



DSI-NRF Postgraduate Student Application and Funding Guide for 2022

Directorate: Grants Management and Systems Administration (GMSA)

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Contents

List of Acronyms.....	3
Contact Details for Technical Online Submission Enquiries	4
Contact Details for the Funding Opportunities	4
1. Introduction	5
2. Application Process.....	5
3. How to Submit an Application.....	6
Application Steps for All Applicants.....	6
Honours Scholarship Applications.....	14
Master’s and Doctoral Scholarships	19
Extension Support Scholarships	31
4. Tracking the application	35
5. Screening Processes	36
6. Applications Feedback and Disputes.....	36
7. Awardee Responsibilities	37
8. Scientific Compliance.....	38

List of Acronyms

Acronym	Meaning
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
PR	Progress Report
SARChI	South African Research Chairs Initiative
CoE	Centre of Excellence
NASSP	National Astrophysics and Space Science Programme
SARAO	South African Radio Astronomy Observatory

Contact Details for Technical Online Submission Enquiries

For Online Submission Technical Enquiries, please contact the **NRF Support Desk** on weekdays, during office hours (08:00 to 16:30 Monday to Friday):

E-mail: supportdesk@nrf.ac.za

Contact Details for the Funding Opportunities

Funding Opportunity	Responsible DA	Email address
NRF (General) Honours Scholarships	Portia Mangope	Portia.Mangope@up.ac.za
NRF (General) Master's and Doctoral Scholarships	Mpai Mphunngoa	Mpai.Mphunngoa@up.ac.za
Extension Support Scholarships	Mpai Mphunngoa	Mpai.Mphunngoa@up.ac.za
TWAS Doctoral Scholarships	Mpai Mphunngoa	Mpai.Mphunngoa@up.ac.za
NRF-DAAD Master's and Doctoral Scholarships	Mpai Mphunngoa	Mpai.Mphunngoa@up.ac.za
NRF-Nuffic Doctoral Scholarships	Mpai Mphunngoa	Mpai.Mphunngoa@up.ac.za
SARAO Honours, Master's and Doctoral Scholarships	Mpai Mphunngoa	Mpai.Mphunngoa@up.ac.za
SASAC Master's and Doctoral Scholarships	Mpai Mphunngoa	Mpai.Mphunngoa@up.ac.za
Grantholder-linked Scholarships <ul style="list-style-type: none"> - Thuthuka - Institutional Grants (CoEs; SARChI) - NASSP - General Research Grants 	Ninette Kotzee	Ninette.Kotzee@up.ac.za

1. Introduction

- This Application and Funding Guide provides an overview of the application process and funding guidelines for Honours, Masters and Doctoral Scholarships for the 2022 academic year.
- It should be read in conjunction with the **DSI-NRF Postgraduate Student Application and Funding Framework for Funding in 2022 Academic Year**, which can be accessed via the following link <https://www.nrf.ac.za/funding/framework-documents>. (The framework document provides detailed information with respect to objectives of each funding opportunity, eligibility criteria, etc. This document does not, however, constitute a complete set of the policies, procedures or systems used by the NRF.)

2. Application Process

- The NRF's call for Postgraduate Scholarships for full-time studies in 2022 is published on the NRF website.
- Application forms are accessible online at <https://nrfs submission.nrf.ac.za>.
- Applicants may only submit ONE application.
- Current recipients of NRF Masters scholarships, who wish to apply for half-year extension support may not also apply for half-year Doctoral support under the first time applicant category. These applicants will need to choose to apply for only one of these options.
- Once an applicant submits an application, the application will automatically be routed to the institution where the applicant is applying to study.
- The applications will be screened for eligibility, and reviewed and scored by the institutions, and only **eligible** applications will be submitted to the NRF.
- The institutions will set their own internal closing dates/cut-off dates for submission of applications, which must be before the NRF's deadline.
- In order for an application to be considered for 2022 funding, applicants must ensure that they submit their applications on or before the institutional cut-off date.
- All applications are processed by an NRF Designated Authority (DA) who is based at the University Research/Postgraduate office. Should a DA contact you regarding your application, before your application is submitted to the NRF, please make sure you respond as soon as possible or within the timeline given in the communication. Failure to do so may result in the application being rejected at the institutional-review stage.

It is the responsibility of the applicant to check the institution's internal cut-off date with the relevant Research or Postgraduate office.

3. How to Submit an Application

- Application forms must be completed on the NRF Online Submission System at <https://nrfsubmission.nrf.ac.za>.
- Applicants are advised to complete their applications soon after the call opens, to prevent IT system overload, which may occur close to the cut-off dates.

Application Steps for All Applicants

Steps 1 – 6 below are generic steps which should be followed by all applicants, regardless of funding opportunity

Step 1: All Applicants - Logging in and Registering

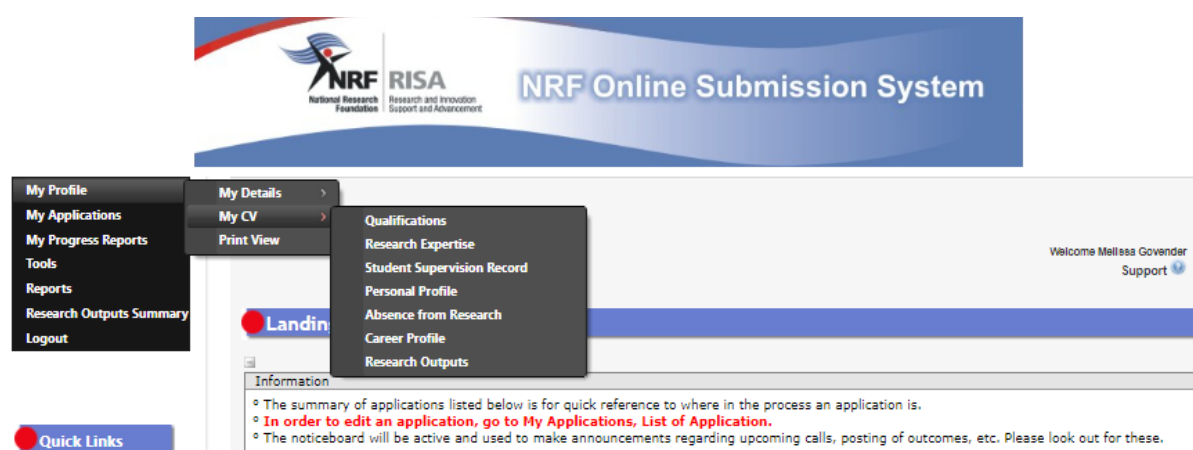
- This is an electronic submission system and applicants must be registered on the system in order to create and complete an application. If you have registered and submitted an application on the NRF Online System (<http://nrfonline.nrf.ac.za>) before February 2012, your details will be saved on the 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 on page 4 of this document.
- If you are not yet registered on the NRF Online Submission System, you must register to access the application form.

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

The screenshot shows the NRF Online Submission System homepage. At the top, there is a header with the NRF logo, RISA logo, and the text 'NRF Online Submission System'. Below the header, there is a navigation menu with links: Home, New Registration, and Reset Password. The main content area is divided into two columns. The left column contains a 'Log In' section with fields for ID/Passport and Password, a 'Show Password' checkbox, a 'login' button, and links for 'Reset password' and 'Not registered? Click here to register'. The right column contains an 'Open Funding Opportunities' section with a list of links: Concept Notes, Institutional Grants, Postdoctoral Grants, Research Grants: General, Research Grants: International, Research Grants: Thuthuka, Research Grants: Without student support, SARCHI Interim Plan for Continuation of Chair Activities Call, SARCHI Replacement Call, Travel, Training and Conference Grants: General, and Travel, Training and Conference Grants: Scholarship- and Fellowship-holders. There is also a 'Support' link in the top right corner.

Step 2: All Applicants - Completing My CV

- After logging onto the NRF Online Submission System, you will be taken to the **landing page**.
- View the menu at the top left side of the screen.
- Click on **My Profile** and complete the **My CV** section first.



- South African citizens and permanent residents must attach a certified copy of their South African Identity Document. Other foreign nationals must attach a certified copy of their valid Passports. **These documents must be attached under the My Details - Registration Details section only.** If these documents are not attached, the application will be rejected.
- Please note that it is very important to update the **CV section** BEFORE you start with the application because all the CV information will automatically be populated into the relevant sections of the application form.
- Please ensure that the **Career Profile** and **Qualifications** sections are completed and up-to-date.
- To add the field of study under **Qualifications**, click on the **“Add”** button as shown below. As you start typing the name of the field, the system will provide options on the dropdown list.
- If you have already obtained an undergraduate degree, please attach the academic record as shown below.

Qualification Record

and PhD (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.**

Level (e.g Honours / Doctoral) *
 Name of Degree/Diploma (e.g. PhD) *

[List of Primary and Secondary ResearchFields](#)

• In order to add a Field of Study to the grid below, please click on the "Add" or "Add Another" button below the grid.

Field of Study	Delete
<input type="button" value="Add"/> *	

Institution * *
 Full-time ☐ Yes ☐ No *
 Distinction *
 Date of First Registration *
 Completed ☒ Yes ☐ No *
 Highest Completed Qualification ☐ Yes ☐ No *
 Date Obtained *

Description	File
No academic transcript uploaded.	

Step 3: All Applicants - My Application

- Once you have completed all sections of **MY CV**, you can begin completing your application by clicking on **My Applications** and then **Create Application**.



NRF Online Submission System

My Profile

My Applications

Tools

My Progress Reports

Reports

Logout

Create Application

List of Applications

Welcome Mrs Melissa Govender

[Feedback](#) [Support](#)

Quick Links

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

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.

- Then select **NRF Postgraduate Scholarships Call** from the list of funding categories, and a new application will open. (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 Applicants - Completing the Application Form

- The **Main Menu** page of your application form lists the different sections of the application.
- All the sections marked with a red **asterisk (*)** are compulsory. These sections must be completed in order for the final **Submit** button to be activated.
- Completed sections will be indicated by a green tick on the **Main Menu** page, while incomplete sections will have a yellow cross. All compulsory sections will guide applicants with messages. Please follow these messages to complete the sections correctly.
- Applicants may enter information in the non-compulsory sections, if relevant.

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

Step 5: All Applicants - ORCID

- ORCID provides a 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**, and 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 also click on **Create or Connect your ORCID iD** and your ORCID number will be pulled through to your application.

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: All Applicants - Application Category

- The **Application Category** section is a very important section
- For **Type of Application**, the applicant is required to select the **level of study** to be funded for.
 - There are four templates in this section:
 - Honours
 - Master's
 - Doctoral, and
 - Extension support
 - If the incorrect level is chosen and the application is completed, the applicant will have to delete the entire application and start again, because each of the templates is different. Please **do not** make any changes under this section once you have completed the rest of the application.

NB! Please refer to the Framework document as well as the instructions under this section to ensure you are applying for a scholarship that you are eligible for.

Note: A change of scholarship type will not be allowed once the application has been submitted to the NRF.

Application Category

Instructions

Only South African citizens and permanent residents are eligible for honours scholarships.

- **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 in second year of masters or third year of doctoral studies.
- **TWAS Doctoral Applicant:** Citizens and permanent residents in Africa or developing countries outside South Africa at the time of application. (See list of eligible countries/states in the Framework document)
- **NRF-Nuffic Doctoral Applicant:** 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 (Spilt-site mode).
- **SASAC Applicant:** Masters or doctoral applicant who will be using systems analysis methodology in their research.
- **DAAD (German Academic Exchange Service) Applicant:** South African citizens or permanent residents (masters and doctoral applicants) who have interest in undertaking short term research visits in Germany for a duration of 2- 6 months.
- **General Scholarship:** NRF honours, masters and doctoral scholarships excluding TWAS, NUFFIC, DAAD, SASAC, SARAO and Extension Support.
- **SARAO Scholarship:** Honours, Masters and Doctoral Scholarships funded by The South African Radio Astronomy Observatory (please refer to SARAO-specific Applications Guides)
- **NB: FOR DETAILED AND IN-DEPTH INFORMATION, KINDLY REFER TO THE FRAMEWORK AND APPLICATION GUIDE DOCUMENT.**

Type of Scholarship: Doctoral *

Please indicate if you are: ☒ First Time Applicant ☐ Extension Support Applicant *

Scholarship applying for: General Scholarship *

Applicant's Proposed Institution: Select an option ⓘ *

Save Return to Menu

Application Category Fields

- **Type of Scholarship** = the level of funding e.g. honours, master's or doctoral

- **Please indicate if you are:**
 - **First Time Applicant** = this is the first time that you are applying for funding at the selected academic level, or you have not previously received funding at this level.
 - **Extension Support Applicant** = you are a current NRF Master's or Doctoral grant-holder, either in your second year of master's studies or third year of doctoral studies, and you require additional support to complete your degree. This means that you will be in your third year of master's or your fourth year of doctoral studies in 2022. If you select **Extension Support Applicant**, you will then have to indicate whether the extension is required for 6 or 12 months.
- **Scholarship applying for** = for **first time applicants**, each level has different types of scholarships linked to it, as outlined below. Please refer to the [Framework Document](#) for further details and associated eligibility criteria.
Only one option can be selected.

Honours scholarships: General Scholarship

SARAO Honours Scholarships (Please read the SARAO Postgraduate Scholarship Application Guide, available [here](#))

Grantholder-linked Scholarship

Master's scholarships: General Scholarship

SARAO Master's Scholarships (Please read the SARAO Postgraduate Scholarship Application Guide, available [here](#))

SASAC

DAAD

Grantholder-linked Scholarship

Doctoral scholarships: General Scholarship

SARAO Doctoral Scholarships (Please read the SARAO Postgraduate Scholarship Application Guide, available [here](#))

SASAC

DAAD

TWAS

NRF-Nuffic (split-site)

Grantholder-linked Scholarship

NOTE

1. For further information about NRF-Nuffic scholarships, please refer to the NRF-Nuffic Scholarships Framework document.
2. Grantholder-linked students i.e. applicants who have been recruited to work under an NRF funded project (SARCHI, CoE, Thuthuka, NASSP, General Research Grants etc.), **MUST** choose **Grantholder-linked Scholarship** under the relevant academic level.

Research Grants that students may be linked to include:

- Thuthuka
- NASSP
- Institutional Grants (SARChI; CoE)
- General Research Grants
 - African Coelacanth Ecosystem Programme
 - Africa Origin Platform
 - ACCESS Funding Instrument
 - Risk and Vulnerability Assessment Programme
 - Human and Social Dynamics Funding Instrument
 - Foundational Biodiversity Information Programme
 - Global Change Funding Instruments
 - South African National Antarctic Programme
 - Marine and Coastal Research Grants
 - Competitive Programme for Rated Researchers
 - Competitive Support for Unrated Researchers
 - Community Engagement Grants
- **Applicant's proposed institution** = this is the South African institution where you intend to register for your degree. Once your application is complete, it will be routed to the research office at the selected institution for review and processing.

To Complete the Rest of your Application

Please follow the links below for further instructions on how to complete and submit an application for a specific academic level:

- [Honours Scholarships](#)
- [Master's and Doctoral Scholarships](#)
- [Extension Support Scholarships](#)

Honours Scholarship Applications

The following information is applicable to all those applying for Honours funding in 2022 (including students applying for SARA O Honours Scholarships).

Step 7: Honours - Person History Section

- The **Person History** section is required for statistical purposes by the NRF.
- If the **Previous or Current Study** is funded by NSFAS or ISFAP, please attach official proof under the **Attachments** section. Proof can be an official letter from NSFAS, ISFAP or the University, stating that you have previously received financial assistance from them. It can also be an official stamped account statement from the funder or university that clearly shows where the funds were received from.

The screenshot shows a web form titled 'Previous studies funded by' and 'Current degree funding'. Both sections have a list of funding sources with checkboxes. In the 'Previous studies funded by' section, 'NSFAS funded' is checked. In the 'Current degree funding' section, 'University Financial Aid' is checked. Below these sections is a question 'Are you currently a DST-NRF intern' with radio buttons for 'Yes' and 'No', where 'No' is selected. At the bottom are 'Save' and 'Return to Menu' buttons.

Previous studies funded by	<input checked="" type="checkbox"/> NSFAS funded <input type="checkbox"/> University Financial Aid <input type="checkbox"/> ISFAP <input type="checkbox"/> Self funded <input type="checkbox"/> Other Government departments <input type="checkbox"/> International donor funds <input type="checkbox"/> NRF Funded <input type="checkbox"/> Institutional Funding <input type="checkbox"/> Not funded from any other source <input type="checkbox"/> Private Sector Company <input type="checkbox"/> Not applicable *
Current degree funding	<input type="checkbox"/> NSFAS funded <input checked="" type="checkbox"/> University Financial Aid <input type="checkbox"/> ISFAP <input type="checkbox"/> Self funded <input type="checkbox"/> Other Government departments <input type="checkbox"/> International donor funds <input type="checkbox"/> NRF Funded <input type="checkbox"/> Institutional Funding <input type="checkbox"/> Not funded from any other source <input type="checkbox"/> Private Sector Company *
Are you currently a DST-NRF intern	<input type="radio"/> Yes <input checked="" type="radio"/> No *
<input type="button" value="Save"/> <input type="button" value="Return to Menu"/>	

Step 8: Honours - Financial Need Section

- With the **Financial Need** section, the NRF (through Ikusasa Student Financial Aid Programme (ISFAP)) aims to establish whether an applicant is financially needy or not (please refer to the Framework document for more information).
- If an applicant selects an option of a **combined family income of more than R350 000**, the section will be complete and the financial means test will not be requested from the applicant.

- If an applicant selects an option of **less than or equal to R350 000**, more questions will pop-up, as shown below. If this option is selected, please complete the ISFAP Consent Form which is downloadable from the Financial Need section and upload to the **Financial Need** section only. If the form is not uploaded or incomplete, a financial means test cannot be conducted.

Financial Need

Instructions

◦ This section is only applicable to South African citizen and permanent residents. All international applicants must select a combined gross family income of more than R350 000. This will not have any influence on the outcome of your funding application.

◦ In order to complete this financial needs section, you will be required to upload a copy of the signed consent form.

◦ In the instance where there is financial need has been indicated and consent has been given, please download the form, have it completed, and upload the completed document as an image or scanned document.

◦ The signed consent form needs to be certified by a commissioner of oaths in order for this application to be processed.

Combined gross family income
Has a Financial Means Test been done?
If no Financial Means Test has been done, do you give consent for it to be done?
Download consent form
Upload completed consent form

☒ Less than or equal to R350 000
☐ More than R350 000 *
☐ Yes ☒ No *
☒ Yes ☐ No *

ISFAP Consent Form

- **Household Contributor:** For applicants who give the NRF and ISFAP consent to conduct the financial means test, a **Household Contributor** section will pop-up. The applicant is required to provide the contributor's information, as well as that of the dependents, living in the same household. In order to provide information for all the dependents, please indicate the exact number as shown below, for the system to provide sufficient fields to capture all of the dependents.

Household Contributor

Instructions

◦ Please provide details of your household income contributor(s)

◦ It is the responsibility of the applicant to ensure that correct details of the contributor(s) is provided. Failure to provide correct information will result in your application not receiving NRF funding.

Household Contributor(s)

Relationship	Surname	First Name(s)	Financial Contributor	Edit	Delete
<input type="button" value="Add"/> ⓘ					

Household Details

Full Name	ID Number	Edit	Delete
Number of Dependents: <input type="text" value="0"/> (read only)			
<input type="button" value="Add"/> ⓘ <input type="button" value="Return to Menu"/>			

- This information will be sent to ISFAP, therefore it is important that consent has been provided by the relevant contributors and the details must be correct.

Step 9: Honours - Details of Degree Section

- Under the honours **Details of Degree** section, applicants are required to fill in details of the degree, discipline of study that is being applied for, and information related to past studies and future intentions.
- Grantholder-linked students i.e. applicants who have been recruited to work under an NRF funded project (SARCHI, CoE, Thuthuka etc.) should indicate their supervisor's **UID/Grant Number** or **Application Reference Number** in the space provided. In the case of a student being linked to a CoE, the CoE grantholder may not be the supervisor but **must** be listed together with the UID (grant number). This will allow the NRF to separate the Grantholder-linked students from the general pool of applicants.
- In the **Average percentage mark for major subject(s)**, applicants are required to click on **"Add"** and list major subjects with marks obtained in the final year of study of the undergraduate degree and click on save.

Details of Degree

Instructions

- Employed applicants in 2021 will not be considered.
- A minimum average percentage mark for major subject(s) refers to: **A minimum average of 65% for major subjects in the final undergraduate year of study for honours funding**;
- Minimum prescribed period means the minimum academic years prescribed for the completion of a Designated Qualification.
- Postgraduate students who have been recruited by a supervisor (e.g. SARCHI, CoE, Thuthuka) to be part of a research project that is **currently funded by the NRF** should provide the NRF six-digit grant UID (unique identification number).
- Postgraduate students who have been recruited by a supervisor (e.g. SARCHI, CoE, Thuthuka) to be part of a research project application that has been **submitted to the NRF for review** should provide the NRF application reference number.
- Postgraduate students who have not been recruited by an NRF funded researcher will not need to provide a UID or application reference number.
- Student who will be registered for a full time honours qualification must select either full year or semester under funding period. (This does not apply to Graduate Internship Programme applicants).

Applicant's Proposed Institution

Select an option

Funding Period

☐ Full Year

☐ Semester

☐ Two Years (Graduate Internship) *

Supervisor's UID number (Grant Number)

Supervisor's Application Reference Number

Discipline (of degree to be funded)

Select an option

Department/School (of degree to be funded)

Full-time

☐ Yes

☐ No *

Are you currently registered for the degree for which you are applying for funding?

☐ Yes

☐ No *

Start date for this degree

CCYY/MM/DD

Anticipated date of completion for this degree

CCYY/MM/DD

Registration Year

Completion time for undergraduate degree

Select an option

Major subject(s) and final results

Subject

Mark(s) obtained

Edit

Delete

Average percentage mark for major subjects 0 %

Add

Save

Return to Menu

Step 10: Honours – Attachments Section

In the **Attachments** 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:

First time honours applicants must attach the following documents in the attachment section of the online application:

- a. An official academic record on the university letterhead.
- b. Applicants with outstanding fees are required to attach **an official letter from the university** confirming their first year of registration for the degree and indicating that the student still has outstanding fees owed to the university.
- c. Applicants with disabilities must upload a medical certificate, in support of the disability. **Document must be attached under the Disability section only.**
- d. First time honours applicants who were previously supported by NSFAS or ISFAP must attach proof in the form of an official university stamped financial statement clearly showing that the funds are coming from these funders, a statement from the funder or a letter from NSFAS, ISFAP or the university stating that the applicant received funding from them.

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.
- Please do not upload a copy of your ID document or passport under this section. This is done under Registration Details.
- 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
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Add

Return to Menu

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

Step 11: Honours - Closing Date for Applications

Applicants must adhere to their institution's internal cut-off date for submission of their applications to allow for internal institutional screening and review.

- The institution's internal cut-off date will be determined by the respective Research Office or Postgraduate Office and is usually at least two weeks prior to the NRF's cut-off date.
- DAs ensure that all applications are screened through internal institutional processes, and only those applications that meet the NRF's criteria are submitted to the NRF.
- The NRF assumes that the respective DAs are satisfied with the standard of all applications validated and submitted, and that the institution approves and supports the proposed degree.

Step 12: Honours – Submission of a Completed Application

- 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 public 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.

Incomplete applications is an application without:

- a. Any of the required attachments e.g. official academic transcript or proof of NSFAS or ISFAP funding.

Master's and Doctoral Scholarships

The following information is applicable to all those applying for master's or doctoral funding in 2022.

Step 7: Master's and Doctoral – Person History Section

- The **Person History** section is required for statistical purposes by the NRF.
- If the **Previous or Current Study** is funded by NSFAS or ISFAP, please attach official proof under the **Attachments** section. Proof can be an official letter from NSFAS, ISFAP or the University, stating that you have previously received financial assistance from them. It can also be an official stamped account statement from the funder or university that clearly shows where the funds were received from.

The screenshot shows two sections of a form. The first section, 'Previous studies funded by', has a list of funding sources with checkboxes: NSFAS funded (checked), University Financial Aid, ISFAP, Self funded, Other Government departments, International donor funds, NRF Funded, Institutional Funding, Not funded from any other source, Private Sector Company, and Not applicable. The second section, 'Current degree funding', has a similar list: NSFAS funded, University Financial Aid (checked), ISFAP, Self funded, Other Government departments, International donor funds, NRF Funded, Institutional Funding, Not funded from any other source, and Private Sector Company. Below these sections is a question 'Are you currently a DST-NRF intern' with radio buttons for 'Yes' and 'No' (selected). At the bottom are 'Save' and 'Return to Menu' buttons.

Step 8: Master's and Doctoral – Financial Need Section

- With the **Financial Need** section, the NRF (through Ikusasa Student Financial Aid Programme (ISFAP)) aims to establish whether an applicant is financially needy or not (please refer to the Framework document for more information).
- If an applicant selects an option of a **combined family income of more than R350 000**, the section will be complete and the financial means test will not be requested from the applicant.
- If an applicant selects an option of **less than or equal to R350 000**, more questions will pop-up, as shown below. If this option is selected, please complete the ISFAP Consent Form which is downloadable from the Financial Need section and upload to the **Financial Need** section only. If the form is not uploaded or incomplete, a financial means test cannot be conducted.

Financial Need

Instructions

- This section is only applicable to South African citizen and permanent residents. All international applicants must select a combined gross family income of more than R350 000. This will not have any influence on the outcome of your funding application.
- In order to complete this financial needs section, you will be required to upload a copy of the signed consent form.
- In the instance where there is financial need has been indicated and consent has been given, please download the form, have it completed, and upload the completed document as an image or scanned document.
- The signed consent form needs to be certified by a commissioner of oaths in order for this application to be processed.

Combined gross family income

☒ Less than or equal to R350 000
☐ More than R350 000 *

Has a Financial Means Test been done?

☐ Yes ☒ No *

If no Financial Means Test has been done, do you give consent for it to be done?

☒ Yes ☐ No *

Download consent form

['ISFAP Consent Form'](#)

Upload completed consent form

*

- **Household Contributor:** For applicants who give the NRF and ISFAP consent to conduct the financial means test, a **Household Contributor** section will pop-up. The applicant is required to provide the contributor's information, as well as that of the dependents, living in the same household. In order to provide information for all the dependents, please indicate the exact number as shown below, for the system to provide sufficient fields to capture all of the dependents.

Household Contributor

Instructions

- Please provide details of your household income contributor(s)
- It is the responsibility of the applicant to ensure that correct details of the contributor(s) is provided. Failure to provide correct information will result in your application not receiving NRF funding.

Household Contributor(s)

Relationship	Surname	First Name(s)	Financial Contributor	Edit	Delete
<input type="button" value="Add"/> ⓘ					

Household Details

Full Name	ID Number	Edit	Delete
<div>Number of Dependents: <input type="text" value="0"/> (read only)</div>			

ⓘ

- This information will be sent to ISFAP, therefore it is important that consent has been provided by the relevant contributors and the details must be correct.

Step 9. Master's and Doctoral – Degree to be Funded Section

- Under the Master's and Doctoral **Degree to be funded** section, applicants are required to fill in the details of the degree and the discipline of study that is being applied for.
- The applicant is also expected to indicate if the study will be conducted on a full time or part time basis.

The screenshot shows a web form titled "Degree to be Funded" with a blue header bar. Below the header is an "Instructions" box stating: "Only students who will be registered or intend to register for full-time studies in 2021 may apply." The form contains several fields and questions:

- Date of first registration for this degree: A date input field with a calendar icon and a red asterisk.
- Full-time: Radio buttons for "Yes" and "No" with a red asterisk.
- Will Master's registration be upgraded to doctoral status?: Radio buttons for "Yes" and "No".
- Date of upgrading: A date input field with a calendar icon.
- Does any financial support received for previous studies bind you to a service contract?: Radio buttons for "Yes" and "No" with a red asterisk.
- Are you currently enrolled for the degree/research for which you are applying for support?: Radio buttons for "Yes" and "No" with a red asterisk.
- Student Number (if currently registered at a university): A text input field.
- Discipline (of degree to be funded): A dropdown menu with "Select an option" and a red asterisk.
- Department/School (of degree to be funded): A text input field.
- Faculty (of degree to be funded): A text input field.
- Indicate what you are doing presently: A dropdown menu with "Select an option" and a red asterisk.

At the bottom of the form are two buttons: "Save" and "Return to Menu".

Step 10: Master's and Doctoral - Research Project Information Section

- The **Research Project Information** section requires the applicant to indicate when the project will be started or scheduled to start if it hasn't started.
- Also provide title and abstract of the proposed research project.
- Students applying for SRAO Master's/Doctoral Scholarships must read Section 2 of the "SRAO Postgraduate Scholarship Application Guide for the 2022 Academic Year", available [here](#). SRAO will only consider Masters/Doctoral scholarship applications from students who have selected an approved 2022 SRAO postgraduate research project, and obtained a signed agreement from the relevant supervisor stating that he/she will supervise the student.

Research Project Information

Instructions

- All fields are compulsory in this section.
- The Title of Research Project field is restricted to 100 characters (including spaces).
- The Abstract of the Proposed 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.

Title of Proposed Research Project

Research Project Start Year

Research Project End Year

Abstract of the Proposed Research Project

2000 characters left.

☐ Yes ☐ No

Have you previously been funded by the NRF?

Save

Return to Menu

Step 11: Master's and Doctoral - Academic Achievements Section

- In the **Academic Achievements** section, please capture the academic average percentage for the honours degree if completed, OR the average percentage for major subjects in the final-year undergraduate courses for students currently registered for a honours degree, OR the average percentage for major subjects in the third-year undergraduate courses for students in the final year of a four-year undergraduate degree.

Academic Achievements

Instructions

- The minimum average of 65% for major subjects refers to:
 - Masters:**
 - A minimum average of 65% for the honours degree if completed;
 - OR
 - A minimum average of 65% for major subjects in the final-year undergraduate courses for students currently registered for a honours degree;
 - OR
 - A minimum average of 65% for major subjects in the third-year undergraduate courses for students in the final year of a four-year undergraduate degree.
 - Doctoral:**
 - A minimum average of 65% for the masters degree if completed;
 - OR
 - If the masters degree is in progress, a minimum average of 65% for the honours degree;
 - OR
 - A minimum average of 65% 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 e.g. 65% or pass

Year in which previous degree was completed

Completion time for previous degree

Select an option

Save

Return to Menu

Step 12: Master's and Doctoral - Details of Research Section

- 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 review of the application. Appropriate literature references must also be included in this section.
- The requirements under this section are different for masters and doctoral applicants. Please refer to the **Framework Document** for the scorecards which will be used to review the applications.
- Students applying for SARAO Master's/Doctoral Scholarships must read Section 2 of the "SARAO Postgraduate Scholarship Application Guide for the 2022 Academic Year", available [here](#). SARAO will only consider Masters/Doctoral scholarship applications from students who have selected an approved 2022 SARAO postgraduate research project, and obtained a signed agreement from the relevant supervisor stating that he/she will supervise the student.

For a Master's applicants:

Details of Research

Instructions

° Please note that all fields in this section are compulsory and unless fully completed your application/progress report cannot be submitted.

° **Please refer to the Framework document of the call that you are applying for.**

Section	Complete	Date Updated	Edit
Project Outline *	✗	27 Mar 2020	
Alignment to National Imperatives *	✗	27 Mar 2020	

Return to Menu

For a Doctoral first time applicants:

Details of Research

Instructions

° Please note that all fields in this section are compulsory and unless fully completed your application/progress report cannot be submitted.

° **Please refer to the Framework document of the call that you are applying for.**

Section	Complete	Date Updated	Edit
Problem Statement (Originality of Doctoral Study) *	✗	28 Mar 2020	
Aims and Objectives (Originality of Doctoral Study) *	✗	28 Mar 2020	
Potential Impact of the Research *	✗	28 Mar 2020	
Alignment to National Imperatives *	✗	28 Mar 2020	

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 13: Master's and Doctoral - National Infrastructure Platform Section

- In the **National Infrastructure Platform section** if an applicant with plans to access any equipment or collect data from any platform outside the proposed institution, relevant information should be captured under this section. If there is no such planned, please click on “No plan to access platforms” (See blue arrow on screen shot), and then click 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
<div>Add ⓘ</div>				

☐ No plan to access platforms

Save Return to Menu

Step 14: Master's and Doctoral - Science Engagement Section

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

- For the purposes of this application/report, the use of the overarching term science engagement is inclusive of all aspects of public engagement with science, science communication, science literacy as well as science outreach and awareness. It includes all participation by various groups of society in a programme aimed at generating mutual (two way) understanding and responses to science, including but not limited to awareness, accumulation of knowledge, enjoyment, opinion formulation and scientific literacy.
- The approach acknowledges the importance of citizens in the research and innovation process.
- It also embraces a broad understanding of “science” and “the sciences”, encompassing systematic knowledge spanning natural and physical sciences, engineering sciences, medical sciences, agricultural sciences, mathematics, social sciences and humanities, technology, all aspects of the innovation chain and indigenous knowledge.
- Broader impact encourages engagement beyond the boundaries of academia and considers the impact of the activities/project on the various public(s) and/or the various participants in terms of knowledge and/or awareness, behavioural and/or attitudinal change, skills acquisition etc.
- For more information, [click here](#). The attached Strategy is for the South African Context and may be used by applicants as input to their science engagement strategy. International applicants could utilise this or draw from their own national strategy if it already exists.

Category	Engagement to be undertaken and desired outcome	People/audiences	Intended engagement with audiences	Plan to assess broader impact(s)	Edit	Delete
No records to display.						

Add

☐ No science engagement planned

Save Return to Menu

Step 15: Master's and Doctoral - Attachments Section

- In the **Attachments 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:

First time master's and doctoral applicants **must** attach the following documents to the online application:

- a. An official academic record on the university letterhead.
- b. Applicants with outstanding fees are required to attach **an official letter from the university** confirming their first year of registration for the degree and indicating that the student still has outstanding fees owed to the university.
- c. Applicants with disabilities must upload a medical certificate, in support of the disability. **Document must be attached under the Disability section only.**
- d. First time master's and doctoral applicants who were previously supported by NSFAS or ISFAP must attach proof in the form of an official university stamped financial statement clearly showing that the funds are coming from these funders, a statement from the funder or a letter from NSFAS, ISFAP or the university stating that the applicant received funding from them

Other Funding Opportunities – Attachments

- **First Time Master's and Doctoral NRF-DAAD Applicants**

In addition to the above mentioned attachments, the NRF-DAAD applicants must attach the following document in the attachment section of the online application:

- a. A brief motivation on the interest to undertake a three (3) to six (6) months research visit in Germany.
- b. Applicants must also indicate if they have established collaborations in Germany and if they do, the applicant must provide the details of the collaborator.

- **NRF-TWAS Doctoral Applicants**

All NRF-TWAS doctoral applicants must attach the following documents in the attachment section of the online application:

- a. Proof of evaluation of all foreign qualifications (obtained from non-South African universities) evaluated by the South African Qualification Authority (SAQA) **or** proof that the applicant has submitted his/her qualifications to SAQA for evaluation. Failure to submit proof will result in the application being rejected. Further information on the process can be accessed by logging on to www.saqa.org.za.
- b. An English language proficiency certificate (if available at the time of the application). If not available, this will be required before any NRF funds will be released to the student. Applicants must meet the following requirements of the English Language Proficiency Academic test: IELTS 6.5 (no band less than 6.0); or TOEFL (paper) 575 (TWE 4.5); or TOEFL iBIT (min. 20); or Cambridge minimum 58. Information on the IELTS tests can be obtained from the British Council in applicant's home country or accessed at: www.ielts.org. Further information on the TOEFL test can be accessed at: www.toefl.com. Applicants may consult the British Council in their home country for assistance.
- c. Applicants must provide an official proof of study application and/or acceptance letter from their South African institution, department or laboratory.
- d. A motivation from the prospective doctoral supervisor. It is the responsibility of the applicant to contact the respective institution to apply for acceptance and to secure a supervisor for the doctoral study.
- e. Official academic record on the university letterhead.

SARAO Master's and Doctoral Applicants – all required documents must be submitted as a single PDF file

- a. An official academic record, on a university letterhead, for all the years of study at university
- b. Copy of undergraduate certificate, if available
- c. Prior to applying for a SARAO Master's or Doctoral Scholarship, students will be required to review the list of approved research projects for 2022, and identify a project they wish to pursue for their Masters or Doctoral degree. Once a student has identified a project, he/she must then contact the relevant supervisor to discuss the project. Additionally, to discuss if the student have the required qualifications, skills and abilities to undertake the project. If a supervisor agrees to supervise a student, the supervisor will be required to provide the student with a signed letter, on a university letterhead, stating that he/she has agreed to supervise the student for the relevant project. **The student must upload a signed copy of this letter with their application.**

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.
- Please do not upload a copy of your ID document or passport under this section. This is done under Registration Details.
- 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
<div>AddReturn to Menu</div>					

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

Step 16: Master’s and Doctoral – Reference Section

- The **Reference** section allows an applicant to include the names and email addresses of 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.

- References for Grantholder-linked students**

Applicants who are linked to supervisors with NRF Research Grants e.g. SARCHI, Thuthuka, CoE etc. must list either the application reference number or the UID (grant number) of the supervisor in this section. In the case of a student being linked to a CoE, the CoE grantholder may not be the supervisor but **must** be listed together with the UID (grant number). This will enable the NRF to separate your application during the funding decisions process.

- References for Master’s-level Applicants**

At master’s level, an applicant is expected to have identified a supervisor at the time of application. If not yet identified, the applicant is expected to capture the information of the Head of School/Department who will guarantee that the applicant will be allocated a supervisor in case their application is successful. The Head of School/Department should respond to the link sent by the NRF by the due date provided on the link, or the application will be rejected.

- References for Doctoral-level Applicants**

At doctoral level, applicants are expected to have identified a supervisor at the time of application. A guide to assist students in identifying a supervisor is as follows:

- a. Think about your interest area of research, considering your past research endeavours and where you see yourself in future;
- b. Identify the university you would want to pursue your doctoral study with;
- c. Review the research profiles of the staff in the relevant university department or school (including a literature search to see what they have published);
- d. Contact the staff member who you think may be a potential supervisor, detailing your interest area and finally request that they supervise you; and
- e. Once you have confirmation that you have a supervisor for your doctoral study, proceed by completing the details of your supervisor in the reference section of the application you send to the NRF.

*Note: Once you submit your application online, an email with a supervisor's report will be sent to your supervisor to complete. Your supervisor **MUST** submit the report in order for your application to be considered for funding.

- Types of references required are listed below: Applicants must ensure that the contact details for the referee are correct.
 - Master's applicants
 - Master's supervisor (Reference role = Proposed master's supervisor or Current master's supervisor)
 - HoD if a supervisor has not been allocated (Reference role = Head of Department)
 - Doctoral applicants
 - Doctoral supervisor (Reference role = Proposed doctoral supervisor or Current doctoral supervisor)
 - Doctoral Nuffic (split-site)
 - Both the South African and Dutch doctoral supervisors are required (Reference role = Proposed doctoral supervisor). Responses from both supervisors are mandatory.
 - 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. **Only current supervisor(s) required.**

References

Instructions

- Please consult with the Call documents to determine the compulsory number of references that need to be added.
- Please note that if an insufficient number of references is submitted, the application will not be processed for reviewing.
- For extension applications, only current supervisor references are required.

NRF Postgraduate Scholarship

- Postgraduate students who have been recruited by an NRF funded supervisor [e.g. SARChI, CoEs, Thuthuka, Global Knowledge Research Programmes such as Earth Systems Science Research Programme (ESSRP); Global Change Social Sciences Research Programme (GCSSRP); Risk and Vulnerability Science Centres (RVSCs); African Earth Observation Network (AEON); Foundational Biodiversity Information Programme (FBIP) and South African Earth Observation Network (SAEON)] to be part of a research project should provide the NRF six-digit grant UID (unique identification number) or provide the NRF application reference number if the research project application has been submitted to the NRF for review.
- If the Supervisor is NRF funded, provide the relevant UID number (Grant Number) for Supervisors grant(where relevant).
- Postgraduate students who have not been recruited by an NRF funded supervisor will not need to provide a UID or application reference number on the online application template.
- It is the responsibility of the applicants to make sure that the Supervisors UID or application reference number is correct. If an incorrect UID or application reference number is provided, your application will be marked as ineligible for funding.

Surname	Initials	Email Address	Faculty	Responded	Edit	Delete
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Add

Return to Menu

Step 17: Master's and Doctoral – Closing Date for Applications

- **Applicants must adhere to their institution's internal cut-off date for submission of their applications to allow for internal institutional screening and review.**
- The institution's internal cut-off date will be determined by the respective Research Office or Postgraduate Office and is usually at least two weeks prior to the NRF's cut-off date.
- DAs ensure that all applications are screened through internal institutional processes, and only those applications that meet the NRF's criteria are submitted to the NRF.
- The NRF assumes that the respective DAs are satisfied with the standard of all applications validated and submitted, and that the institution approves and supports the proposed research.

Step 18: Master's and Doctoral – Submission of Completed Application

- 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 public 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.
- **Incomplete applications is an application without:**
 - a. Any of the required attachments e.g. official academic transcript or proof of NSFAS or ISFAP funding.
 - b. Supervisor response on the application viz.:
 - c. Response from current supervisor for Extension Support applicants; or
 - d. Response from proposed masters supervisor for first-time masters applicants; or
 - e. Response from proposed doctoral supervisor for first-time doctoral applicants; or
 - f. Response from proposed doctoral supervisor for first-time NRF-TWAS doctoral applicants.

Extension Support Scholarships

The following information is applicable to all those applying for Extension Support funding in 2022.

Step 7: Extension Support - Details of Extension Section

- The **Details of Extension** section requires the applicants to indicate which institution they will be registered with. If the applicant is an NRF grantholder in 2021, the grant details will pull into this section. If your grant details does not pull into the section, it means that the NRF system does not recognise you as a grantholder. Please call the NRF contact person for assistance.
- NB: Block grant and grantholder-linked students will have to have been nominated on the system in 2021 for your information to pull through.
- **For applicants funded under the PDP programme**, the applicant's institution should be the university you will be registered with (**not the Science Council or Research facility**).
- Please take note of the university internal closing date.

Details of Extension

Instructions

- Your NRF grant details will pull into this section.
- If the UID and value of your grant has not pulled into the section, it means that the system does not recognise you as an NRF grantholder in 2020. Please contact the NRF for assistance before submitting the application.

Applicant's Institution

UID

Value of Grant

Date of first registration for the degree

Full-time

Student Number

Discipline

Department/School

Faculty

Project Start Year

Project End Year

Title of Research Project

Abstract of Research Project

Select an option

R 0,00

CCYY/MM/DD

☐ Yes ☐ No

Select an option

Save

Return to Menu

Step 8: Extension Support – Original Problem Statement and Research Plan Section

- The **Original Problem statement** and the **Original research plan** sections are compulsory sections because the reviewer might not have the applicant's original application, so the information is very important to determine what was originally proposed prior to progress to date.

The screenshot shows a web form titled "Original Problem Statement" with a red circular icon. Below the title is an "Instructions" section with the text: "Provide the problem statement as in the original application." The main area is a large text box labeled "Description". At the bottom left of the text box, it says "5000 characters left." At the bottom right, there are two buttons: "Save" and "Return to Menu".

Step 9: Extension Support - Progress to date Section

- The **Progress to Date** section requires applicants to indicate the work done so far under the Research Project.

Step 10: Extension Support - Reasons why Study Not Completed Section

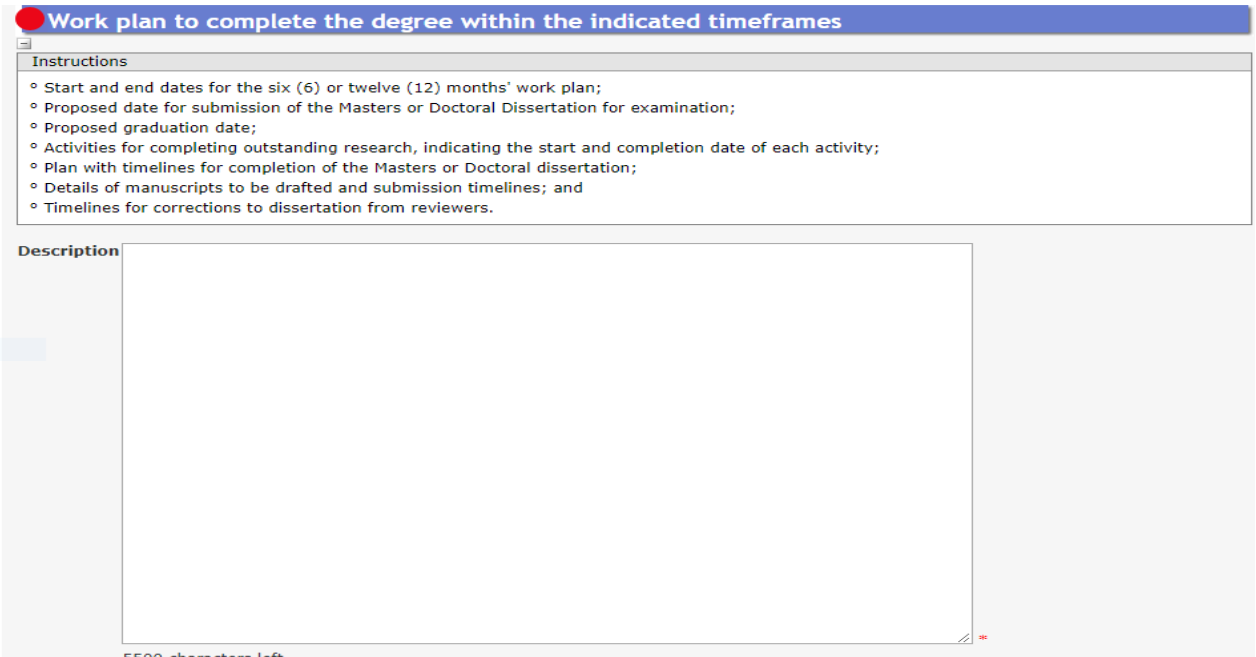
- The **Reason why the study could not be completed in the NRF maximum funding period** section requires an explanation as to why the study could not be completed within the NRF maximum funding period time.

The screenshot shows a web form titled "Reasons why the study could not be completed in the NRF maximum funding period" with a red circular icon. Below the title is an "Instructions" section with the text: "Explanation of why the study could not be completed within the NRF maximum funding period." The main area is a large text box labeled "Description". At the bottom left of the text box, it says "5500 characters left." At the bottom right, there are two buttons: "Save" and "Return to Menu".

Step 11: Extension Support – Work Plan

- The **Work plan to complete the degree within the defined timeframes** section requires the applicant to provide a work plan to complete the degree within the requested period of extension. Clear timelines of activities to take place during the period of extension should be provided.

•



Work plan to complete the degree within the indicated timeframes

Instructions

- Start and end dates for the six (6) or twelve (12) months' work plan;
- Proposed date for submission of the Masters or Doctoral Dissertation for examination;
- Proposed graduation date;
- Activities for completing outstanding research, indicating the start and completion date of each activity;
- Plan with timelines for completion of the Masters or Doctoral dissertation;
- Details of manuscripts to be drafted and submission timelines; and
- Timelines for corrections to dissertation from reviewers.

Description

5500 characters left

Step 12: Extension Support – Closing Date for Applications

- **Applicants must adhere to their institution's internal cut-off date for submission of their applications to allow for internal institutional screening and review.**
- The institution's internal cut-off date will be determined by the respective Research Office or Postgraduate Office and is usually at least two weeks prior to the NRF's cut-off date.
- DAs ensure that all applications are screened through internal institutional processes, and only those applications that meet the NRF's criteria are submitted to the NRF.
- The NRF assumes that the respective DAs are satisfied with the standard of all applications validated and submitted, and that the institution approves and supports the proposed research.

Step 13: Extension Support – Submission of Completed applications

- 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 public 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.
- **Incomplete applications is an application without:**
 - a. Any of the required attachments e.g. official academic transcript or proof of NSFAS or ISFAP funding.
 - b. Supervisor response on the application viz.:
 - c. Response from current supervisor for Extension Support applicants; or
 - d. Response from proposed masters supervisor for first-time masters applicants; or
 - e. Response from proposed doctoral supervisor for first-time doctoral applicants; or
 - f. Response from proposed doctoral supervisor for first-time NRF-TWAS doctoral applicants.

4. Tracking the application

This section explains different application statuses to assist the applicant track the application. The status of your application will determine the stage the application is at.

Applicants should direct queries to the University Research/Postgraduate office if the application is still at the university.

Application in progress Applicant still busy completing the application	Submitted to Institution Application has been submitted by the applicant	Application under designated authority review Application being screened and scored by university DA	Application rejected by DA The application has been rejected at the institutional stage	Open for amendment DA has opened the application for applicant to effect changes
Call closed Application process closed and application not submitted to NRF	Submitted to NRF for review Eligible applications submitted to the NRF	Declined for review by NRF Application rescreened and rejected by NRF due to non-eligibility	External Evaluation Application being considered for funding	Successful Successful application
	Unsuccessful due to constraints Application deemed fundable, but unsuccessful due to Budgetary constraints	Unsuccessful due to review outcome Application deemed unfundable during the review process	Withdrawn The applicant has withdrawn the application	

5. Screening Processes

5.1 Overview of the Screening Process

All applications validated and reviewed by South African public institutions and submitted to the NRF, are further 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.

6. Applications Feedback and Disputes

Once the 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.

The Promotion of Administrative Justice Act (Act 3 of 2000) give effect to the right to administrative action that is lawful, reasonable and procedurally fair and to the right to written reasons for administrative action as contemplated in section 33 of the constitution of the Republic of South Africa, 1996. The NRF and the universities are expected to provide feedback to all applicants on the status of their application.

Feedback from the University:

- Universities must provide feedback to applicants who were screened at the universities for eligibility and deemed not eligible for funding.
- Universities must provide feedback to applicants who were reviewed at the universities and were recommended not eligible for funding by the panel of reviewers.

Feedback from the NRF

- The NRF must provide feedback to applicants whose applications were recommended for funding but were not awarded funding due to budget constraints. In this instance the NRF will send a regret letter directly to the affected applicants.
- The NRF must provide feedback to applicants whose application were recommended for funding and approved for funding. In this instance, the NRF will publish a list of the successful

applicants on the NRF website ([https://www.nrf.ac.za/Bursaries Outcomes](https://www.nrf.ac.za/Bursaries_Outcomes)) and share the list with the Research/Postgraduate Offices at respective universities.

The NRF will conduct an Appeals Process two (2) months after the official publication date of the results on the NRF website. Only those applicants who were not recommended by the institutional review panel or where a system issue was encountered with the submission of an application to the NRF, are eligible to appeal. An appeal must be justified and must be supported by the supervisor in order to be considered.

Note: A successful appeal does not automatically constitute an award, rather the application will be moved to the list of applications recommended for funding but not awarded due to budgetary constraints.

7. Awardee Responsibilities

7.1 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 Change Requests

7.2.1 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.

7.3 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.

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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