLICATION.
- c.** Each application has a unique application reference that can be used to track the application.
- d.** Keep your login details (username and password) safe.

## 3. DEGREE TO BE FUNDED SECTION

- a.** Select the degree for which you are applying (e.g. Doctoral degree)
- b.** Enter the date of registration of the selected degree.
- c.** Indicate if the degree for which you are applying is a full time study. Only full times studies will be supported under all programmes.
- d.** Indicate if the degree you are applying for is an upgrade from a Master's degree to a Doctoral degree.
- e.** If the Master's degree is to be upgraded, please enter the anticipated date of upgrade.
- f.** Indicate if any financial support received binds you to a service contract. Applicants with non-binding contractual obligations are eligible to apply for the scholarship/ fellowship with an exception to PDP programme applicants where successful candidates will have to sign a contract with the host institution.
- g.** Indicate if you are currently enrolled for the degree for which you are applying for funding.
- h.** Indicate what you are presently doing. Applicants who are



employed and/or working more than 12 hours per week are not eligible to apply for the scholarship/ fellowship.

- i.** If you are already registered please enter your student number.
- j.** Select from the list, the discipline of your study (e.g. chemistry, engineering, medical sciences).
- k.** Indicate the department or school in which the study will be carried out (e.g. School of Engineering or Department of Medical Sciences).
- l.** Enter the faculty in which the study field is situated (e.g. Biomedical Sciences or Faculty of Engineering or Faculty of Health Sciences).
- m.** Once you have completed this section click the SAVE button to return to the main menu of the application.



- e.* Indicate if the funding is contractually binding you to a service contract.
- f.* Click on the ADD button to save a listed funding source.
- g.* A list of funding sources entered will appear on the bottom of the screen.
- h.* Once you have completed this section click on the SAVE button to return to the main menu of the application.

## 8. DETAILS OF RESEARCH

- a.* Click on the EDIT icons to access the input screens. Remember to click the SAVE button after each input screen.
- b.* Indicate your **research rationale and motivation**. In this section you need to clearly demonstrate why you want to carry out the proposed research study. Explain the rationale behind the study and why it is important. Substantiate your argument by providing a motivation for why your study should be considered for support.
- c.* **Problem identification:** Clearly indicate your proposed study research problem and provide some background on the problem.
- d.* **Research aims and objectives:** Clearly indicate your research aims and objectives and show how they link with the problem identified. In this section you can also indicate your research questions and why they are important to the study.
- e.* **Approach/methods/techniques:** Indicate your research methodological approach and techniques that will be used in your proposed study. Clearly indicate the approach/methods/techniques used and explain why they are most appropriate for the study.



- f.* **Research activities and plan:** In this section please indicate a plan for your research activities. Clearly indicate each research activity with dates and deadlines.
- g.* **Research feasibility, impact and potential outputs:** In this section please indicate the achievability of the research study, demonstrate the impact that the research may have to the field of study and broader society. Mention any possible research outputs that may be expected from the proposed research study.
- h.* Once you have completed this section click on the BACK button to return to the main menu of the application.



### 9. ADDITIONAL ATTACHMENTS

- a.* Select the document type that you are uploading.
- b.* Enter a description for the document, (e.g. Undergraduate academic record).
- c.* Browse to select document from location.
- d.* Select the UPLOAD button to load the document.
- e.* A list of attachments should appear at the bottom of the screen and on the application print preview.
- f.* Once you have completed this section, click on the SAVE button to return to the main menu of the application.

### 10. REFERENCES

- a.* For Masters and Doctoral applicants, enter a minimum of three and a maximum of four references. Please enter your supervisor for the proposed research.
- b.* For Post-Doctoral applicants enter the name of your supervisor for your Doctoral study as well as the name of your proposed host for the research for which you are applying.
- c.* In each instance enter the title, initial, surname, name, department, faculty, organisation where based, email and role of the reference person.
- d.* Click on the ADD button to enter the reference.
- e.* A list of reference entries should appear at the bottom of the screen.
- f.* Once you have completed this section click on the BACK button to return to the main menu of the application.
- g.* An electronic request for an academic reference will be sent to your references from the NRF.
- h.* Please follow up with your references as to whether they have responded to the request for a reference from the NRF. Each application should have at least two references otherwise your application will be considered incomplete.

### 11. POSSIBLE REVIEWERS (ONLY APPLICABLE FOR POST-DOCTORAL APPLICATIONS)

- a.* Reviewers cannot be students, applicants and members of the same institution as the applicant.
- b.* You are allowed to enter a minimum of six and a maximum of ten possible reviewers

- c.* The section also allows applicants to search for a reviewer by entering the details of the reviewer, surname, initial, email address, institution and specialisation. Once the reviewer is found it can be added to the reviewer list.
- d.* If the reviewer cannot be found the applicant can enter the reviewer's details in the Reviewers details section.
- e.* The applicant will also need to indicate the association and reason for nominating the selected reviewers.
- f.* Select ADD REVIEWER button to add the entry to the list of reviewers.
- g.* Once you have completed this section click on the BACK button to return to the main menu of the application
- h.* The list of possible reviewers will be used for further assessment of the application before it is taken to the review panel for assessment.

## 12. EXCLUDED REVIEWERS

### (ONLY APPLICABLE FOR POST-DOCTORAL APPLICATIONS)

- a.* Applicants are also given the opportunity to indicate a maximum of three reviewers that the NRF should not contact to review the application.
- b.* The applicant will need to enter the excluded reviewer's initial, surname, institution, department, position, work telephone and fax code and number, email address, website and reason for excluding the reviewer.
- c.* Select the ADD EXCLUDED REVIEWER button to add the entry to the list of excluded reviewers.
- d.* Once you have completed this section click on the BACK



button to return to the main menu of the application

## 13. ADDITIONAL INFORMATION/DECLARATION

- a.* In this section the applicant can provide the NRF with any additional information that may benefit the application.
- b.* The applicant must declare, by selecting the tick box, that all important and necessary information has been submitted to the NRF for the processing of the application for funding.
- c.* The applicant must ensure that the application is complete.



- d.** All NRF awards are made on a provisional basis subject to meeting the programme criteria and conditions of grant.
- e.** The NRF can cancel the award and reclaim any funds paid out to the student should the applicant be in breach of NRF conditions of grant.
- f.** The applicant must notify the NRF immediately should there be any changes to the conditions under which the award was made.
- g.** The applicant cannot accept any other funding without prior notice to the NRF.
- h.** Once you have completed this section click on the SAVE button to return to the main menu of the application

#### 14. PRINT PREVIEW

- a.** This section provides the applicant with a view of the completed application. Please ensure that all the sections of the application form are complete *including the CV section*

which must be completed on the NRF Online System  
<http://nrfonline.nrf.ac.za>.

#### 15. SUBMIT THE APPLICATION

- a.** Once the application is complete you can click on the FINAL SUBMIT button that will route your application for validation and approval by the NRF designated authority at the university/institution.
- b.** If your application needs additions and corrections they will reset your application to the “amend” status to enable you to make the necessary changes and resubmit the application afterwards.
- c.** If the application is complete, the university/institution designated authorities submit the application to the NRF for further screening and assessments.

#### 16. DATA REQUEST (ONLY APPLICABLE TO APPLICANTS STUDYING AT ABROAD INSTITUTIONS)

- a.** This screen allows you to request that a name of an institution at which you wish to study be added to the list of institutions if it does not appear on the existing list.
- b.** To complete the data request section select PROJECT INFORMATION.
- c.** Select INSTITUTION in the field provided
- d.** Indicate your data request in the text box provided
- e.** Select ADD REQUEST.
- f.** Once you have completed this section click on the BACK button to return to the main menu of the application

## 17. CURRICULUM VITAE

To be completed on the NRF Online system: <http://nrfonline.nrf.ac.za>

## 18. CONTACT DETAILS

- a.** Enter the name of the organisation where you are based.
- b.** Enter the name of the department (e.g. Department of Engineering).
- c.** Indicate the name of the primary organisation that funds your salary (if applicable).
- d.** Enter the name of faculty or school (e.g. Faculty of Engineering).
- e.** Enter an active email address. Please note that this email will be used to correspond with the you.
- f.** Enter a valid work telephone code and number.
- g.** Enter your fax code and number.
- h.** Enter your active mobile number.
- i.** Enter a website address (if applicable).

## 19. CURRENT EMPLOYMENT/EMPLOYMENT HISTORY

- a.** Enter the positions of employment.
- b.** Enter the organisation's name.
- c.** Enter the sector of employment.
- d.** Indicate if the employment is full time.
- e.** Enter the type of employment (e.g. temporary).
- f.** Indicate if you are currently employed.
- g.** Indicate the start and end date of employment.

## 20. QUALIFICATION

- a.** Enter the degree/diploma (e.g. Doctoral).



- b.** Indicate the field of study (e.g. Engineering).
- c.** Indicate the name of the institution (e.g. University of Johannesburg).
- d.** Indicate the year in which your qualification was obtained.
- e.** Indicate if you obtained the qualification with a distinction.
- f.** Indicate the status of the qualification (e.g. In progress).
- g.** Enter a comment about the qualification(if applicable).

## 21. RESEARCH EXPERTISE

- a.** Indicate your scientific domain.
- b.** Indicate the primary and secondary research fields.
- c.** Indicate the field of specialisation.

## 22. STUDENT SUPERVISION RECORD (IF APPLICABLE)

- a.** Indicate the surname, initial, gender, race, title, nationality, ID number, institution and level of student.



**b.** Enter name of degree, year of registration, years of supervision, supervisor and co-supervisor and student number.

### 23. BIOGRAPHICAL INFORMATION

**a.** In this section you need to enter all biographical information such as awards and prizes, leadership activities, professional memberships, career aspirations etc. This section should provide additional information about yourself.

### 24. ABSENCE FROM RESEARCH (IF APPLICABLE)

**a.** In this section the applicant can indicate the reason for absence from research if the person spent some time away for academia.

**b.** The applicant must also provide the start and end dates of absenteeism.

### 25. RESEARCH OUTPUTS: BOOKS/CHAPTERS IN BOOKS (IF APPLICABLE)

**a.** You need to indicate the type (chapter or book), year, authors and reference.

### 26. REFEREED/PEER REVIEWED ARTICLES IN JOURNALS

**a.** You need to indicate the year, authors and reference for each journal article.

**b.** Post-Doctoral applicants need to ensure that they provide a full list of their publications as this affects the assessment of their application.

### 27. PEER REVIEWED CONFERENCE OUTPUTS

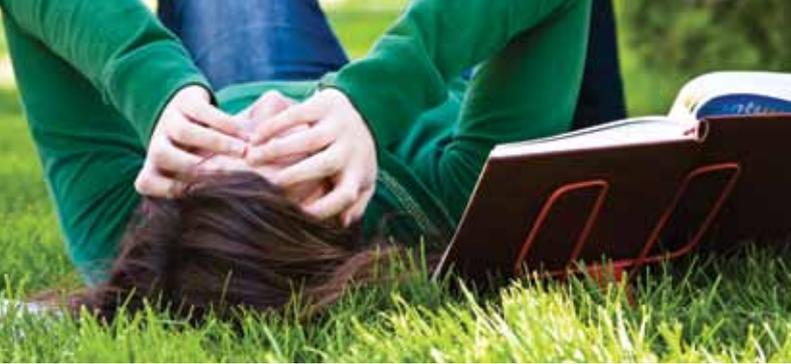
**a.** You need to indicate the type, year, authors and reference for each peer reviewed conference output.

### 28. PATENTS (IF APPLICABLE)

**a.** You need to indicate the year, type, title authors/inventors, applicant, country, patent number and description of market needs for each patent.

### 29. ADDITIONAL RESEARCH OUTPUTS

**a.** You need to indicate the type, year, author and description for each additional research output.



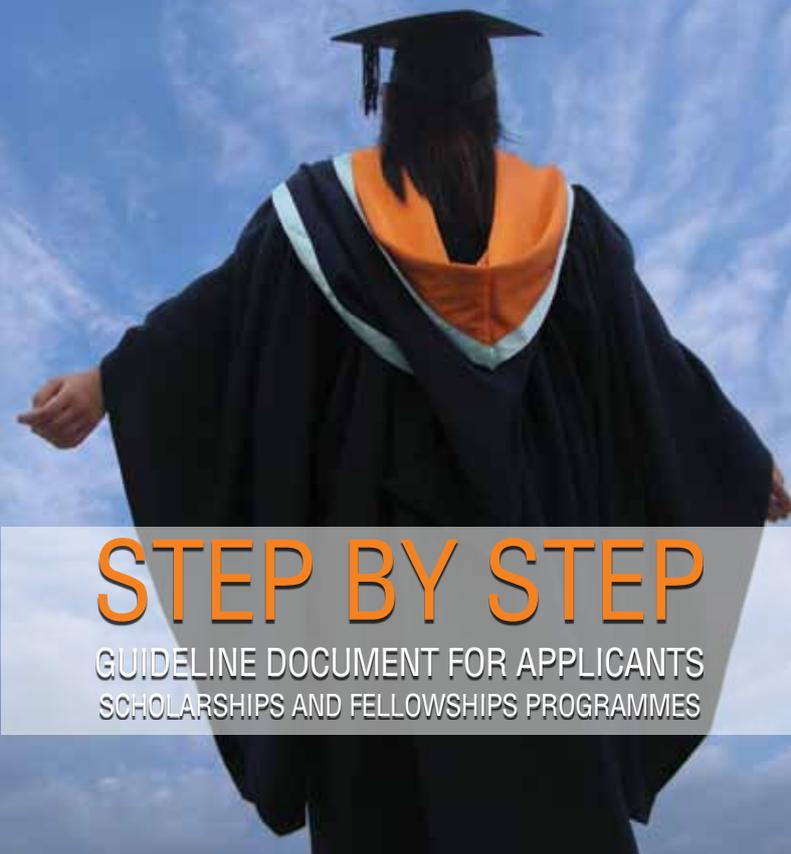
If you have followed all the above information, your application is complete and will be validated by the university/institution designated authorities. All validated applications will then be sent to the NRF for further screening and assessment.

Funding decisions will be made available to applicants on the NRF website: [www.nrf.ac.za](http://www.nrf.ac.za) at the end of December 2011 for 2012 funding and in May 2012 for Post-Doctoral candidates that applied for the call ending 31 January 2012.

You should refer all NRF queries to your university/institution financial aid/post graduate/research office. This is the first point of contact for all NRF funded applicants/candidates.

We look forward to receiving your application for funding and wish you the best of luck in securing the necessary funding for 2012.

Scholarships and Fellowships Team



# STEP BY STEP

GUIDELINE DOCUMENT FOR APPLICANTS  
SCHOLARSHIPS AND FELLOWSHIPS PROGRAMMES