



science and technology

Department:  
Science and Technology  
REPUBLIC OF SOUTH AFRICA



**NRF**  
National Research  
Foundation

**RISA**

Research and Innovation  
Support and Advancement



## Grants Management and Systems Administration

### DST-NRF Fellowships for Early Career Researchers from the United Kingdom

### Application and Funding Guide 2018

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## List of Acronyms

APR	Annual Progress Report
DA	Designated Authority
GMSA	Grants Management and Systems Administration
HEI	Higher Education Institution
HICD	Human and Institutional Capacity Development
RISA	Research and Innovation Support and Advancement
NRF	National Research Foundation
DST	Department of Science and Technology

### Contact Details

When making an enquiry use **DST-NRF Fellowships for Early Career Researchers from the United Kingdom (UK) Call** as the email subject line.

**For NRF Online application and grants management related enquiries, please contact:**

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

Telephone: 012 481 4202

E-mail: [supportdesk@nrf.ac.za](mailto:supportdesk@nrf.ac.za)

Application and funding guidelines are explained in this document. Applicants must read this document together with the following documents: **DST-NRF Fellowships for Early Career Researchers from the UK Framework** which highlights the eligibility criteria and requirements of this funding instrument.

## 1. Introduction

This Guide provides an overview of the application process and funding guidelines for the Early Career Researchers from the United Kingdom (UK) funding instrument. The Guide should be read in conjunction with the above-mentioned **Framework document** which can be accessed at <https://nrfs submission.nrf.ac.za>. The Framework document provides detailed information with respect to the objectives of the funding instrument, eligibility criteria and other information. This document does not however, constitute a complete set of the policies, procedures or systems used by the NRF.

## 2. Granting Rules

### 2.1 Conditions of DST-NRF Fellowships for Early Career Researchers from the UK

- The fellowship will be awarded for a minimum period of three months and a maximum period of six (3-6) months only.
- The period of support is calculated from the initial commencement date of this fellowship.
- The NRF fellowship shall be held as the primary funding for the Postdoctoral research fellowship.
- The fellowship may not be held simultaneously with another fellowship from any other South African government or NRF administered source.
- Postdoctoral fellows are permitted to spend a maximum of 20% of their time undertaking lecturing and student supervision.
- The fellowship-holder will be accepted as a postdoctoral research fellow during the tenure of the fellowship to assist partners to undertake and disseminate scientific research and contribute to broader scientific capacity building at the institution.
- Nothing herein contained shall however, create an expectation that the fellowship shall be renewed for a subsequent period.
- Postdoctoral fellowships may not concurrently hold the fellowship with any full-time salaried employment position.
- Postdoctoral fellows may hold non-binding supplementary grants or emoluments to the institutional capped value.

## 2.2 Values of DST-NRF Fellowships for Early Career Researchers from the UK

The package for the DST-NRF Fellowships for Early Career Researchers from the UK for 2018 is as follows:

Maximum Value	Item
R330 000	Maximum amount of support for a period of up to 6 months for living expenses and ground transport, based on the duration of the stay in SA.
	The cost of the cheapest economy return flight from the UK to South Africa included in the fellowship amount.

The above amount (R330 000) will cover travel costs from the UK to SA and back to the UK. The applicant will be responsible for securing additional funding to cover any shortfall in funding required to undertake his/her fellowship in South Africa.

### 3. Application Process

The NRF is publishing the DST-NRF Fellowships for Early Career Researchers from the UK Call on the NRF website that is accessible online at <https://nrfs submission.nrf.ac.za>. Each applicant is limited to only one (1) application per year. Once an applicant submits an application, it will be duly authorised and approved by the Designated Authority (DA) at the research administration office of the prospective South African host institution where the applicant intends to undertake the fellowship. Applications will be automatically routed to the institutional DA of the submitting institution for validation on the deadline date determined by individual institutions. Applicants must enquire with their host institutions regarding internal closing dates. The processing of a successful application takes approximately five (5) months from the closing date of the Call until the commencement of funding.

### 4. How to Submit Applications

Applications may be completed on the NRF Online Submission System at <https://nrfs submission.nrf.ac.za>. Applicants are advised to complete their applications soon after the call is open to prevent IT system overload nearer the **closing date of 6 July 2017**.

**Applicants must ensure to adhere to their institution's internal closing date for submission to allow for institutional internal screening and review. The institutional closing date will be determined by the respective research or postgraduate offices and is usually at least two (2) weeks prior to the NRF's closing date.**

**Step 1:** This is an electronic submission system and applicants must be registered on the **NRF Online Submission System**, <https://nrfs submission.nrf.ac.za> in order to create and complete an application. If you experience problems accessing the system with your NRF Online password, use the Reset Password button. If you are not yet registered on the NRF Online Submission System, you must register to access the application form.

Application screens have screen and application specific instructions to help the applicant work through the sections. Please read the instructions carefully before completing the section.

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), followed by the text "NRF Online Submission System". Below the banner is a navigation menu with the following items: Home, New Registration, and Reset Password. A blue arrow points from the "New Registration" link in the menu to the "New Registration" link on the page. Below the navigation menu is a "Home" link and "Feedback" and "Support" links. The main content area is divided into two sections: "Instructions" and "Log In". The "Instructions" section contains the following text: "If you have already registered on the previous systems (NRF Online and Interim), please use your existing login details to access this system. If you have forgotten your password, please click on the Reset Password link on the left-hand menu." Below this text are contact details for the Support Desk: "Tel: +27 12 481 4202" and "E-mail: supportdesk@nrf.ac.za". The "Log In" section contains a form with the following fields: "ID/Passport/Unique Number:" and "Password:" with a "Show Password" checkbox. Below the form are links for "Reset password." and "Not registered? Click here to register." To the right of the "Log In" section is an "Open Calls" section with a list of funding opportunities: "Community Engagement 2017", "Competitive Programme for Rated Researchers 2017", "Competitive Support for Unrated Researchers 2017", "DST-NRF Professional Development Programme (PDP) Call for 2016", "Equipment-related Travel and Training Grants 2016", "Infrastructure Funding Instruments in support of the: National Equipment Programme (NEP) and National Nanotechnology Equipment Programme (NNEP) 2016", "Knowledge, Interchange and Collaboration (KIC) 2016 – Round 1", and "Research Development Grants for Y-Rated Researchers 2017". A red circle highlights the "Log In" section header, and a blue arrow points from the "New Registration" link in the navigation menu to the "Log In" section.

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

**NRF** National Research Foundation | **RISA** Research and Innovation Support and Advancement | **NRF Online Submission System**

Welcome Mrs Melissa Govender  
Feedback Support

**My Profile**  
**My Applications**  
**Tools**  
**My Progress Reports**  
**Reports**  
**Logout**

**Create Application**  
**List of Applications**

**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
  - 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.
  - No outputs were added on the old NRF Online system so there was nothing to migrate. If there were outputs on the old NRF Online system but they do not show in the summary below, you need to ensure that the ID/passport numbers used on both the old NRF Online and this system (NRF Online Submission System) are the same. Please contact the NRF should your outputs not show so that this can be rectified.














**Step 3:** Select the funding instrument for which you are applying on the create application screen and a new application will open to complete. Please note that this must be selected once only. To continue working on an application, go to My Applications- List of Applications.

**Create Application**

**Instructions**


- Check your intended institution's internal closing date as it will be prior to the closing date listed for applications.
- 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.

Call	Open Date	Closing Date	Apply
Call for 2016 SANCOR Postdoctoral Fellowship	04 April 2016	06 May 2016	
Call for SANCOR International Travel Student Award for 2016	04 April 2016	06 June 2016	
DST – NRF Fellowships for Early Career Researchers from the UK 2017	11 April 2016	30 June 2016	
DST-NRF Conference Fund 2017	04 April 2016	27 May 2016	
Equipment-related Travel and Training Grants 2016 - 1st call	26 February 2016	22 April 2016	
NRF Free-standing/Innovation/Scarce-Skills Postdoctoral Fellowships Call for 2017	31 March 2016	30 June 2016	
NRF-TWAS Postdoctoral Fellowships Call for 2017	30 March 2016	30 May 2016	
South Africa - China Joint Science and Technology Research Collaboration Call for Project Proposals 2017	29 March 2016	03 June 2016	
South Africa – Egypt Joint Science and Technology Research Collaboration Call for Project Proposals 2017	16 March 2016	05 May 2016	
South Africa / Germany Joint Call for Proposals 2017	08 April 2016	29 July 2016	
South Africa/Austria Joint Scientific and Technological Cooperation Call for Applications for 2017-2018 Joint Projects	07 April 2016	31 May 2016	

**Step 4:** All sections marked with a red asterisk are compulsory. These sections must be completed in order for the final submit button to appear. Sections without asterisks are not compulsory; it is only applicable to those who have information to enter. The Attachment section, however, is compulsory for this Call. Completed sections will be indicated by a green tick on the main menu. Please ensure to press the “save” button after completing each section before returning to the main menu.

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)		05 Apr 2016	
Registration Details *		05 Apr 2016	
Contact Details *		10 Jun 2015	
Qualifications *		05 Apr 2016	
Research Expertise *		10 Jun 2015	
Personal Profile *		19 Aug 2015	
Career Profile *		18 Mar 2016	
Books		10 Jun 2015	
Chapters in Books		10 Jun 2015	
Refereed/Peer-reviewed Conference Outputs		10 Jun 2015	
Articles in Refereed/Peer-reviewed Journals		10 Jun 2015	
Patents		10 Jun 2015	
Keynote/Plenary Addresses		10 Jun 2015	
Articles in Non-refereed/Non-peer Reviewed Journals		10 Jun 2015	
Other Significant Conference Outputs		19 Aug 2015	
Technical/Policy Reports		10 Jun 2015	
Products		10 Jun 2015	
Artefacts		10 Jun 2015	
Prototypes		10 Jun 2015	
Other Recognised Research Outputs		10 Jun 2015	
Disability *		05 Apr 2016	
Degree to be Funded *		05 Apr 2016	
Research Project Information *		05 Apr 2016	
Academic Achievements		05 Apr 2016	
Details of Research *		05 Apr 2016	
Science Communication		05 Apr 2016	
Attachments *		05 Apr 2016	
References *		05 Apr 2016	
Possible Reviewers		05 Apr 2016	
Declaration *		05 Apr 2016	
Checklist *		05 Apr 2016	
Print Preview		05 Apr 2016	

**Step 5:** The Type of *Fellowship* section is compulsory. The dropdown list for *Fellowship for which you are applying*, will have three options: (1) Postdoctoral Fellowship abroad; (2) Postdoctoral Fellowship local; and (3) DST-NRF Fellowships for Early Career Researchers from the UK.


Support 

## Type of Fellowship

**Instructions**

- If you will be conducting research at a South African institution, please select "Postdoctoral Fellowship – local". This applies to the Freestanding, Innovation and Scarce Skills Fellowship applicants as well as the NRF-TWAS Postdoctoral Fellowship applicants.
- If you are a South African citizen/permanent resident and would like to conduct research at an institution outside South Africa, please select "Postdoctoral Fellowship – abroad".
- Only select the "DST-NRF Fellowships for Early Career Researchers from the UK" if you are applying specifically for this call.

Fellowship for which you are applying

DST – NRF Fellowships for Early Career Researchers from the  \*

Postdoctoral Fellowship – abroad

Postdoctoral Fellowship – local

DST – NRF Fellowships for Early Career Researchers from the UK

**Step 6:** The *Fellowship to be Funded* section is compulsory. Please select the Fellowship for which you are applying and keep the following in mind: (i) Applicants must undertake full-time Postdoctoral research. (ii) The Fellowship can be undertaken for a minimum of three (3) months to the maximum of six (6) months only. (iii) The Fellowship cannot be held concurrently with any salaried employment. (iv) The commencement date of the research must be before the deadline of 30 June 2018. Any awards not taken up by this date will be cancelled automatically, unless an arrangement was made with the NRF.

**Fellowship to be Funded**

**Instructions**

◦ Fields marked with a \* are compulsory

<p>Fellowship for which you are applying</p>	<div style="border: 1px solid #ccc; padding: 2px;">DST – NRF Fellowships for Early Career Researchers from the UK</div>
<p>Provide a short description of current and previous research study</p>	<div style="border: 1px solid #ccc; height: 80px;"></div>
<p>Date of commencement of postdoctoral research</p>	<div style="border: 1px solid #ccc; padding: 2px;">DD/MM/CCYY</div>
<p>Full-time</p>	<input type="radio"/> Yes <input checked="" type="radio"/> No *
<p>Was your Masters degree upgraded to Doctoral?</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No *
<p>Does any financial support received for previous studies bind you to a service contract?</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No *
<p>Student Number (if applicable)</p>	<div style="border: 1px solid #ccc; height: 20px;"></div>
<p>Discipline of postdoctoral research</p>	<div style="border: 1px solid #ccc; padding: 2px;">Select an option</div>
<p>Department/School for postdoctoral research</p>	<div style="border: 1px solid #ccc; height: 20px;"></div>
<p>Faculty for postdoctoral research</p>	<div style="border: 1px solid #ccc; height: 20px;"></div>
<p>Indicate what you are doing presently</p>	<div style="border: 1px solid #ccc; height: 80px;"></div>

**Step 7:** The **Research Project Information** section requires applicants to select the proposed institution. SA Higher Education Institutions (HEI), including SA national facilities, as well research institutions will be on the list. If the institution to be selected is not on the drop-down list, it can be requested by selecting the support tab on the far right at the top of the screen. Applicants must indicate the UK University or research institution that they are currently based at. Please note that it is the applicant's responsibility to find an institution and supervisor in South Africa that is willing to host them for the duration of the fellowship.









The screenshot shows a web form titled "Research Project Information". At the top, there is a blue header bar with the title. Below it is a section for "Instructions" with several bullet points: "Please note that all fields in this section are compulsory and unless fully completed your application cannot be submitted.", "Please refer to the Framework document of the call that you are applying for.", "The Short Title of Research Project field is restricted to 100 characters (including spaces).", "The Descriptive Title of Research Project field is restricted to 2 000 characters (including spaces) and should be a clearer description of what the research is about, therefore expanding on the Short Title.", and "You MUST consult the attached information manual before completing your application form online." Below the instructions are several input fields: "Short Title of Research Project" (empty text box), "Discipline of Research Project" (dropdown menu with "Select an option"), "Research Visit Start Date" (text box with "2018/03" and a calendar icon), "Research Visit End Date" (text box with "2018/10" and a calendar icon), "Required Funding Period" (dropdown menu with "3 Months"), "Qualifying Amount" (text box with "R 165000"), and "Descriptive Title of Research Project" (large text area). At the bottom, there are two more dropdown menus: "UK University or research institution" and "South African Host Institution", both with "Select an option" and a support icon (a blue circle with a white 'i'). A blue arrow points to the support icon for the "UK University or research institution" dropdown. At the bottom of the form are "Save" and "Return to Menu" buttons.

**Step 8:** 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 section. Applicants must give a concise overview of the proposed research in this section as the input is taken into consideration during the assessment of the application. Appropriate literature references must also be included in this section. The Scorecard that will be used to assess the application can be viewed in Section 6 of this document.

Details of Research

**Instructions**

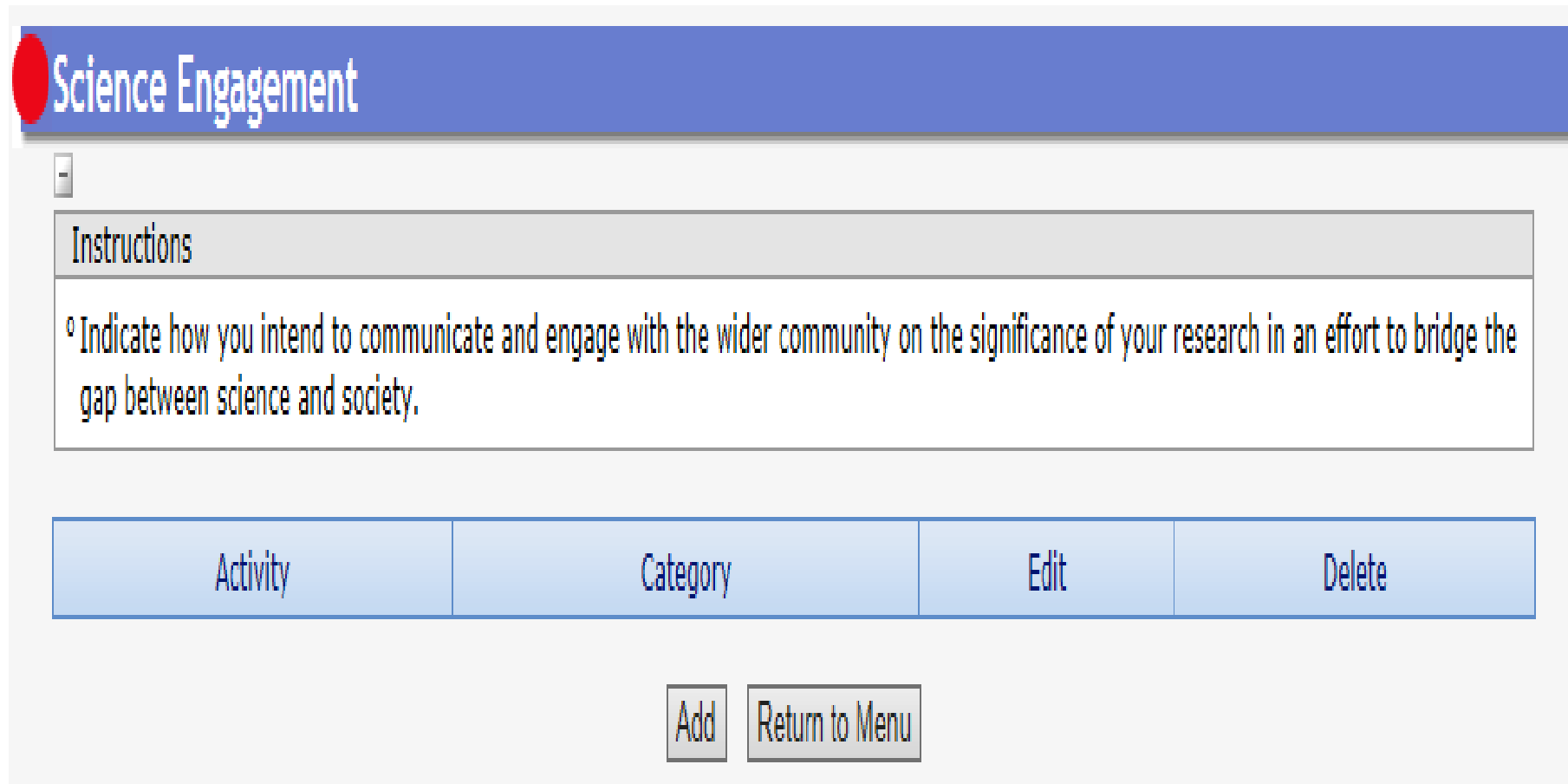
° Please note that all fields in this section are compulsory and unless fully completed your application cannot be submitted.

Section	Complete	Date Updated	Edit
Problem Statement *	✓	19 Apr 2017	
Rationale and Literature Review *	✓	19 Apr 2017	
Aims and Objectives *	✓	19 Apr 2017	
Methodology and Proposed Research Plan *	✓	19 Apr 2017	
Anticipated Outputs *	✓	19 Apr 2017	
Potential Impact *	✓	19 Apr 2017	
Alignment to National Strategies *	✓	19 Apr 2017	
Infrastructure Required	✓	19 Apr 2017	

[Return to Menu](#)

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

**Step 9:** The Science Engagement section is compulsory section. Should applicants not be running any science engagement activities, they will still have to click on “add” and select “N/A” under “activity” and category”.



The screenshot shows a web interface for the Science Engagement section. At the top, there is a blue header with a red circle on the left and the text "Science Engagement". Below the header is a grey bar with a minus sign icon. Underneath is a grey box labeled "Instructions" containing the text: "° Indicate how you intend to communicate and engage with the wider community on the significance of your research in an effort to bridge the gap between science and society." Below the instructions is a table with four columns: "Activity", "Category", "Edit", and "Delete". At the bottom of the interface are two buttons: "Add" and "Return to Menu".

Activity	Category	Edit	Delete
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[Add](#) [Return to Menu](#)

**Step 10:** The **Reference** section allows applicants to include academic referees who can comment on the applicant's academic abilities. On final submission of the application, the emails containing a reference response are sent automatically to the nominated referees to provide a report on the academic and research capabilities of the applicant.

**Reference Record**

**Instructions**

◦ Please complete the reference section below.

Title  \*

Surname

Initials

First Name

Department

Faculty

Organisation where based   \*

Email Address

Role  \*

Enter a word or two in the field below (e.g. North-West or Johannesburg or Stellenbosch) to return a list of all organisations that contain the word(s).

The applicant must ensure that the referees' email addresses are correct and that the referees have responded by the closing date as this category of the application is assessed. The applicant must periodically view the application PDF to check if a referee has responded to the request.



**Step 11:** The *Possible Reviewers* section is compulsory in this Call. The section requires that applicants add the names of possible reviewers in the field of research that they have interacted with through conferences or other academic fora, to provide a neutral review of the proposed research project. A minimum of six (6) and a maximum of ten (10) possible reviewers are required.

## Possible Reviewers

Instructions

- Please suggest suitable reviewers for this proposal.
- Please be frank as to your relationship with the reviewer: acquaintance, collaborator, ex-colleague, etc.
- A minimum of 6 and a maximum of 10 reviewers have to be added for this section to mark as complete.
- Reviewers from the same institution as the applicant should not be selected.

Surname	Initials	Email Address	Priority	Priority Up	Priority Down	Edit	Delete
No records to display.							

**Step 12:** *Person History* section is a section that is required for statistical purposes by the NRF. It allows the NRF to ascertain who previously received NSFAS (South African National Student Financial Aid Scheme) funding. Please also indicate if you were funded by an international donor.

## Person History

Instructions

° Proof of NSFAS or University financial aid scheme must be attached.

**Previous studies funded by**

- NSFAS bursary
- NSFAS loan
- Self-funded
- Family funded
- Other Government departments
- International donor funds \*

**Self-funded**

- NSFAS bursary
- NSFAS loan
- Self-funded
- Family funded
- Other Government departments
- International donor funds
- Not funded from any other source \*

**Are you currently a DST-NRF intern**

Yes  No \*

**Step 13:** In the **Attachment** section, please print, certify and then scan all the required documents and submit as a single PDF file. The applicant is required to attach the following documents:

- (i) Copy of the passport.
- (ii) Certified doctoral certificate
- (iii) Certified copy of academic transcript
- (iv) Letter of acceptance from an SA host researcher
- (v) Letter confirming affiliation to a government-funded UK University or research institution
- (vi) A medical certificate in support of a disability if an applicant with a disability.

The screenshot shows a web application interface. On the left is a navigation menu with 'My Applications' (sub-items: Tools, Reports, Logout) and 'Quick Links' (sub-items: Grantholder Tools, Institution Facilities, Panel Meetings, Application and Output History (NRF Online), Application History (NRF Interim), SKA SA Grants). The main content area is titled 'Attachments' and contains instructions for uploading documents. Below the instructions is a table with columns: Description, Type, File Name, Edit, View, Delete. At the bottom are 'Add' and 'Return to Menu' buttons. The top right of the page says 'Welcome Mrs Zikhona Lose' with links for 'Feedback' and 'Support'.

**My Applications**  
Tools  
Reports  
Logout

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

Landing / My Applications / Edit Application - ECR16042820198 / Attachments

Welcome Mrs Zikhona Lose  
Feedback Support

### Attachments

**Instructions**

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

**DST - NRF Fellowships for Early Career Researchers from the UK 2017**

- The following documents must be uploaded for the section to mark as complete:  
Copy of Passport  
Certified copy of academic transcripts  
Certified copy of PhD certificate  
Letter of invitation and support from a South African research host  
Letter confirming affiliation to a publicly funded UK University or research institution

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

Add Return to Menu

**Step 14: Applicants must ensure that they adhere to the SA institution's internal closing date for submission of applications to allow for internal institutional screening and review. The institution's internal closing date will be determined by the respective research offices or Post Graduate Office and is usually at least two weeks prior to the NRF's closing date**

Delegated Authorities (DAs) at institutions ensure that all proposals are screened and approved through internal institutional processes **before** submitting the applications to the NRF. The NRF assumes that the respective DAs are satisfied with the standard of all proposals validated and submitted, and that the institution approves and supports the proposed research.

**Step 12:** The final submit button will appear only if all compulsory sections are complete. Press OK to submit the application. If all the compulsory sections are complete and the final submit button does not appear, select any section and resave to refresh the application and then submit. A submitted application is automatically routed to the DA in the Research Office of the institution that you 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 detail, or fail to comply with instruction** as such applications will be rejected. The application must be completed with sufficient detail to allow for a comprehensive review and evaluation by external reviewers. In addition to the electronic application and required attachments, the NRF may request additional information or documentation to support an application if required. Failure to supply such information or documentation upon request may result in the rejection of the application.

## **5. Screening and Review Processes**

### **5.1 Overview of the Screening Process**

All applications validated by institutions and submitted to the NRF are screened by the NRF for compliance with the eligibility criteria of the Call for applications, as well as the requirements for completing the NRF Online Submission application. Applications that fail to meet the stipulated requirements will be rejected.

### **5.2 Overview of the Review Process**

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

Panel members are selected from the NRF database and other sources, which is updated on a continuous basis. When selecting the review panel, the expertise and experience of individuals in application adjudication are taken into account. In assessing the application, agreed assessment criteria are applied in the form of a scorecard (please refer to Section 6).

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

## **6. Ranking of Applications**

The purpose of the scoring system is to evaluate applications based on funding instrument criteria, in order to determine applications that are most deserving of the limited funds available. All research proposals submitted to the NRF for funding are evaluated according to a number of predetermined criteria. Applications are assessed and ranked on the basis of criteria as listed in the table below. Each area may be given a weight to indicate its relative importance. Kindly consult the table below for details on the criteria used.

**Scorecard for the Assessment of Proposals for DST – NRF Fellowships for Early Career Researchers from the UK**

<b>Criteria</b>	<b>Sub-Criteria</b>	<b>Weight (Total = 100%)</b>
<b>Track Record of Applicant</b>	Applicant expertise/training that will enable the applicant to successfully undertake the proposed research.	10%
	The applicant's research track record which could include peer reviewed publications, conference proceedings, research prizes and awards.	10%
<b>Scientific and Technical quality of proposed research</b>	Literature review with citations, significance of the research in terms of the problem statement, aims and objectives. Scientific contribution; originality and new knowledge to be generated.	20%
	Research design, methodology developed to address aims of the research. Provision of work plan and feasible timelines and milestones for the research.	20%
	Alignment with national (at applicant's home country) and institutional research priorities.	5%
<b>Institutional Support</b>	Institutional support for the postdoctoral fellowship through infrastructure and facilities for an enabling environment.	10%
<b>Potential Research Outputs and Impact of the research</b>	Details of envisaged realistic outputs of the research such as publications, conference proceedings, toolkits, policy documents.	5%
	Contribution to postdoctoral research skills development in a priority research area (human capacity development of the applicant).	10%
	Potential for socio-economic impact of the research in South Africa.	10%

## 7. Application Feedback and Disputes

Once the NRF has completed the review and assessment processes, and has approved the recommended funding decision, the NRF will publish a list of successful applicants on the NRF website [www.nrf.ac.za/bursaries/calls](http://www.nrf.ac.za/bursaries/calls). Successful applicants will thereafter receive a letter of award. The application status online will not indicate whether or not the application has been approved for funding. **This funding instrument does not provide feedback to unsuccessful applicants**; if your name does not appear on the published list of successful applications it means that your application was unsuccessful.

An unsuccessful applicant who requires feedback is advised to contact their institutional office to request feedback from the NRF. The NRF does not provide feedback to all unsuccessful applicants due to the high volume of applications received across its funding instruments.

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

## 8. Change Requests

### 8.1 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 Research Office for approval prior to the change.

### 8.2 Changes in Project Scope, Supervisor or Institution

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

## 9. Scientific Compliance

### 9.1 Methodology

The applicant takes scientific responsibility for the research to be undertaken, including its objectives and the methodology outlined in the project proposal. The applicant 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.

## **9.2 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.

## **9.3 Ethics**

The fellow 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.

## **10. References**

RSA (2008). Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008. *Government Gazette*, 22 Dec 2008. Vol 522, No 31745