



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

## **USER GUIDELINES**

### **UP DOCTORAL RESEARCH BURSARY**

#### **NEW APPLICATION PROCESS FOR 2021**

#### **Department Research and Innovation**

**Reference:** UP\_DRB\_Applications

**Version:** 1

**Date:** November 2019

## Title and Synopsis

<b>Title</b>	User Guidelines for UP Doctoral Research Bursary Application Process
<b>Reference</b>	UP_DRB_Applications
<b>Version</b>	1.00
<b>Date</b>	November 2019
<b>Synopsis</b>	This document is the guideline for Applicants at the University of Pretoria that apply for UP Doctoral Research Bursaries via the new online application system.
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## Guidelines overview

This document is the guideline for Doctoral Students that want to apply for the UP Doctoral Research Bursary through the Internal Grant online application system that is available on the UP Student Portal via the Research Grants and Ethics portlet.

It is the responsibility of the applicant to ensure that the required approval for the online bursary application is obtained from the supervisor and the Dean's office via the online system.

## Prerequisites

- The Postgraduate student must already have completed an application for admission to study at the University of Pretoria via the Online Application system that is available on the UP Web under Study > Apply.
- Must have a project research title and the outline for the intended research for the PhD degree.
- The applicant must already have identified a Supervisor.
- Must have applied for other external funding sources and proof thereof.
- Must have copies of past academic transcripts.
- Must have a copy of a South African ID or passport (in case of international student)
- Must have proof confirming that they are not employed for more than 12 hours per week at commencement of their Doctoral studies. If they are not employed attach an affidavit as confirmation of unemployment.

## Objectives

- Read the UP Doctoral research Bursary conditions to ensure that you meet the criteria and adhere to the criteria if successful.
- Complete an online application for the UP Doctoral Research Bursary.
- Attach the mandatory documents to support the online bursary application.
- Submit the Online Bursary Application.

## 1. Access the Internal Grants (UP Funded)

1. Log onto your UP student portal
2. Navigate to the Research Grants & Ethics portlet



3. Click on Research Grants & Ethics link

[Research Grants & Ethics](#)

The Research Grants & Ethics page will open.

4. Click on Internal Grants (UP Funded) tile



The Online research Funding application system will open.

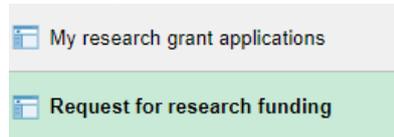
## 2. Complete your Online Application

There are two options available:

**My research grant applications** – if you already submitted a grant application.

**Request for research funding** – if you want to complete and submit a request for research funding.

1. Click on “Request for Research Funding” link



2. The Request research funding screen will appear.

Please take note of the following

### **Before starting an application**

- Please familiarise yourself with the requirements under Guidelines marked (  ) on the system.
- DO NOT start an application to see what is required, read the **Guidelines. (UP DOCTORAL RESEARCH BURSARY CONDITIONS, to ensure that you understand the conditions)**

### **Please note:**

- Funding Applications that the applicant did not submit will not be considered for funding.
- The applicant must click the '**Submit**' button after the declaration and receive confirmation that the application was submitted successfully.

### **Application approval:**

- It is the responsibility of the applicant to ensure that the application has been approved.
- Monitor the application approval via the workflow process on the system.

### Request research funding

**Research funding**

*Before starting an application*

- Please familiarise yourself with the requirements under Guidelines marked (  ) on the system.
- DO NOT start an application to see what is required, read the Guidelines.

*Please note*

- Funding Applications that are not submitted by the applicant will not be considered for funding.
- The applicant must click the 'Submit' button after the declaration and receive confirmation that the application was submitted successfully.
- It is the responsibility of the Applicant to consult with the Faculty for the Faculty internal closing date.
- The Faculty closing date is always before the closing date indicated on the system in the "Date Closed" column. The Faculty will not accept applications after the Faculty closing date.

*Application approval:*

- It is the responsibility of the applicant to ensure that the application has been approved.
- The approval can be monitored via the work flow process on the system.

Research funding source						
	Guidelines	Date open	Date Closed	Year	Round No	
<input checked="" type="checkbox"/> Doctoral Research Bursary		09/19/2019	10/30/2019	2020		1
<input type="checkbox"/> P.G. Student Study Abroad		09/02/2019	02/21/2020	2020		1
<input type="checkbox"/> Research Development Programme						
<input type="checkbox"/> Staff Travel Abroad		09/02/2019	02/21/2020	2020		1
<input type="checkbox"/> VP. Congress Funding		07/01/2019	09/23/2019	2019		3
<input type="checkbox"/> Visiting Professor Programme		01/01/2019	12/31/2019	2019		1

- On the Request research funding page select the **Research Funding Source: Doctoral Research Bursary** and continue to the next page.  
Commence with the application
- Complete the Research Funding Application – there are 6 steps.

<b>Personal</b>	Registration Details	Research data	External Funding	Attachments	Declaration
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### Personal – Step 1 of 6 (Verify your personal information)

Personal details			
Title	Ms		
First Name	<input type="text"/>	<input type="text"/>	
Middle Name	<input type="text"/>		*Gender Female
Last Name	<input type="text"/>		*Ethnic Group African
Date of Birth	<input type="text"/>		

Identification data			
*Country	Belgium		
*National ID Type	Passport		
*National ID/Passport	<input type="text"/>		
<i>Please complete if NOT a South African citizen or dual citizenship</i>			
Visa/Permit Type	N	<input type="text"/>	
Visa/Permit Number	<input type="text"/>		

*Email Type	*Email Address	Preferred		
1 Other	abcde@gmail.com	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2 UP Stud	<input type="text"/> @tuks.co.za	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

*Phone Type	Telephone		
1 Home	0831111111	<input type="button" value="+"/>	<input type="button" value="-"/>

### Registration Details – Step 2 of 6 (Select your Supervisor and ensure that your research information is correct – correct department etc.)

Supervisor Detail			
Department	00805	<i>Production Animal St (Vet Sc)</i>	
*Supervisor	<input type="text"/>	<input type="text"/>	
Application Year	Year 1		
Support needed(in Years)	3	Year	2020
		Round No	1

Application Details	
*Degree for which you have registered/Will register	Production Animal Studies
*Currently Employed(Yes or No)	No
Number of Hours Employed per week	0.00
Comment	<input type="text"/>

**Research Data – Step 3 of 6** (Provide the information that will motivate your request. The Title of study and Brief outline of the Intended Research)

**Motivation**

**Title of Study**

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The development and validation of improved foot-and-mouth disease.

body p

**Brief Outline of Intended Research (Maximum of 250 Words)**

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The main aim of the proposed research is to develop and validate

body p

**External Funding – Step 4 of 6** (Indicate other funding sources – all supplementary funding must be declared)

**Other funding sources**

*\*\*\*\*All Supplementary funding must be declared by the student and approved by DRI. The University of Pretoria reserves the right to withdraw postgraduate research funding in the case of non-disclosure.*

Funding source	Funding type	Amount	Funding Period-To Date	Funding Period-From Date	Funding Status
NRF Doctoral Scholarship	Externally funded	120000.00			Applied
Total from sources other than this fund		120000.00			

**Attachments – Step 5 of 6** (Documents to support this funding)

**Please ensure that you have the following available to upload:**

- Copies of the past academic transcripts
- Copy of South African ID or passport (in case of international student)
- Proof that external funding has been applied for.
- Proof confirming that you are not employed for more than 12 hours per week at commencement of Doctoral studies. If you are not employed submit an affidavit as confirmation of unemployment.

Please ensure that the following have been included:

- Copies of the past academic transcript
- Copy of South African ID or passport (in case of international student)
- Proof that external funding has been applied for.
- Proof confirming that you are not employed for more than 12 hours per week at commencement of Doctoral studies. If you are not employed submit an affidavit as confirmation of unemployment.

Documents to support this funding					
Document type	Attached File	View	Delete		
Academic Transcript ▾	Academic_Transcript.pdf	View	Delete	+	-
Confirmation of Employ ▾	affidavit.pdf	View	Delete	+	-
South African ID or Pas ▾	Copy_of_ID.docx	View	Delete	+	-
Proof of External Fundi ▾	Proof_of_External_Funding.docx	View	Delete	+	-

**Declaration** – Step 6 of 6 (Declaration by the applicant that the information provided is correct.

Tick the **‘I hereby certify’** box & click on the “Electronic Certification’ button)

**Declaration by applicant**

### Declaration by applicant

*If a Student fails to comply with any of the conditions of the UP Doctoral Research Bursary award, all the years the bursary was granted will be cancelled and the bursary values will be debited to the student account.*

*The conditions set out in the student enrollment contract shall apply to the amounts debited to the student account in items of this bursary.*

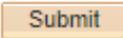
- *I, the undersigned declare that the information supplied in this bursary application is complete and correct. I have studied the conditions to this bursary and agree to the conditions if I am awarded this bursary.*

*Certified by Nominator on behalf of Applicant*



*Electronically Certified on 31-Jul-2019 11:36 by*  
**Henriette Crafford**  
*Employee ID : 88774326*

5. **Submit** the application.

Ensure that you click on the  button to complete your application. The **‘Confirmation’** must appear to confirm that your request **has been submitted**.

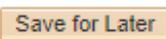
Confirmation

Your request has been submitted for approval

The request for research funding will enter the workflow process; this process indicates where your application is for approval.

*Applicants are responsible to follow up on approvals by the supervisors and the Dean’s office.*

**PLEASE NOTE:**

If you are unable to complete the application click on the  button and then  the funding request.

Go to section 3, to see how you can access your application again to complete and submit.

### 3. How to check your application status and progress

1. Log onto UP student portal
2. Navigate to the Research Grants & Ethics portlet
3. Click on [Research Grants & Ethics](#) link  
The Research Grants & Ethics page will open.
4. Click on Internal Grants (UP Funded) tile
5. Click on “My research grant applications” link



Your research grant application will appear.

[My research grant applications](#)

Request number	Actions	Initial request no	Research fund type	Type	Application Year for Renewable Grants	Research funding status	Call Year	Round No	Awarded amount
422	▼ Actions		Doctoral Research Bursary	New Request	Year 1	Pending approval	2020	1	

Show Deleted Application    Hide Deleted Applications

Click on the ‘Actions’ link next to your Doctoral Research Bursary Request.

**Three Options are available:**

Research request:

- To view your Research application request that you’ve already submitted.
- To open your Research application request that you’ve started and [Save for Later](#), complete and submit the application.

Workflow progress:

- View the approval progress of your application.
- See the comments of the individuals responsible for approving your application.

Delete Application:

- Delete your application if you no longer wish to apply or if you accidentally started a Research application request.

[My research grant applications](#)

Request number	Actions	Initial request no	Research fund type	Type	Application Year for Renewable Grants	Research funding status
422	▼ Actions		Doctoral Research Bursary	New Request	Year 1	Pending approval

Show Deleted Applications

Research request

Workflow progress

Delete Application

Select “Workflow progress”. The Workflow progress enquiry screen will appear.

- The screen will indicate who approved and which approval is still pending for your application.
- Please follow up with the individual if the application is taking too long to complete the application approval process.

Workflow progress

Approval progress enquiry

Request number 422 Doctoral Research Bursary

**Approval progress**

User ID	Approver/Recomender	Step Instance	Status	Last Update Date	Comments
		Approved		08/12/2019 8:59:51AM	
		Pending		08/12/2019 1:01:42PM	
		Pending		08/12/2019 1:01:42PM	
		Pending		08/12/2019 1:01:43PM	

**Research funding approval**

Approval of Research grant applications: Pending [View/Hide Comments](#)

Research funding approval

**Approved**  Research supervisor  
08/12/19 - 1:01 PM

→ **Pending**  Multiple Approvers  
Dean/Deputy Dean/Faculty Admin

→ **Not Routed**  Multiple Approvers  
Research manager responsible

**Comments**

at 08/12/19 - 1:01 PM  
I Recommend this request of Ms XXXXX

Only applications that are with the responsible **Research Manager** that completed the workflow process before the closing date will be considered for funding.