STELLENBOSCH CLOSING DATE: 15 JANUARY 2018

Grants Management and Systems Administration

Application and 2018 Funding Guide

NRF Honours and Final Year Bachelor of Technology Block Grant Bursaries

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List of Acronyms

B Tech	Bachelor of Technology
CoG	Conditions of Grant
DA	Designated Authority
GMSA	Grants Management and Systems Administration
HEI	Higher Education Institution
HICD	Human and Institutional Capacity Development
ID	Identity Document
NRF	National Research Foundation
PoR	Proof of Registration
RISA	Research and Innovation Support and Advancement
UID	Unique Identification

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1. Introduction

This Application Guide provides an overview of the application process for the NRF Honours and Final Year Bachelor of Technology (B Tech) Block Grant Bursaries. It should be read in conjunction with the NRF Honours and Final Year B Tech Block Grant Bursaries Framework document. The Framework document provides detailed information with respect to the objectives of the funding instruments, eligibility criteria and other requirements. This document does not however, constitute a complete set of policies, procedures or systems applied by the NRF.

2. Application Process

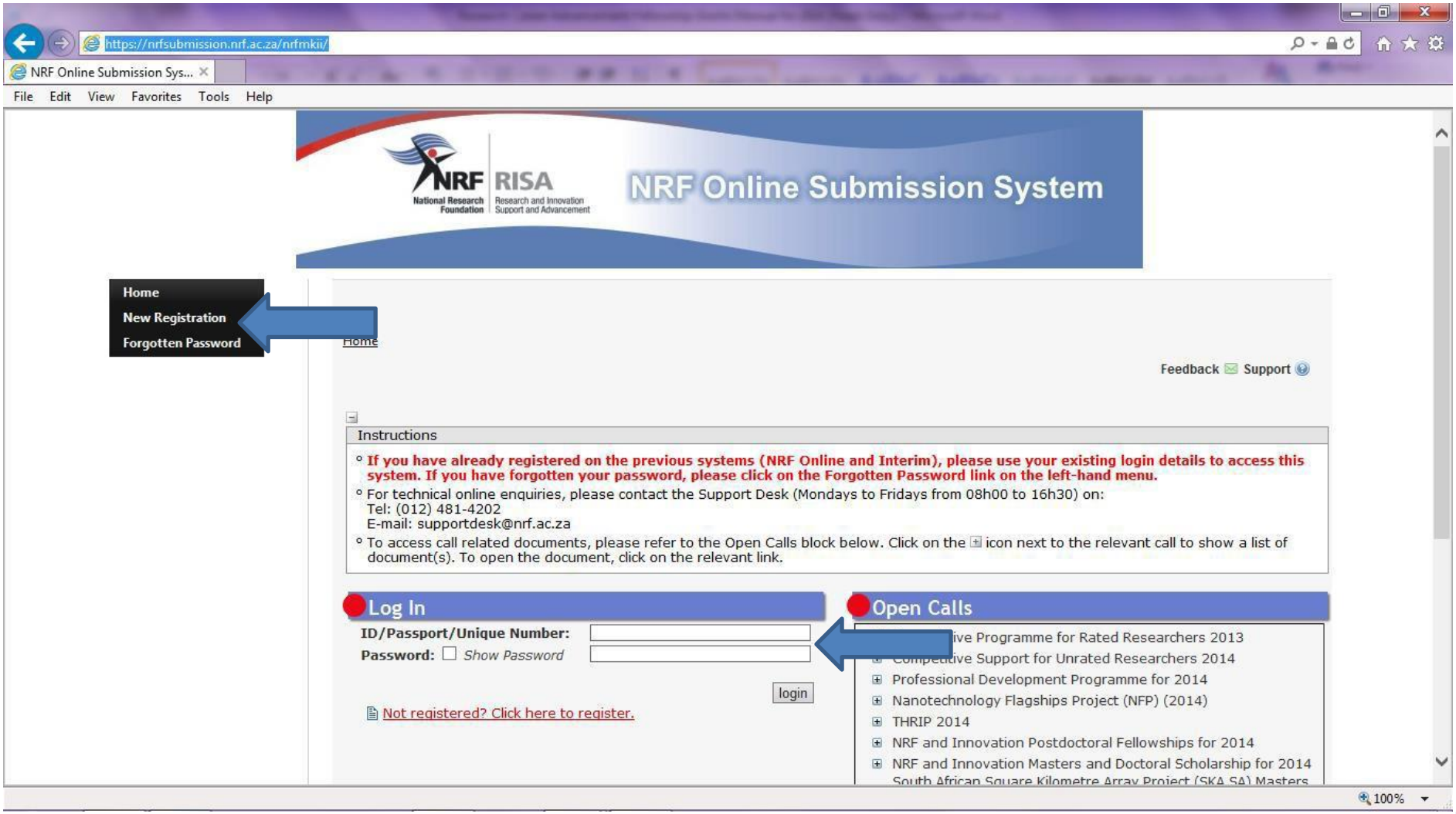
The NRF is publishing the NRF Honours and Final Year B Tech Block Grant Bursaries Call on the NRF website www.nrf.ac.za, which is accessible on the NRF Online Submission System https://nrfsubmission.nrf.ac.za. Each applicant is limited to one (1) application only for this Call. **Once an applicant submits the online application, it will be automatically routed to the institutional Designated Authority (DA) of the institution where the applicant intends to undertake the Honours / B Tech study**. Institutions have an earlier internal closing date and applicants should contact their respective institutions regarding closing dates and status of applications.

The processing of applications takes approximately five (5) months from the closing date of the Call until the decisions are made.

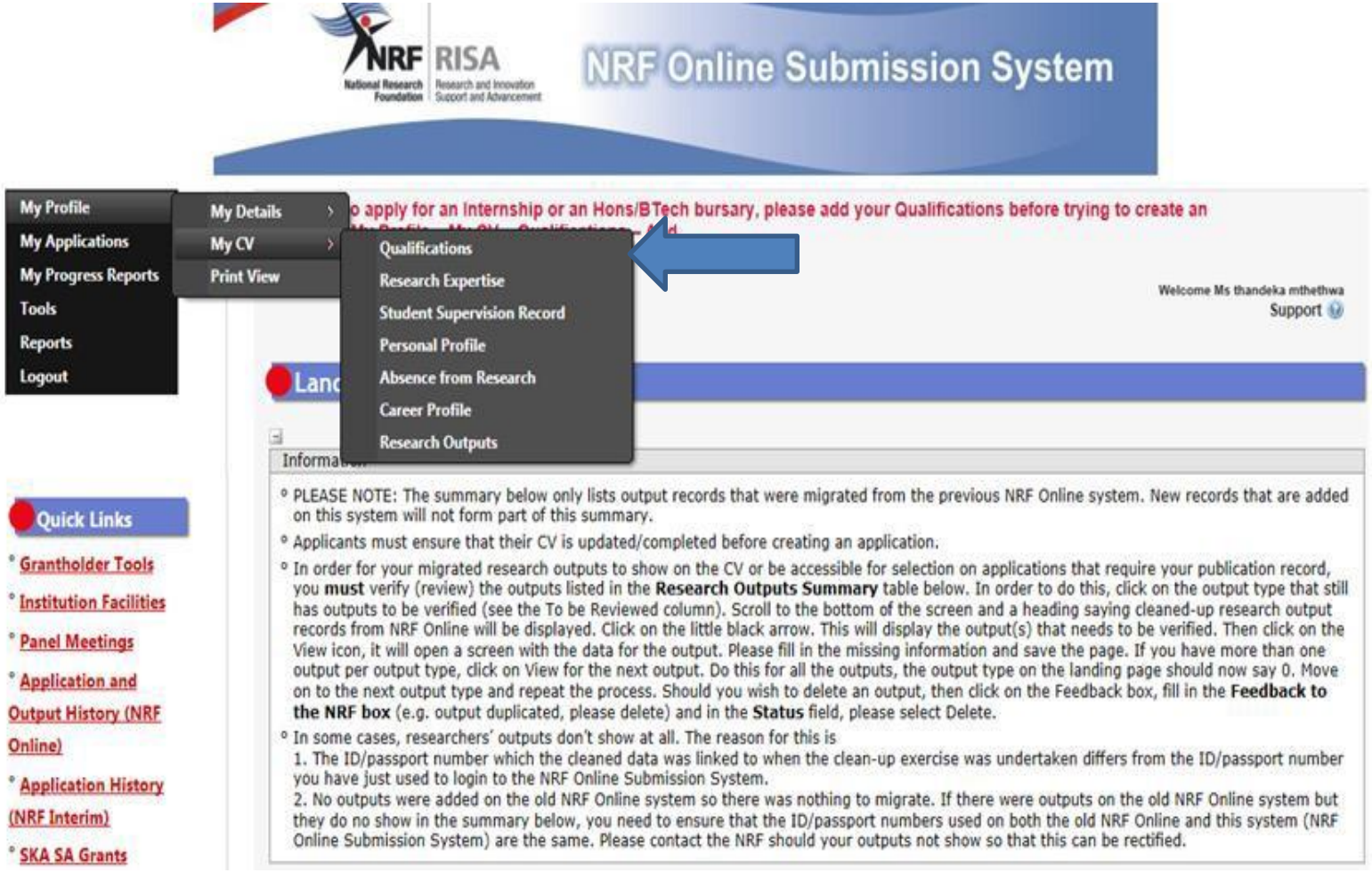
3. How to Create an Application

Applications must be completed on the NRF Online Submission System at https://nrfsubmission.nrf.ac.za from **October 2017.** Applicants are advised to complete their applications soon after the call has opened to prevent IT system overload nearer the **closing date which is 15 January 2018.** Below are steps to follow in order to create an application.

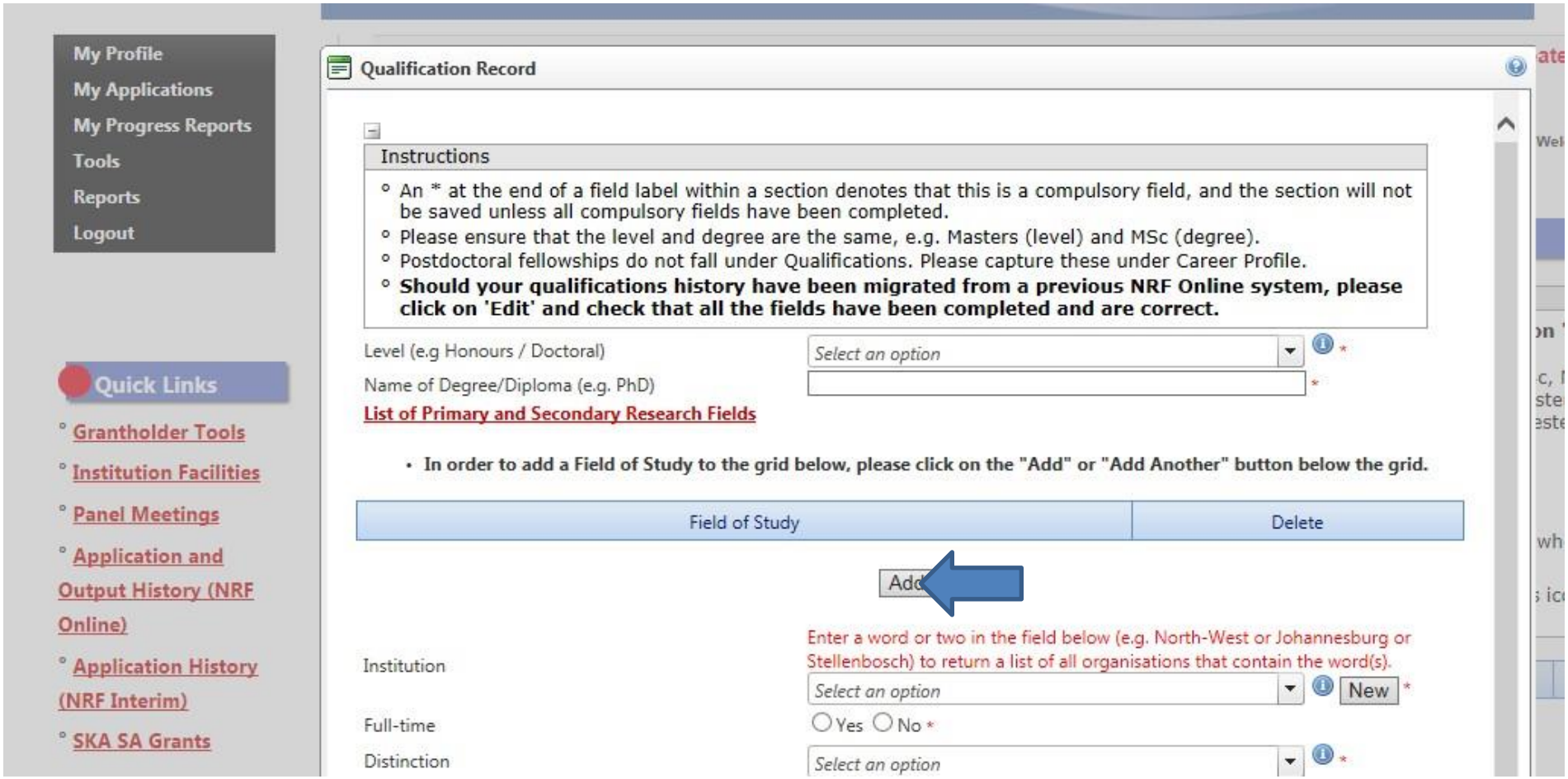
Step 1: This is an electronic submission system and applicants must be registered on the system to create and complete an application. Click on New Registration and complete the registration screen **<u>if you are not registered yet</u>**. Use your ID number and password to login as indicated below



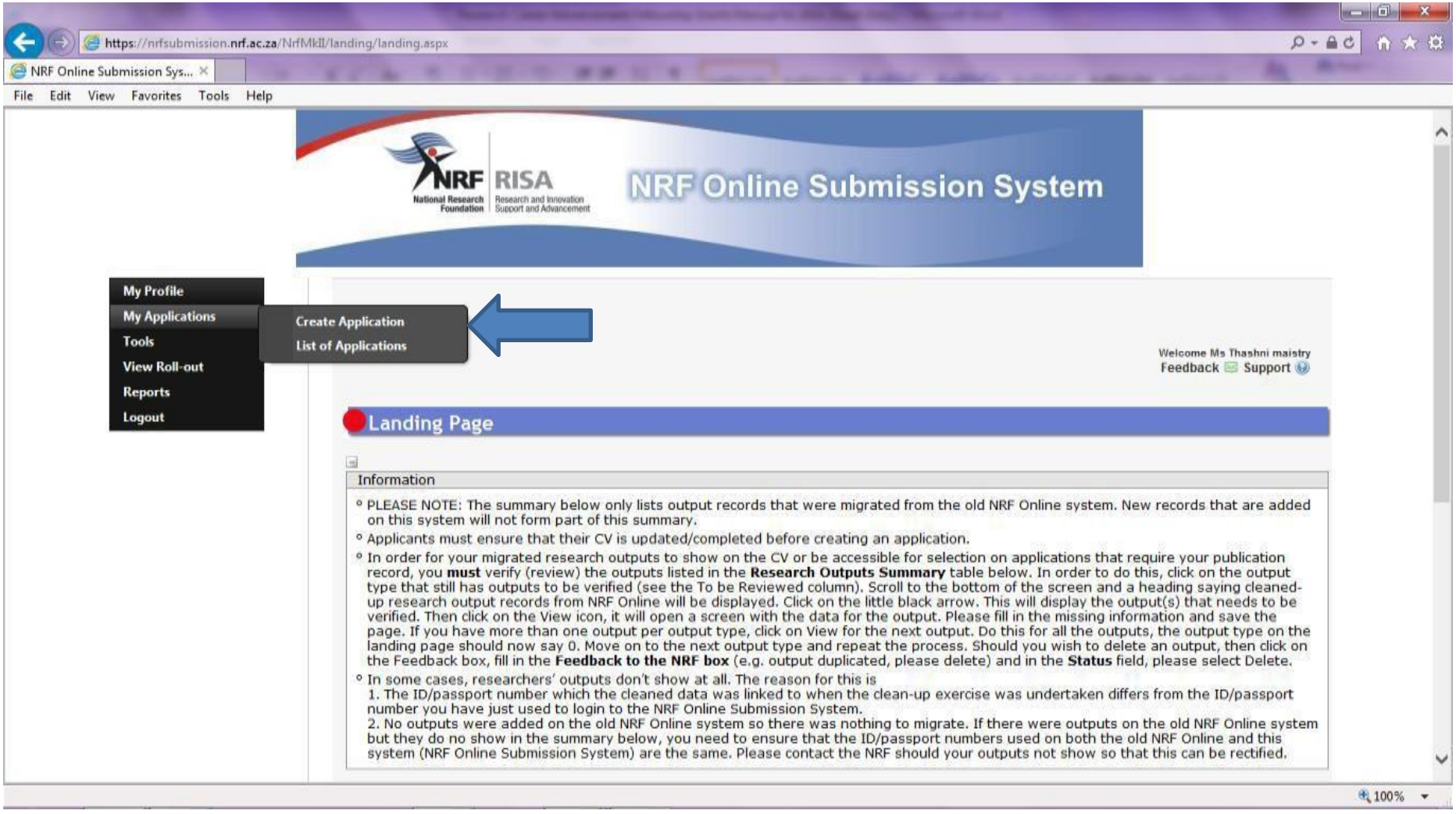
Step 2: Once the applicant has logged onto the NRF Online Submission System, the landing page appears. Click on My Profile - My CV and complete the Qualifications section**.** **Applicants will be able to complete the application only once they have completed theQualifications section.**



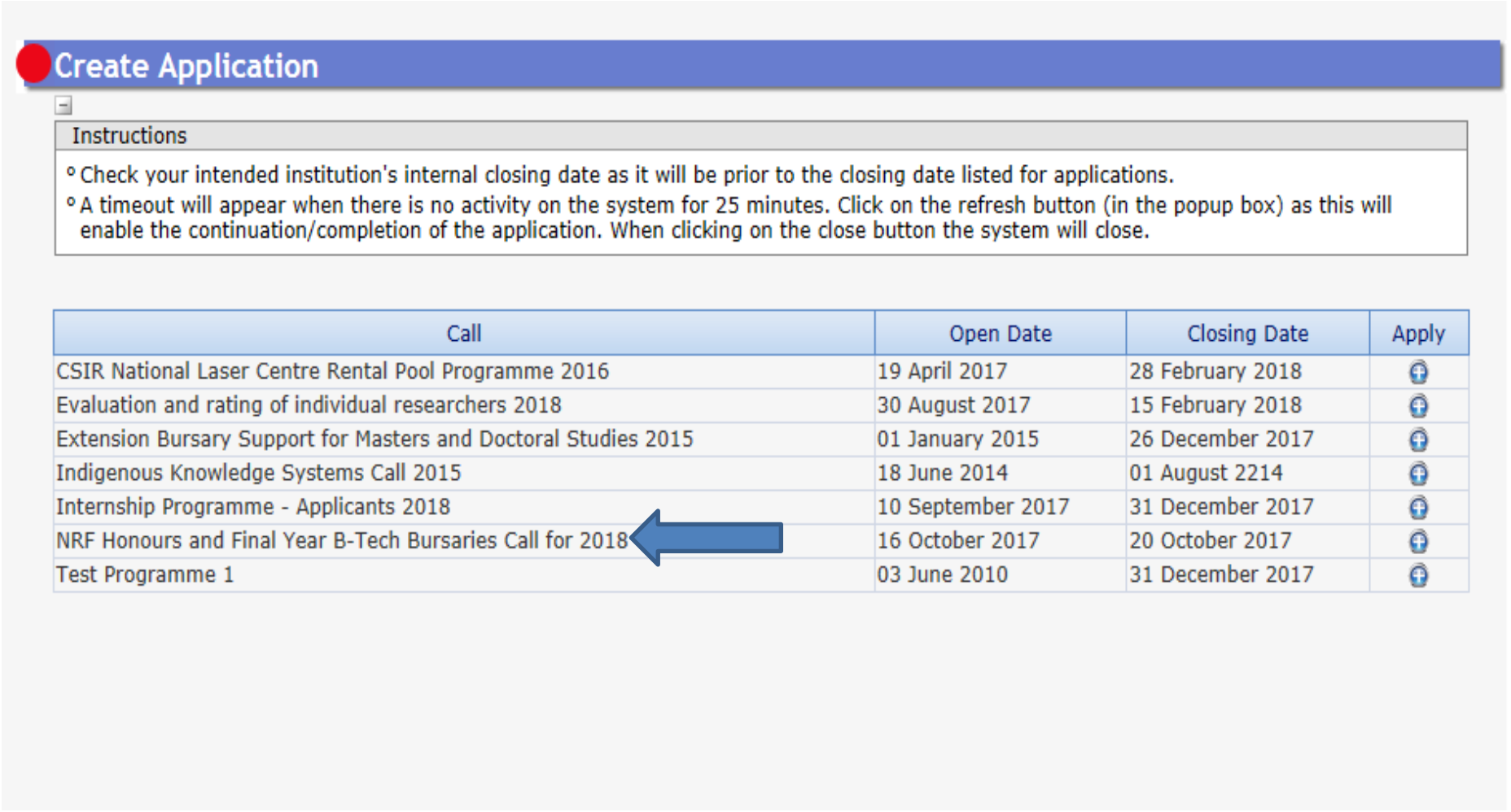
Step 3: On the Qualifications screen, click on “Add” to add the Qualification Record. Enter the level of study as well and click on “Add” to complete the field of study.



Step 4: Click on My Applications then on Create Application to create a new application.

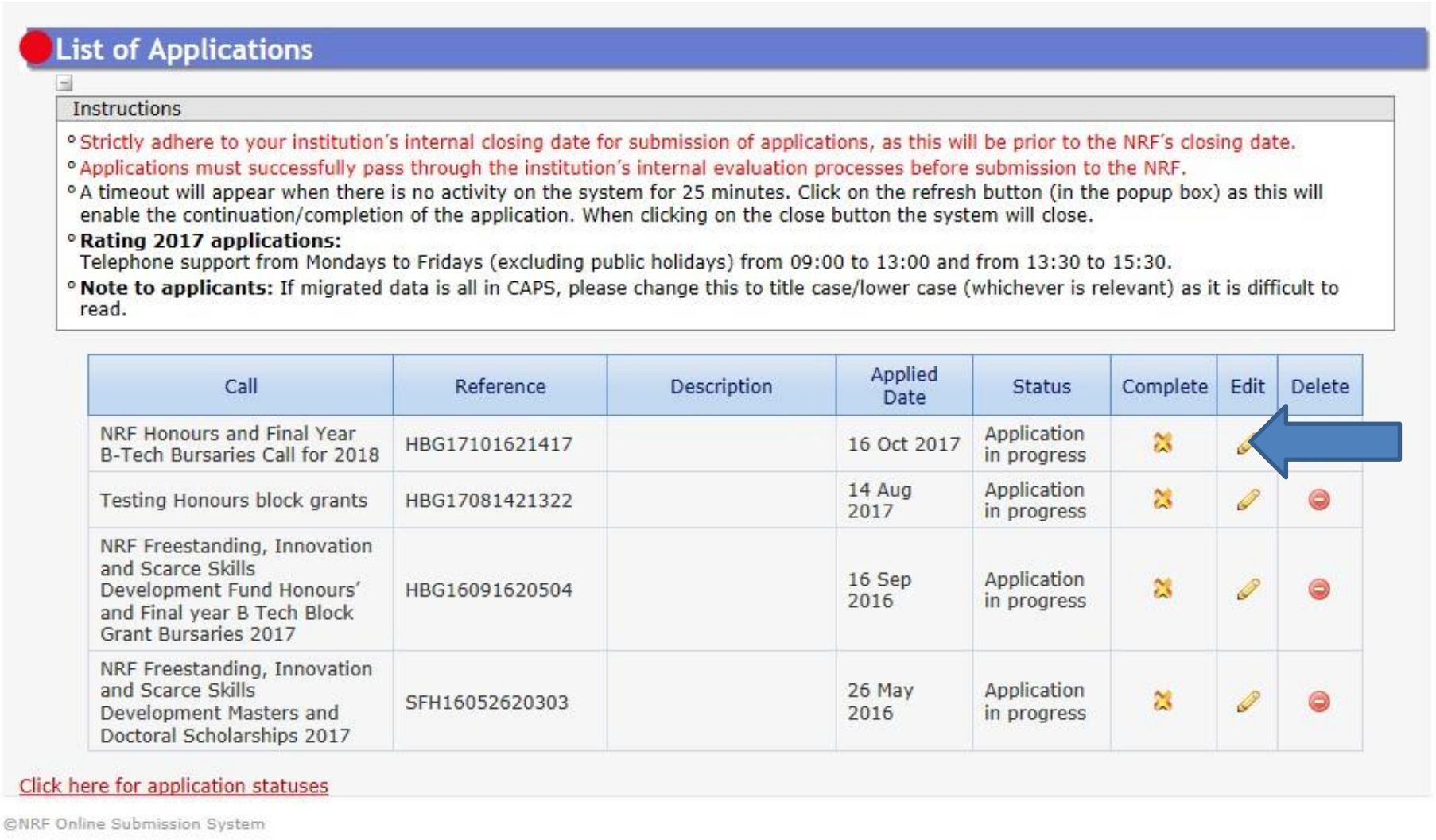


Step 5: On Create Application screen **s**elect the Call as indicated below and click on Apply. A new application will open.



Step 6: Once an application has been created, applicants must go to My Applications – List of Applications to continue working on the application.

To edit an application, click on the edit button as indicated below



List of Applications

Instructions

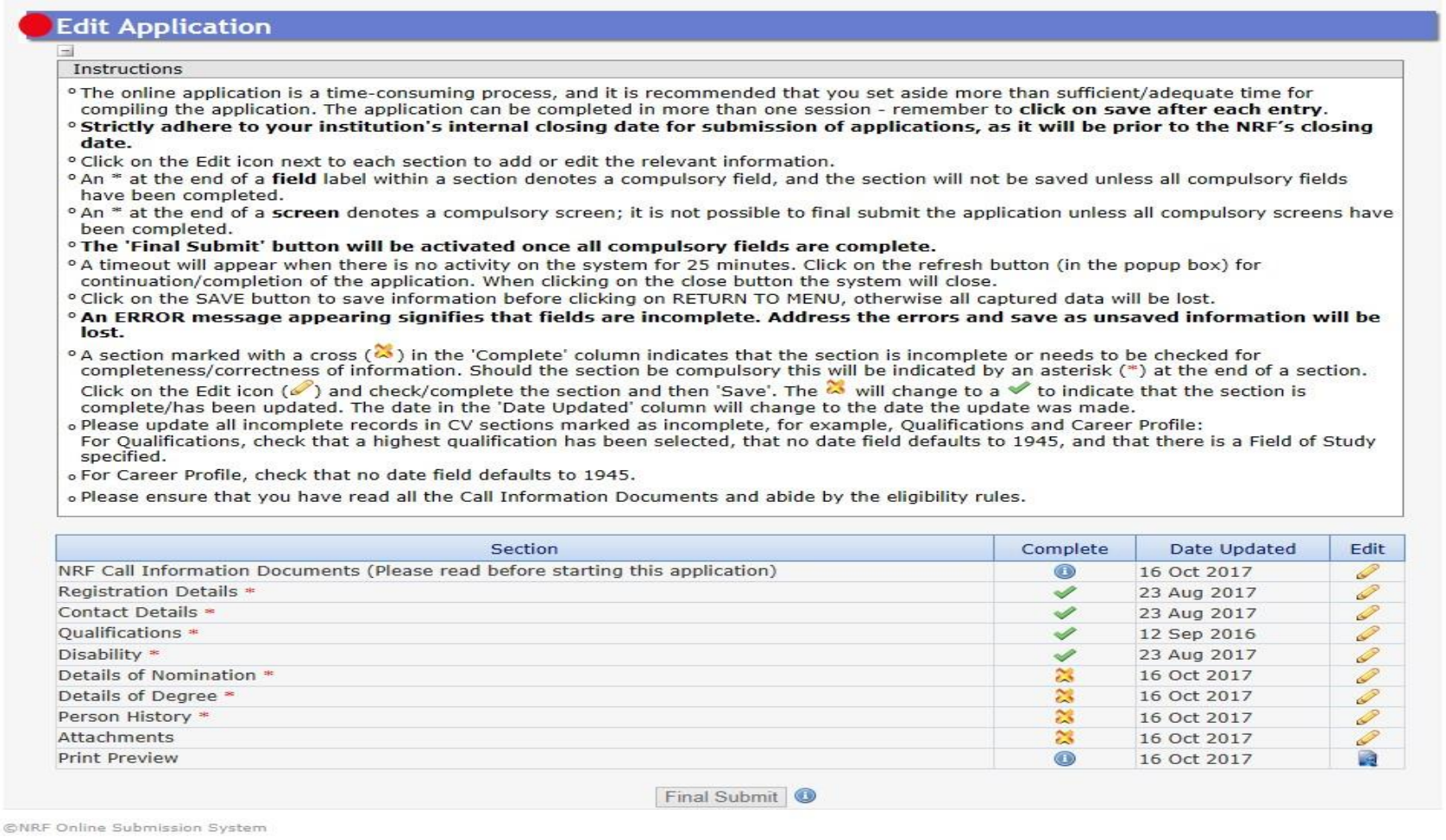
- Strictly adhere to your institution's internal closing date for submission of applications, as this will be prior to the NRF's closing date.
- Applications must successfully pass through the institution's internal evaluation processes before submission to the NRF.
- A timeout will appear when there 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.
- **Rating 2017 applications:**
  Telephone support from Mondays to Fridays (excluding public holidays) from 09:00 to 13:00 and from 13:30 to 15:30.
- **Note to applicants:** If migrated data is all in CAPS, please change this to title case/lower case (whichever is relevant) as it is difficult to read.

Call	Reference	Description	Applied Date	Status	Complete	Edit	Delete
NRF Honours and Final Year B-Tech Bursaries Call for 2018	HBG17101621417		16 Oct 2017	Application in progress			
Testing Honours block grants	HBG17081421322		14 Aug 2017	Application in progress			
NRF Freestanding, Innovation and Scarce Skills Development Fund Honours' and Final year B Tech Block Grant Bursaries 2017	HBG16091620504		16 Sep 2016	Application in progress			
NRF Freestanding, Innovation and Scarce Skills Development Masters and Doctoral Scholarships 2017	SFH16052620303		26 May 2016	Application in progress			

Click here for application statuses

©NRF Online Submission System

Step 7: All sections in this application are compulsory. These sections must be completed in order for the final submit button to appear. Completed sections will be indicated by a green tick on the Edit Application menu. Application screens have specific instructions to assist applicants to complete the sections. The instructions on the screens guide applicants on the requirements in each section. An error message appears when the section is incorrectly/incompletely completed. Applicants must follow these messages to complete the section correctly.



Edit Application

Instructions

- The online application is a time-consuming process, and it is recommended that you set aside more than sufficient/adequate time for compiling the application. The application can be completed in more than one session - remember to **click on save after each entry**.
- **Strictly adhere to your institution's internal closing date for submission of applications, as it will be prior to the NRF's closing date.**
- Click on the Edit icon next to each section to add or edit the relevant information.
- An * at the end of a **field** label within a section denotes a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- An * at the end of a **screen** denotes a compulsory screen; it is not possible to final submit the application unless all compulsory screens have been completed.
- **The 'Final Submit' button will be activated once all compulsory fields are complete.**
- A timeout will appear when there is no activity on the system for 25 minutes. Click on the refresh button (in the popup box) for continuation/completion of the application. When clicking on the close button the system will close.
- Click on the SAVE button to save information before clicking on RETURN TO MENU, otherwise all captured data will be lost.
- **An ERROR message appearing signifies that fields are incomplete. Address the errors and save as unsaved information will be lost.**
- A section marked with a cross ( ) in the 'Complete' column indicates that the section is incomplete or needs to be checked for completeness/correctness of information. Should the section be compulsory this will be indicated by an asterisk (*) at the end of a section. Click on the Edit icon ( ) and check/complete the section and then 'Save'. The will change to a to indicate that the section is complete/has been updated. The date in the 'Date Updated' column will change to the date the update was made.
- Please update all incomplete records in CV sections marked as incomplete, for example, Qualifications and Career Profile: For Qualifications, check that a highest qualification has been selected, that no date field defaults to 1945, and that there is a Field of Study specified.
- For Career Profile, check that no date field defaults to 1945.
- Please ensure that you have read all the Call Information Documents and abide by the eligibility rules.

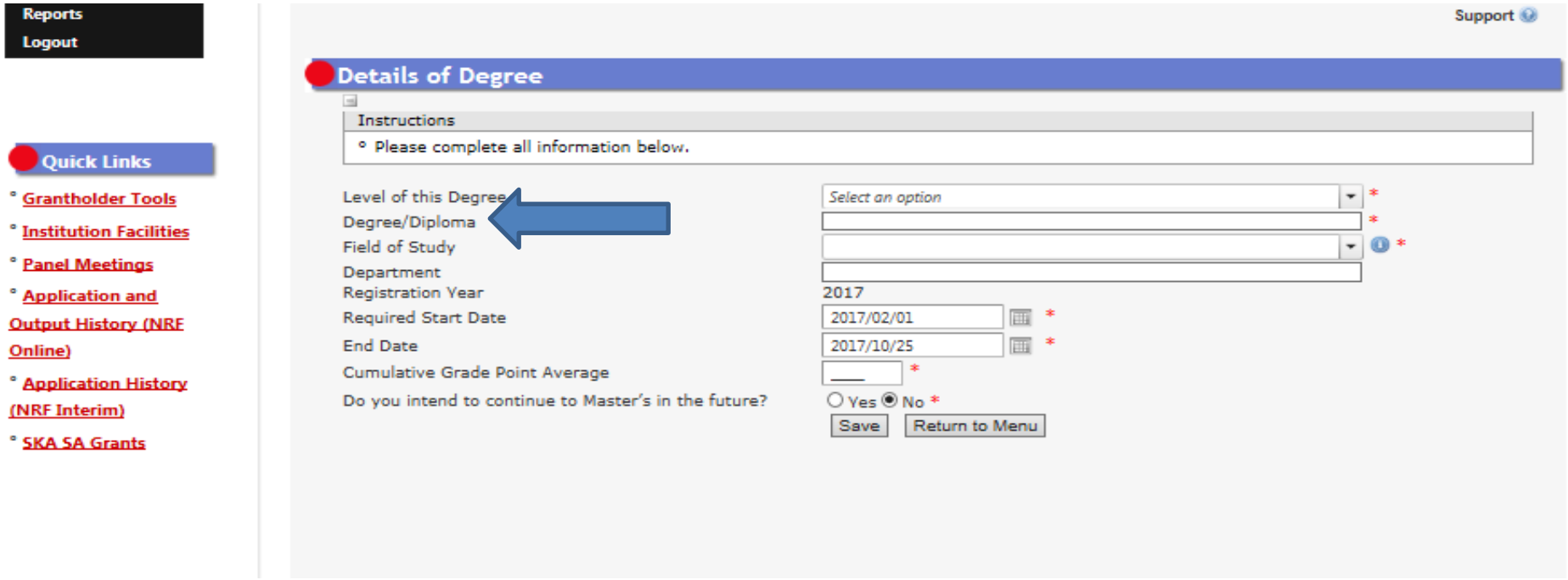
Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)		16 Oct 2017	
Registration Details *		23 Aug 2017	
Contact Details *		23 Aug 2017	
Qualifications *		12 Sep 2016	
Disability *		23 Aug 2017	
Details of Nomination *		16 Oct 2017	
Details of Degree *		16 Oct 2017	
Person History *		16 Oct 2017	
Attachments		16 Oct 2017	
Print Preview		16 Oct 2017	

Final Submit

©NRF Online Submission System

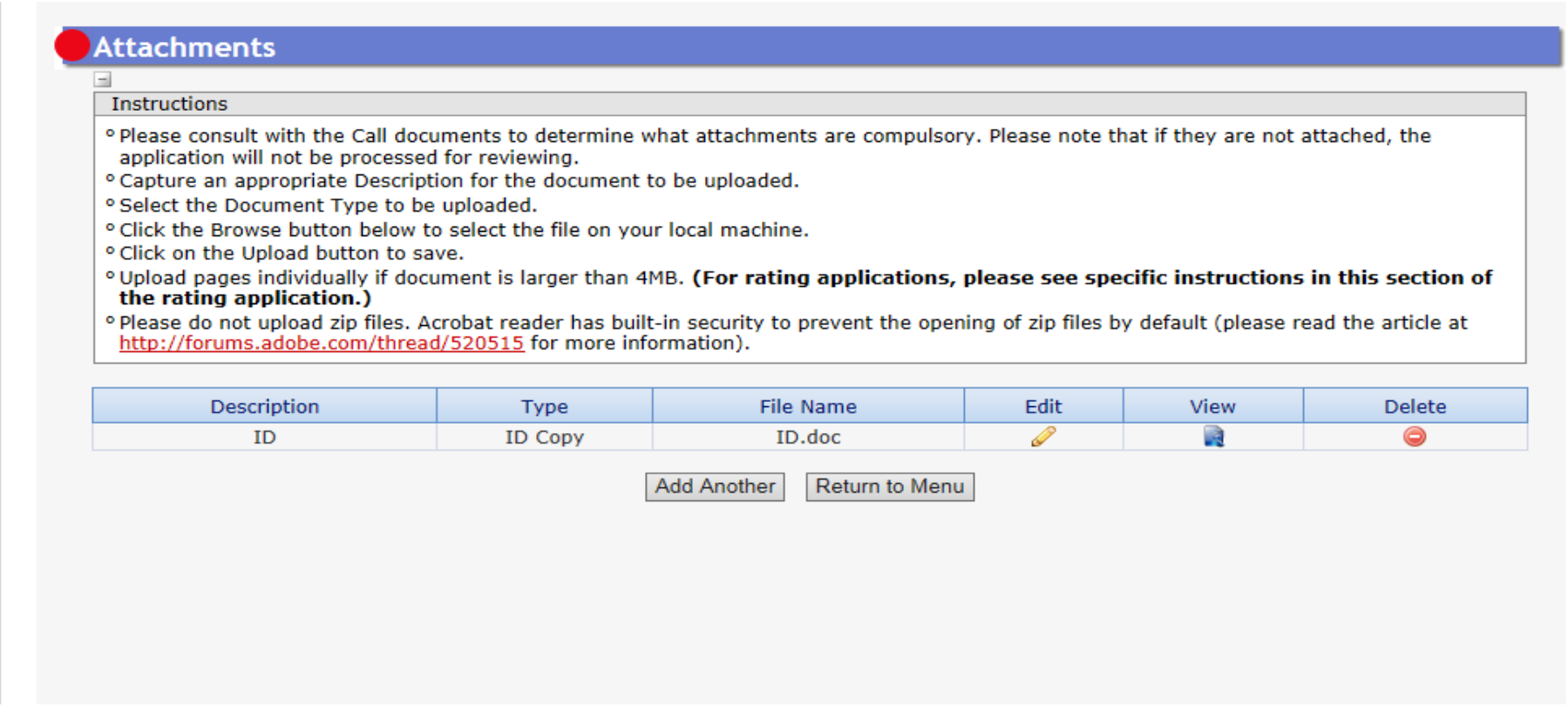
Step 8: The Details of Nomination section requires the name of the institution where the student will be studying for Honours or B Tech degree as well as an indication of whether funding is required for a semester or a full year.

Step 9: Under the Details of Degree section, applicants are required to fill in details of the degree, field of study that is applied for and information related to past studies and future intentions. Under Degree/Diploma, please provide the degree you are applying for e.g. B Com (Accounting)



In the cumulative grade point average block, applicants are required to enter an academic average by adding up the marks of courses already passed or marks of undergraduate degree already obtained, and divide these by the number of courses.

Step 10: The Attachments section provides specific instructions to upload attachments to the application. The applicant is required to upload the following documents: (i) certified South African identity document (ii) certified academic record, and in cases of an outstanding academic record, the applicant must attach an official (university letterhead) stamped and signed fees statement (iii) proof of NSFAS or University Financial Aid funding to be attached where the applicant indicated that they were funded from these sources (iv) medical certificate for applicants with a disability.



Step 11: Once all sections have been completed, the final submit button will appear. Click OK to submit the application. If all the compulsory sections are completed and the final submit button does not appear, select any section and resave to refresh the application; the final submit button should then appear.

Applications that are incomplete, that contain insufficient or incorrect detail, or fail to comply with instructions, will be rejected. The application must be completed in sufficient detail to allow for a comprehensive validation and institutional review.

Applicants must ensure that they adhere to the internal closing date for submission of the application to allow for institutional screening and review process, as well as the NRF closing date for processing the nominations.

4. Screening and Review Processes

4.1 Overview of the Screening Process

All submitted applications will be validated and screened by the institutions according to the funding instrument requirements. Institutions must reject applications that fail to meet the stipulated requirements.

4.2 Overview of the Review Process

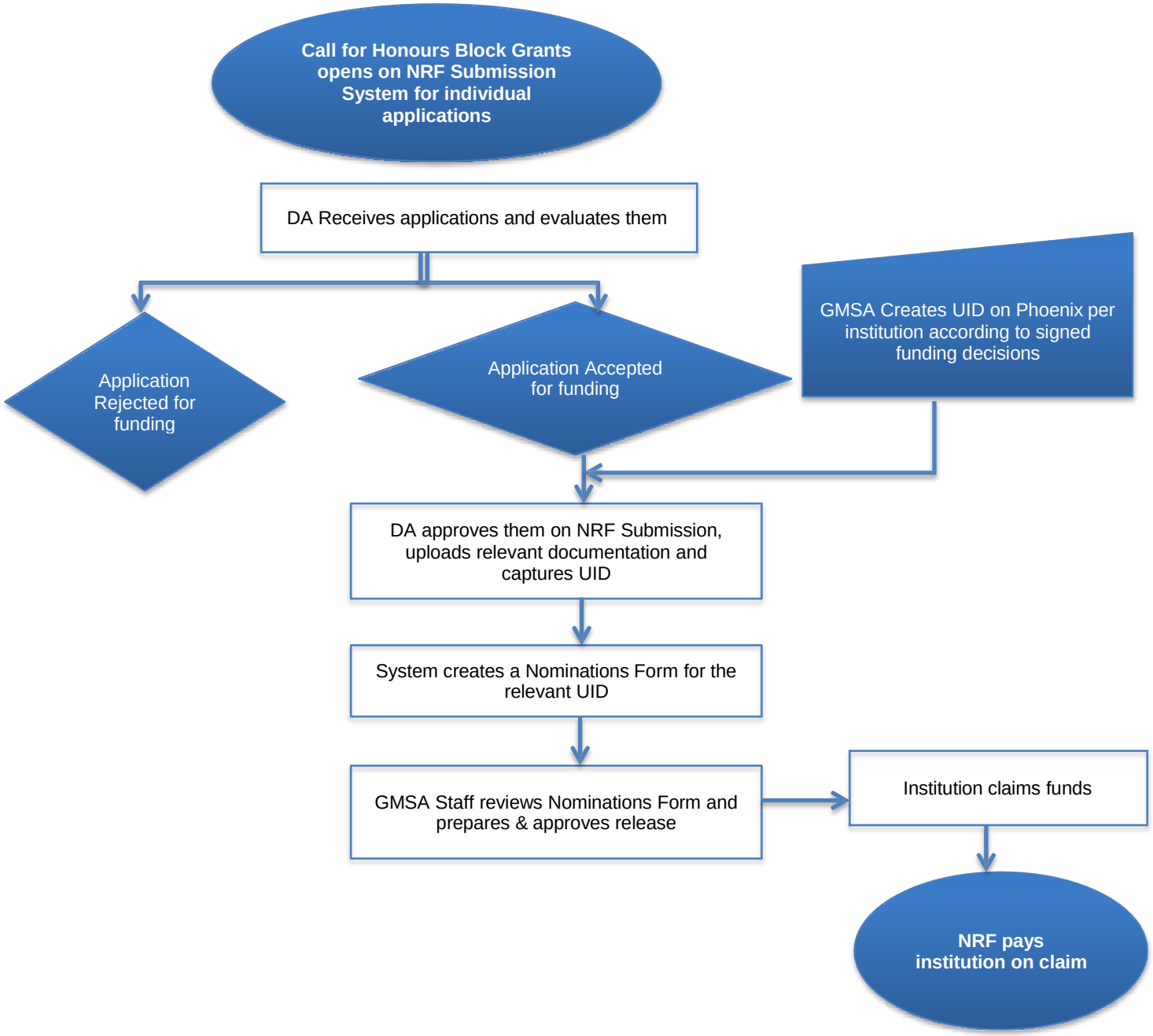
The NRF's peer review policy requires that all applications are subjected to a review process. Applications submitted to this funding instrument will go through a competitive Institutional Review process.

4.3 Scoring of Applications

The process for scoring of applications will be communicated to the research offices.

5. The Delegated Authority Nomination and Award Processes

The review process will follow the steps shown in the diagram below:



The NRF will allocate a set number of bursaries to each university based on institution historical uptake of grants, equity targets, expressed need and the available budget. Institutions will use a standard score card provided by the NRF to evaluate each application, before selecting and nominating students to take up the allocated bursaries.

6. Application Feedback and Disputes

As mentioned above, the Honours/B Tech application is a competitive process and institutions will notify successful awardees. Applicants must enquire with their institutional delegated authorities.

7. Application and Nomination Process Timelines

- All students must apply on the NRF Online Submission system at: https://nrfsubmission.nrf.ac.za and follow the application process set out in the Application and Funding Guide for 2018. The submission deadline for applicants is **15 January 2018.**
- Applicants must consult their Research or Postgraduate Offices for the institution's internal closing date, to ensure validation by institutional DA's on the eligibility of the application.
- Institutions will nominate students for a bursary award on the NRF Online System, based on the Block Grant allocation to each institution and set equity targets. This nomination process will take place from **19 February 2018 to 30 March 2018.**
- Nominated students must be approved by the NRF on the NRF Online system.
- DAs must upload and submit to the NRF the signed Conditions of Grant (CoGs) and proof of registration (PoR) documents for all approved students no later than **27 April 2018**.
- Unspent or unclaimed institutional funds under this allocation will automatically be cancelled by **29 June 2018**.
- Institutions must report on student completion by **28 March 2019** on the NRF student completion database.