



## **Application and Funding Guide**

**NRF Honours' and final year B Tech Bursaries 2019**

**Grants Management and Systems Administration**

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## List of Acronyms

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

## Contact Details

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Tel: 012-481 4202

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

## 1. Introduction

This Application Guide provides an overview of the application process for the NRF Honours' and final Year B Tech Block Grant Bursaries. It should be read in conjunction with the [NRF Honours' and final year B Tech Block Grant Bursaries 2019](#) Framework document. The Framework document provides detailed information with respect to the objectives of the funding instruments, eligibility criteria, etc. This document does not however, constitute a complete set of the policies, procedures or systems applied by the NRF.

## 2. Application Process

The NRF issues a call for NRF Honours' and final year B Tech Block Grant Bursaries, is published on the NRF website and is accessible online at <https://nrfsubmission.nrf.ac.za>. Each applicant is limited to only one (1) application per Call.

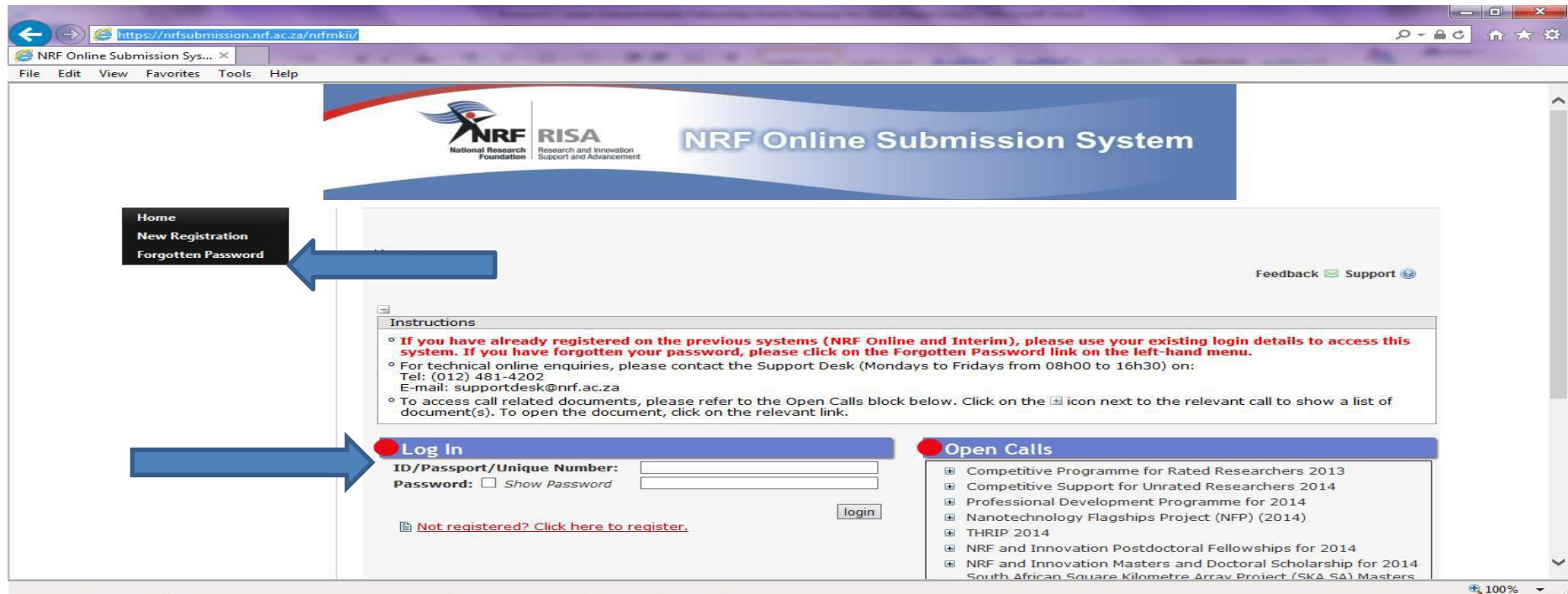
**When an application is submitted, it will be automatically routed to the designated authority (DA) of the institution where the applicant intends to undertake the Hons / final year B Tech study. Applicants should ensure that applications are submitted before or on the deadline date determined by their institution.** Applicants must enquire with their institutions regarding internal closing dates, which is normally a week or two before the NRF closing date. Applicants must also enquire with designated authorities in their institutional Postgraduate / Research Offices regarding their application status. The processing of successful grant applications takes approximately five (5) months from the NRF closing date for applications until the commencement of funding.

## 3. How to Create an Application

Applications 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 has opened to prevent IT system overload nearer the **closing date of 14 December 2018**. Below are steps to follow in order to create and complete an application.

**Step 1:** 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 on the system before and 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.



**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 – My CV** to create a CV.

**NRF RISA**  
National Research Foundation | Research and Innovation Support and Advancement

# NRF Online Submission System

My Profile  
My Applications  
My Progress Reports  
Tools  
Reports  
Logout

My Details  
My CV  
Print View

Qualifications  
Research Expertise  
Student Supervision Record  
Personal Profile  
Absence from Research  
Career Profile  
Research Outputs

Welcome Ms thandeka mthethwa  
Support

### Quick Links

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

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:** 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 drop-down list.

If you have already obtained the undergraduate degree, please attached the academic records as shown below.

The screenshot shows a web form titled "Qualification Record". At the top, there is a message box with instructions: "and PhD (degree).", "Postdoctoral fellowships do not fall under Qualifications. Please capture these under Career Profile.", and "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." Below this, there are two dropdown menus: "Level (e.g Honours / Doctoral)" with the text "Select an option" and "Name of Degree/Diploma (e.g. PhD)". A red underlined link "List of Primary and Secondary ResearchFields" is present. A bullet point states: "In order to add a Field of Study to the grid below, please click on the 'Add' or 'Add Another' button below the grid." Below this is a table header with "Field of Study" and "Delete" columns. An "Add" button is highlighted with a blue arrow pointing to it from the right. Below the table header are several form fields: "Institution" (dropdown with "Select an option" and a "New" button), "Full-time" (radio buttons for "Yes" and "No"), "Distinction" (dropdown with "Select an option"), "Date of First Registration" (calendar icon), "Completed" (radio buttons for "Yes" and "No", with "Yes" selected), "Highest Completed Qualification" (radio buttons for "Yes" and "No"), and "Date Obtained" (calendar icon). At the bottom, there is a table header with "Description" and "File" columns. Below it, the text "No academic transcript uploaded." is displayed. An "Add Transcript" button is highlighted with a blue arrow pointing to it from the right. At the very bottom are "Save" and "Cancel" buttons.



Step 4: 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**

My Profile  
My Applications  
Tools  
My Progress Reports  
Reports  
Logout

Create Application  
List of Applications

Welcome Mrs Melissa Govender  
Feedback Support

### 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 5:** Select NRF Honours' and final year B-Tech Bursaries 2019 on the Create Application screen and a new application will open for the applicant to complete. Please note that this must be selected only once.

## 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.
- Due to potential international review of applications and progress reports, the NRF requires that all applications and progress reports be completed in English.

Call	Open Date	Closing Date	Apply
CSIR National Laser Centre Rental Pool Programme 2014	15 January 2018	31 December 2018	
Earth Systems Science 3	01 August 2018	31 August 2018	
Honours Block Grants - NRF Freestanding, Innovation and Scarce Skills (incl. NSFAS)	21 August 2018	21 August 2018	
ICTP - NRF Bilateral Travel 2019	02 August 2018	03 October 2018	
Indigenous Knowledge Systems Call 2015	18 June 2014	01 August 2214	
Internship Programme – Host Institutions 2019-2020	01 July 2018	31 August 2018	
NRF Honours and Final Year B-Tech Bursaries 2019	21 August 2018	31 August 2018	
South Africa/ Tunisia Call 2018 V2	01 May 2018	30 September 2018	

**Step 6:** To continue working on the same application, go to **My Applications - List of Applications**, and click the edit button.

## 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.
- Due to potential international review of applications and progress reports, the NRF requires that all applications and progress reports be completed in English.

Call	Reference	Description	Applied Date	Status	Complete	Edit	Delete
NRF Honours and Final Year B-Tech Bursaries 2019	HBG18082122906		21 Aug 2018	Application in progress	✘		
NRF Honours and Final Year B-Tech Bursaries Call for 2018	HBG17101821425		18 Oct 2017	Application in progress	✘		



**Step 7:** All sections in this application are compulsory. These sections must all be completed in order for the final submit button to appear. Completed sections will be indicated by a green tick on the main menu, while incomplete sections will have a yellow cross.

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

- My Profile
- My Applications
- Tools
- Designated Authority
- Reports
- Logout

**Quick Links**

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

Welcome Nadine Nadine  
Support

Landing / My Applications / Edit Application - HBG1803122906

### 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.
- \* Due to potential international review of applications and progress reports, the NRF requires that all applications and progress reports be completed in English.

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)	✔	21 Aug 2018	✎
Registration Details *	✔	21 Aug 2018	✎
Contact Details *	✔	21 Aug 2018	✎
Qualifications *	✔	21 Aug 2018	✎
Disability *	✔	26 Apr 2017	✎
ORCID *	✖	21 Aug 2018	✎
Details of Nomination *	✔	21 Aug 2018	✎
Details of Degree *	✔	21 Aug 2018	✎
Attachments *	✔	21 Aug 2018	✎
Person History *	✔	21 Aug 2018	✎
Print Preview	✔	21 Aug 2018	✎

**Final Submit**

© NRF Online Submission System

Disclaimer


Rectangular Snip

**Step 8: ORCID** provides a persistent 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, 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 click on Create or Connect your ORCID iD and your ORCID number will be pulled through.

**ORCID**

Instructions

- ° ORCID provides a persistent digital identifier that distinguishes you from other researchers. Learn more at [orcid.org](http://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 9:** The **Details of Nomination** section requires an applicant to select the proposed institution. South African Higher Education Institutions (HEI) will be listed on the drop-down list.

Under **Funding Period** the applicant is required to indicate whether funding is required for a semester or a full year.

**Details of Nomination**

**Instructions**

° Please complete all information below.

Applicant's Institution  ⓘ \*

Funding Period  Full Year  Semester \*

**Step 10:** Under the **Details of Degree** section, applicants are required to fill in details of the degree, field of study that is being applied for and information related to past studies and future intentions.

Under **Degree/Diploma**, please provide the name of degree you are applying for e.g. B Com (Accounting).

## Details of Degree

**Instructions**

- **Employed applicants in 2019 will not be considered.**
- Average cumulative percentage mark for major subjects in the previous year or final year of undergraduate degree **(add marks for all courses/modules of diploma/degree divide by number of courses/modules).**

Level of this Degree	<input type="text" value="Select an option"/>	*
Degree/Diploma	<input type="text"/>	*
Field of Study	<input type="text" value="Select an option"/>	*
Department	<input type="text"/>	
Full/Part-time	<input checked="" type="radio"/> Full-time <input type="radio"/> Part-time	*
Registration Year	2019	
Required Start Date	<input type="text" value="CCYY/MM/DD"/>	*
End Date	<input type="text" value="CCYY/MM/DD"/>	*
Cumulative Grade Point Average	<input type="text"/>	*
Do you intend to continue to Master's in the future?	<input checked="" type="radio"/> Yes <input type="radio"/> No	*
When do intend registering for Master's?	<input type="text" value="Select an option"/>	*

In the cumulative grade point average block, applicants are required to enter an academic average by adding two major subjects relevant to Honours degree applied for, in the final year of study of the undergraduate degree and divide these by the total number of major subjects.

Step 11: **Person History** section is required for statistical purposes by the NRF.

## Person History

Instructions

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

**Previous studies funded by**

- NSFAS funded
- University Financial Aid
- Self funded
- Other Government departments
- International donor funds
- NRF Funded
- Not funded from any other source \*

**Current degree funding**

- NSFAS funded
- University Financial Aid
- Self funded
- Other Government departments
- International donor funds
- NRF Funded
- Not funded from any other source \*

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

Yes  No \*



**Step 12:** The **Attachments** section provides specific instructions to upload attachments to the application. The applicant is required to upload the following documents: (i) certified academic record, and in cases of outstanding fees academic record, applicant must attach an official letter on a university letterhead stating that the transcript is not issued due to outstanding fees (**Statements of fees won't be accepted as proof**) (ii) proof of NSFAS or University Financial Aid funding to be attached where the applicant indicated they were funded by these sources, (iii) medical certificate where applicant indicated that they have a disability.

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.
- 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
ID	ID Copy	ID.doc			

Add Another
Return to Menu

**Step 13:** The final submit button will only be activated when all compulsory sections are complete, Press Final Submit and then 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, the final submit button should then be active.

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

## **4. Screening and Review Processes**

### **4.1 Overview of the Screening Process**

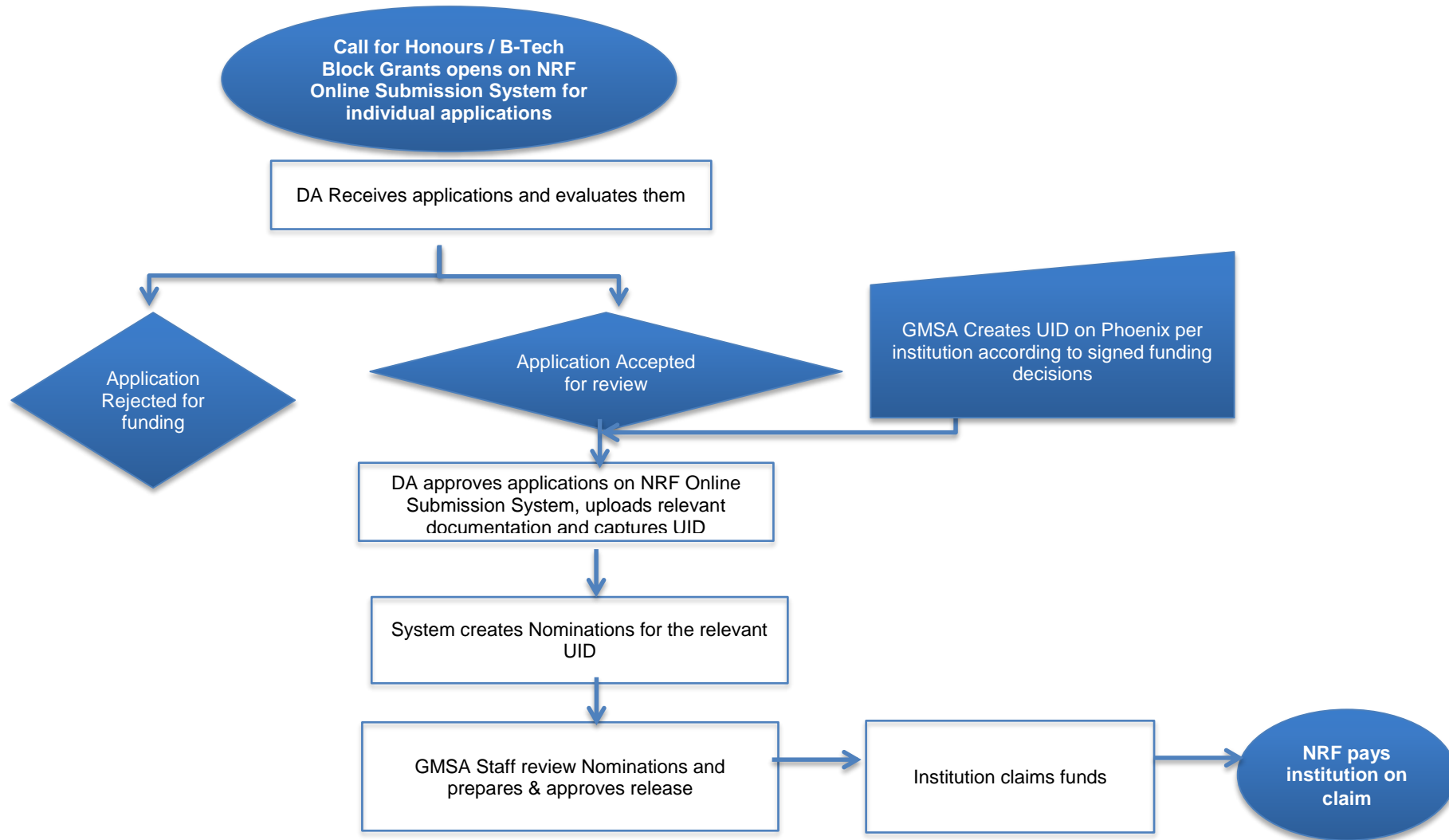
All submitted applications will be validated and screened by the various institutions for compliance using the eligibility criteria specified in the call documents. Institutions will reject applications that fail to meet the stipulated requirements.

### **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 under this call will go through a competitive institutional review process.

## 5. The Designated 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 (Please refer to the Framework document) provided by the NRF to evaluate each application. The NRF will reject nominations / applications that fail to meet the stipulated requirements.

## 6. Application Feedback and Disputes

Applicants must enquire with their institutional designated authorities (DAs) regarding the applications outcomes.

## 7. Application and Nomination Process Timelines

- The call will be accessible on the NRF Online Submission system at: <https://nrfsubmission.nrf.ac.za> from **05 September 2018**. The NRF deadline for submission of applications is **14 December 2018**.
- Applicants must ensure that they adhere to their institution's internal closing date for submission of their application to allow for internal institutional screening and review.
- Institutions will nominate students for a bursary award on the NRF Online Submission System, based on the Block Grant allocation to each institution and set equity targets. This nomination process will take place from **23 January 2019 to 28 February 2019**.
- NRF will review the nominations and communicate the outcomes to the institutions.
- If the nomination is approved by the NRF, the institution will have to upload and submit the duly signed and initialled agreement form and all the relevant documentation no later than **22 March 2019**.
- Unspent or unclaimed institutional funds under this allocation will automatically be cancelled by **28 June 2019**.
- Institutions must report on student completion by **31 March 2020** on the NRF student completion database.