



GUIDELINES TO COMPLETE A PROGRESS REPORT FOR SCHOLARSHIPS

IN 2018 NEW NRF ONLINE SUBMISSION PROGRESS REPORT

Students, postdoctoral fellows and emerging researchers who received NRF funding in the 2018 academic year **must** complete a progress report on the NRF Online Submission System.

Those who qualify for renewal of scholarships or fellowships in 2019 should apply for renewal of their award through completing a Progress Report online.

**To be eligible for renewal funding for 2019, current 2018 Master NRF awardees must be registered for 2nd year in 2019 and current 2018 Doctoral NRF awardees must be registered in their 2nd or 3rd year of studies for 2019.*

The Progress Report will act as a “*final report*” for students/fellows who have already received the maximum NRF funding for the current level of study. *(current 2018 NRF awardees who are in their last year of studies, must complete the Progress Report in order to adhere to your obligations of the NRF Agreement signed by yourself)*

Note: Grantholders under the *Sabbatical Grants for Completion of Doctoral Degrees* funding instrument who require a carry forward of 2018 funds to 2019, must complete the official Carry Forward form which can be obtained from their institutional office.

Current 2018 NRF Awardees who used the NRF Travel funds during 2018 must report on the travel in the Progress Report Template.

The Progress Report process outlined in this document applies to the following funding instruments:

Scholarships and Fellowships
NRF Free-standing Scholarships and Fellowships
DST Innovation Scholarships and Fellowships
Scarce Skills Development Fund Scholarships and Fellowships
Green Economy Postdoctoral Fellowships
Early Career Researchers from the UK
DAAD/NRF Joint In-country Scholarships
SANHARP Masters, Doctoral and Postdoctoral Scholarships and Fellowships
Renewable and Sustainable Energy Scholarships
Waste Management Masters and Doctoral Scholarships
TWAS Doctoral and Postdoctoral Scholarships and Fellowships
Research Career Awards Fellowships
Animal Cluster Scholarships
NRF Freestanding Doctoral and Postdoctoral Abroad
F'SATI Scholarships and Fellowships
SANCOR Postdoctoral Fellowships
Desmond Tutu Doctoral Training Programme
Sabbatical Grants to for Completion of Doctoral Degrees

Grantholders of the following research grants must complete Progress Reports on NRF Online Submission.

A similar process as outlined in this document applies.

Research Grants
Thuthuka
NRF-FRF Sabbatical
Research Development Grants for nGAP Scholars

NEW NRF ONLINE SUBMISSION PROGRESS REPORT

Step 1:

Log on to the NRF Online Submission System at <https://nrfs submission.nrf.ac.za> with your ID/Passport number and password or register on the NRF Online Submission System if not registered and complete or update your CV. This is very important as a Progress Report without a complete CV will not be considered.

The screenshot shows the homepage of the NRF Online Submission System. At the top, there is a banner with the NRF logo (National Research Foundation) and RISA logo (Research and Innovation Support and Advancement) on the left, and the text "NRF Online Submission System" in large white letters on a blue background on the right. Below the banner is a navigation menu on the left with links: Home, New Registration, and Reset Password. On the right side of the page, there is a "Support" link with a speech bubble icon. The main content area is titled "Instructions" and contains three bullet points: 1. A red warning: "If you have already registered on the previous systems (NRF Online and Interim), please use your existing login details to access this system. If you have forgotten your password, please click on the Reset Password link on the left-hand menu." 2. Contact information: "For technical online enquiries, please contact the Support Desk (Mondays to Fridays from 08h00 to 16h30) on: Tel: +27 12 481 4202, E-mail: supportdesk@nrf.ac.za" 3. A note about documents: "To access call related documents, please refer to the Open Calls block below. Click on the [plus icon] icon next to the relevant call to show a list of document(s). To open the document, click on the relevant link." Below the instructions are two main sections: "Log In" and "Open Calls". The "Log In" section has a blue header and contains two input fields: "ID/Passport/Unique Number:" and "Password:" with a "Show Password" checkbox. There is a "login" button below the fields. Below the login fields are two links: "Reset password." and "Not registered? Click here to register." The "Open Calls" section has a blue header and contains a list of three calls with plus icons next to them: "Call for evaluation and rating of individual researchers 2017", "NRF Freestanding, Innovation and Scarce Skills Development Fund Honours' and Final year B Tech Block Grant Bursaries 2017", and "SA-NAM Bilateral Research Chair (SARChI) 2017". At the bottom of the page, there is a footer with a disclaimer: "Please ensure that you are using Internet Explorer or Mozilla Firefox or Google Chrome for best results. Downloads" followed by icons for Internet Explorer, Mozilla Firefox, Google Chrome, and Adobe Reader.

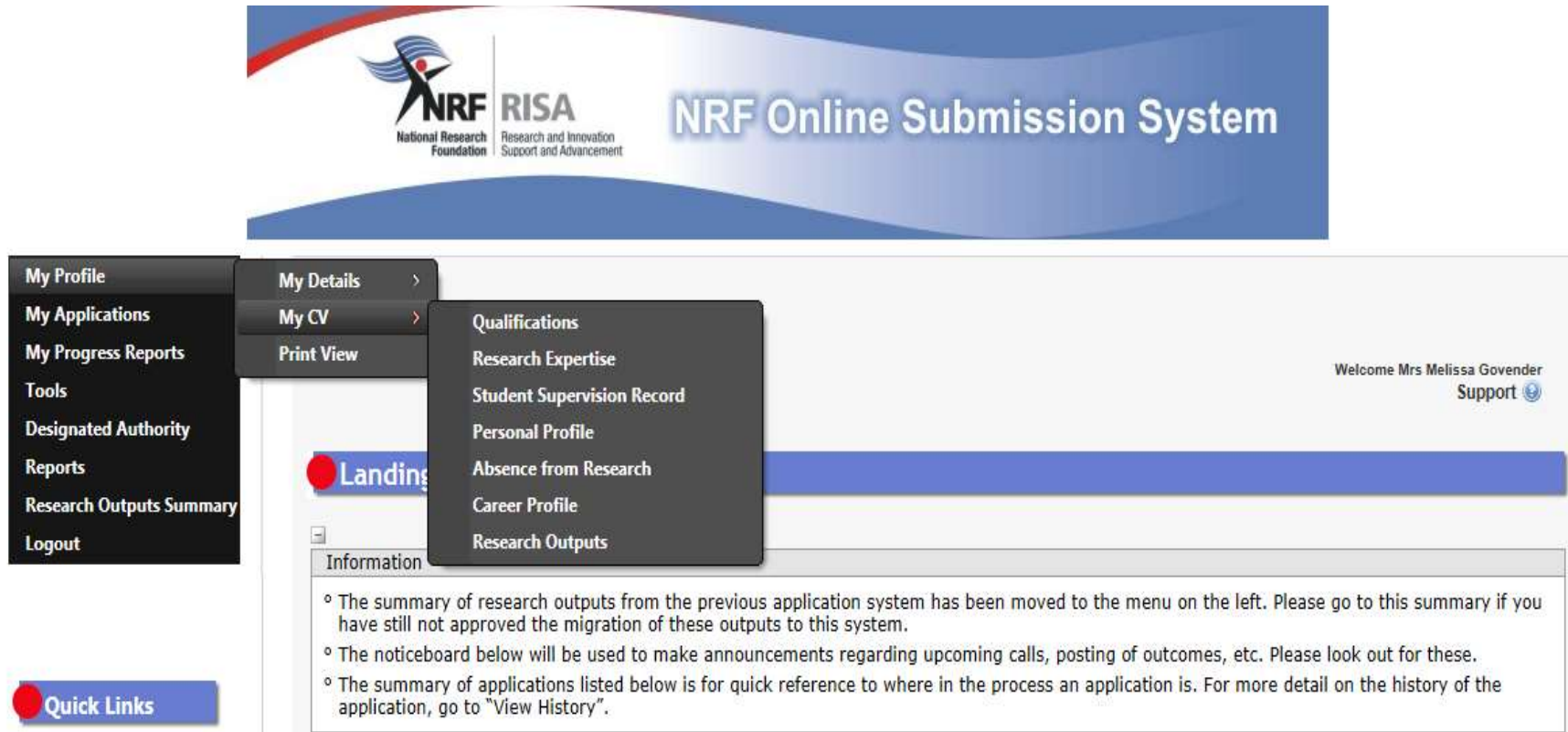
Step 2:

After logging in, please follow the steps below to complete your CV:

Click on **My Profile**, then **My CV** and select the relevant CV section. If you do not have research outputs, e.g. articles in refereed/peer-reviewed journals or conference outputs, then simply ignore the section(s). Only complete the ones that apply to you.

Update your details under **My Profile - My Details – Registration Details** and/or **Contact Details**, if necessary.

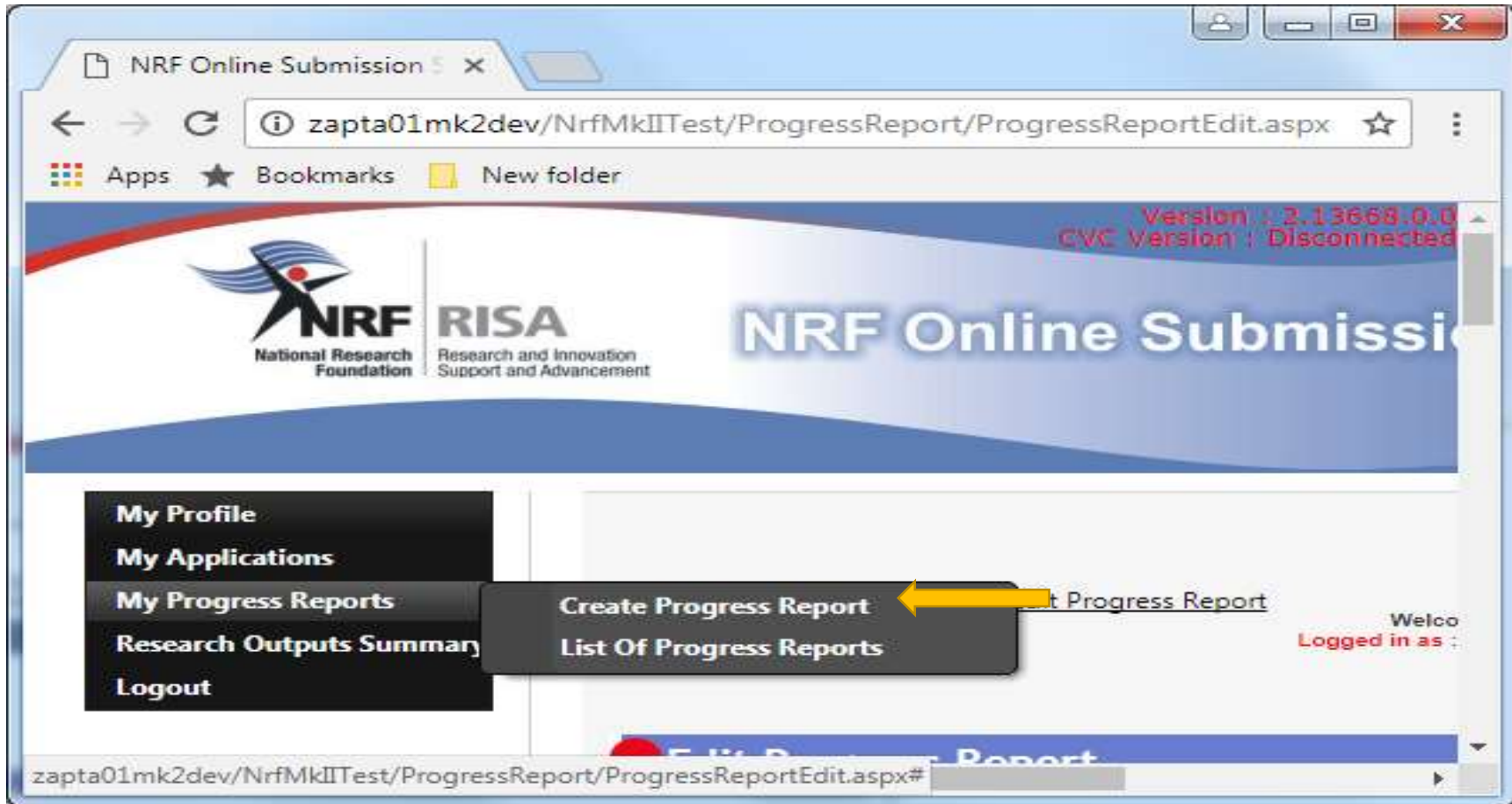
Upload a certified copy of your Identity Document or Passport under Registration Details to enable you to submit your Progress Report.



ACCESSING THE PROGRESS REPORT

Step 3:


On the left hand side of the screen click on **My Progress Reports** and select **Create Progress Reports** to access the REPORT.



Step 4:

Once the Progress Report has been created, but you did not complete and submit, you can continue with completing the report by going to **List of Progress Reports**.

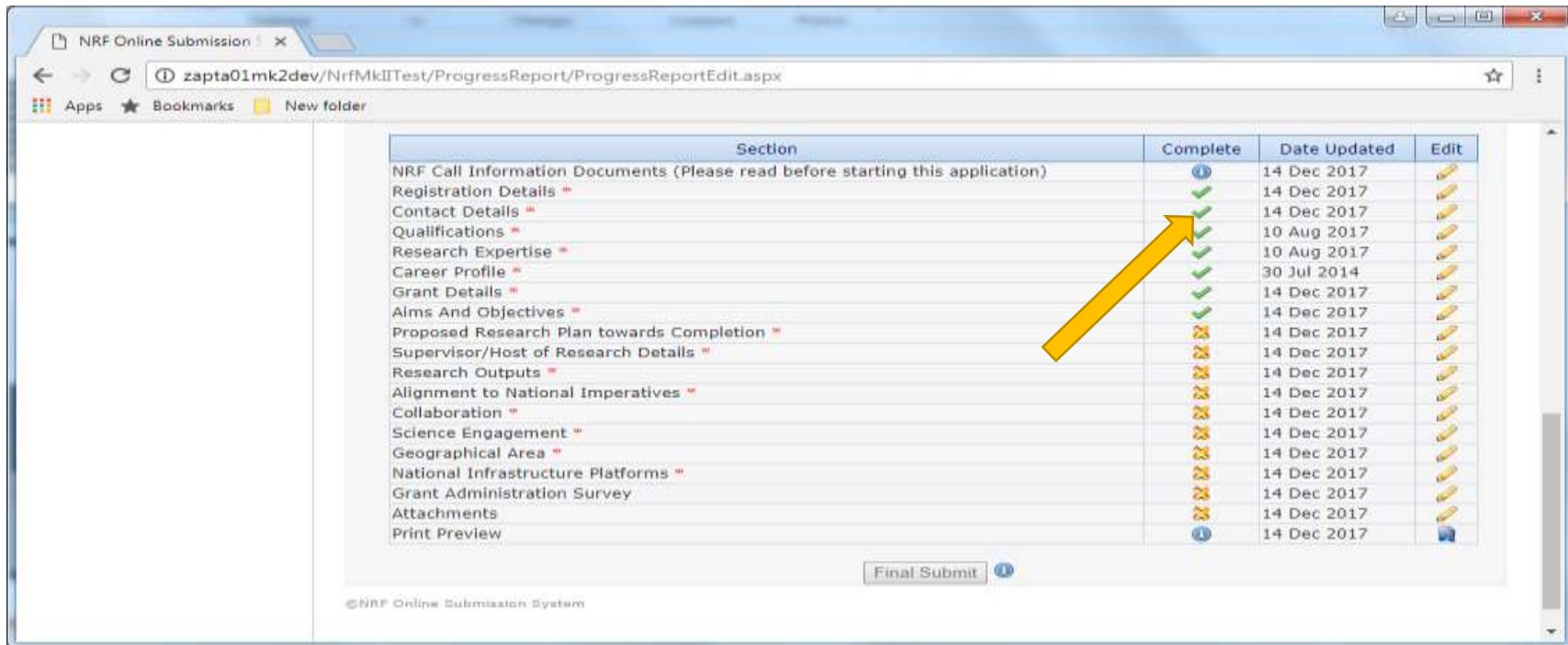
The screenshot displays a web browser window with the URL `zapta01mk2dev/NrfMkIITest/ProgressReport/ListOfProgressReports.aspx`. The page title is "List of Progress Reports". On the left, there is a "Quick Links" sidebar with several menu items. The main content area features an "Instructions" box and a table of progress reports. A yellow arrow points to the "Edit" icon in the "Edit" column of the first row.

Call	Reference	UID	Date Created	Status	Complete	Edit	Delete
NRF Freestanding, Innovation and Scarce Skills Development Masters and Doctoral Scholarships 2017 AP	PR_SF17121429046	105170	14 Dec 2017	Progress Report in Progress	✘		

Step 5:

***Each section is guided by instructions.**

All sections of the report must be completed. A green tick indicates that the section is complete, however you can still update or change the sections marked as 'complete' by clicking on the 'edit' button.



The screenshot shows a web browser window titled "NRF Online Submission" with the URL "zapta01mk2dev/NrfMkIITest/ProgressReport/ProgressReportEdit.aspx". The main content is a table with the following columns: "Section", "Complete", "Date Updated", and "Edit". A yellow arrow points to the "Complete" column for the "Qualifications" row.

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)		14 Dec 2017	
Registration Details *		14 Dec 2017	
Contact Details *		14 Dec 2017	
Qualifications *		10 Aug 2017	
Research Expertise *		10 Aug 2017	
Career Profile *		30 Jul 2014	
Grant Details *		14 Dec 2017	
Aims And Objectives *		14 Dec 2017	
Proposed Research Plan towards Completion *		14 Dec 2017	
Supervisor/Host of Research Details *		14 Dec 2017	
Research Outputs *		14 Dec 2017	
Alignment to National Imperatives *		14 Dec 2017	
Collaboration *		14 Dec 2017	
Science Engagement *		14 Dec 2017	
Geographical Area *		14 Dec 2017	
National Infrastructure Platforms *		14 Dec 2017	
Grant Administration Survey		14 Dec 2017	
Attachments		14 Dec 2017	
Print Preview		14 Dec 2017	

©NRF Online Submission System

The link to your CV is available under "Edit my CV" for updating of your CV. **If the CV is incomplete, your Progress Report will not be considered.**

Step 6:

Once you have completed all sections of the Report, please add your main supervisor's/research host's details and ensure that the e-mail address is correct and save the information. An automatic e-mail will be sent to your supervisor once you have submitted the Report. *This also applies to those in the PhD track under the nGAP, Thuthuka and NRF-FRF Sabbatical Grants funding instruments.

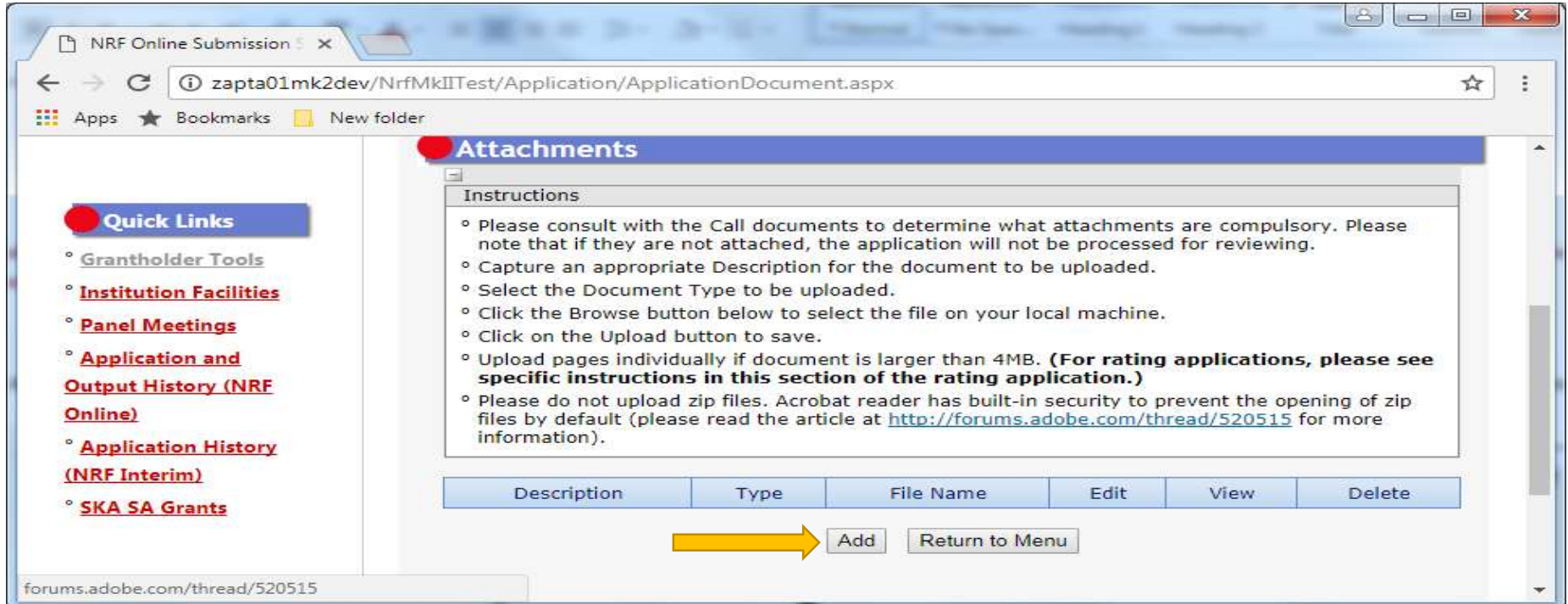
Please note that Reports cannot be considered without the supervisor/host input. It is the responsibility of the grantholder to follow up and ensure that the supervisor has submitted the report.

The screenshot displays a web browser window with the following details:

- Browser Tab:** NRF Online Submission 5 x
- Address Bar:** zapta01mk2dev/NrfMkIIITest/ProgressReport/SupervisorHostResearchDetail.aspx
- Page Title:** Supervisor/Host of Research Details
- Instructions:** To be provided.
- Form Fields:**
 - Title: Select an option *
 - Initials: *
 - Surname: *
 - Organisation: Select an option * (with a 'New' button)
 - Department: *
 - Email Address: *
 - Telephone Number: Code () Number *
 - Responded: No
- Buttons:** Save, Return to Menu
- Left Sidebar (Quick Links):**
 - Grantholder Tools
 - Institution Facilities
 - Panel Meetings
 - Application and Output History (NRF Online)
 - Application History (NRF Interim)
 - SKA SA Grants

Step 7:

Proof of registration for the 2019 academic year needs to be uploaded as an attachment to the Report should you be eligible for renewal. UP Postgrad office will arrange that all 2019 registration blocks for eligible renewal NRF awardees is lifted from 9 January 2019 onwards. If you have outstanding debt, ensure that you make arrangements to pay this with the UP Accounts Dept.



Please note: For postdoctoral fellows, proof of continuation of research in the form of a letter from the institution is required for renewal.

Step 8:

Once all sections of the Progress Report have been completed, submit your progress report on or before **15 February 2019**.

A Progress Report is still required even if the Grant is awarded late in the year. Remember that scholarships and fellowships are awarded for one year and are only renewable on submission of the Progress Report.

Please ensure that all criteria as set out in the signed Conditions of Grant and Award letter, as well as in the Funding Instrument Framework and Funding Guide, are met before submitting the Report.

Step 9:

Once you have submitted your Progress Report online, it is routed to your institutional office for validation. The institutional office can only validate the Report once the supervisor has submitted the report on your progress. Institutional offices are required to recheck funding eligibility before processing the Report for NRF consideration. Proof of Registration for the 2019 Academic Year should be provided to the institutional office as soon as you have registered because the scholarship/fellowship cannot be renewed without the Proof of Registration or Proof of Continuation of Research.

Designated Authority (DA) Checks

- Completeness and sufficient information provided by the student/fellow
- Check eligibility of student/fellow and note year of study in the DA comments
- Indicate in the DA comments if progress report is for renewal or if it is a final report
- **If student/fellow received a travel grant during 2018, the travel grant section should be completed in the progress report**
- Proof of registration/continuation of research should be attached (if available) for renewing students/fellows
- Supervisors/mentors have to “recommend” continued funding in order for the progress report to be submitted to the NRF
- Grantholders under the *Sabbatical Grants for Completion of Doctoral Degrees* funding instrument who require a carry forward have to complete the relevant carry forward form. This form must be verified by the Finance Office. The DA must upload the completed form to the relevant grant on the system and inform Sushie Pillay (ppillay@nrf.ac.za).

Should you want to make changes to your report after it has been submitted to the institution for screening, please contact your institutional research office / postgraduate funding office / scholarships office to open the Report for amendment.

Should you have any enquiries or would like to know the outcome of your Progress Report, please contact the institutional research office / postgraduate funding office / scholarships office for assistance.

If you are studying abroad, an e-mail must be sent to Ms Lenor Tommy (lenor.tommy@nrf.ac.za) at the NRF when you submit your Progress Report.

*It is the responsibility of the Scholarship or Fellowship holder to follow up with the supervisor/host of research for submitting their report.

The NRF Emerging Researchers Section within Grant Management and Systems Administration (GMSA) looks forward to receiving your completed Progress Reports.

CLOSING DATE : 15 FEBRUARY 2019