# STELLENBOSCH UNIVERSITY CLOSING DATE: 20 JULY 2017





Research and Innovation Support and Advancement

## **Application and Funding Guide 2018**

### **NRF Freestanding, Innovation and**

**Scarce Skills Development Fund Scholarships** 

**Grants Management and Systems Administration** 

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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

#### 1. Introduction

This Guide provides an overview of the application process and funding guidelines for the NRF **Freestanding, Innovation and Scarce Skills Development Fund (FISS)** Masters and Doctoral Scholarships funding instruments. It should be read in conjunction with the above-mentioned **Framework document** which can be accessed at <u>https://nrfsubmission.nrf.ac.za</u>. The Framework document provides detailed information with respect to the objectives of the funding instruments and eligibility criteria. This document does not however, constitute a complete set of the policies, procedures or systems used by the NRF.

#### 2. Conditions of Grant

- The NRF scholarship shall be held as the primary funding. The scholarship may not be held concurrently with a scholarship from another South African government or NRF administered source.
- Scholarships will be awarded for a full year (new awards) depending on the period for which the scholarship is requested.
- The period of support is calculated from the initial commencement date of the level of study, irrespective on NRF funding or funding received from another NRF funding instrument.
- The scholarship-holder will be accepted as a full-time student during the tenure of the scholarship. Scholarship-holders may not concurrently hold the scholarship with any full-time salaried employment position.
- The scholarship-holder must be registered and based at an accredited South African or an Abroad Research Institution as a full-time student during the tenure of the scholarship.
- The scholarship-holder may hold bursaries, awards, assistantships and receive emoluments from private institutions in conjunction with the NRF scholarship.

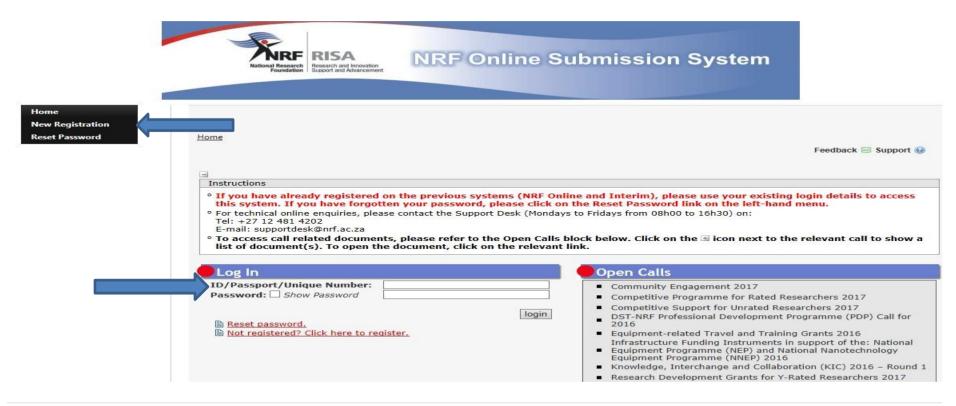
#### **3. Application Process**

The NRF is publishing the NRF Freestanding, Innovation, Scarce Skills Development Fund Masters and Doctoral Scholarships Call on the NRF website that is accessible online at https://nrfsubmission.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) of the research administration at the prospective South African host institution where the applicant intends to undertake the masters or doctoral research. 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 enguire with their institutions regarding internal closing dates. The processing of a successful grant application takes approximately five (5) months from the closing date of applications until the commencement of funding.

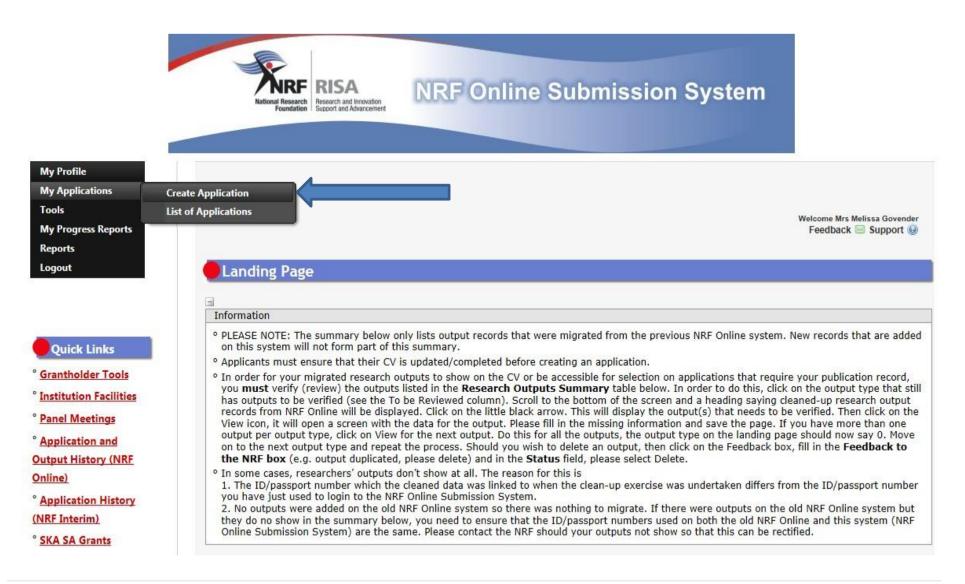
#### 4. How to Submit Applications

Applications may be completed on the NRF Online Submission System at <u>https://nrfsubmission.nrf.ac.za</u>. Applicants are advised to complete their applications soon after the call opens to prevent IT system overload nearer the closing date. **Step 1:** This is an electronic submission system and applicants must first register on the **NRF Online Submission System**, <u>https://nrfsubmission.nrf.ac.za</u> 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.

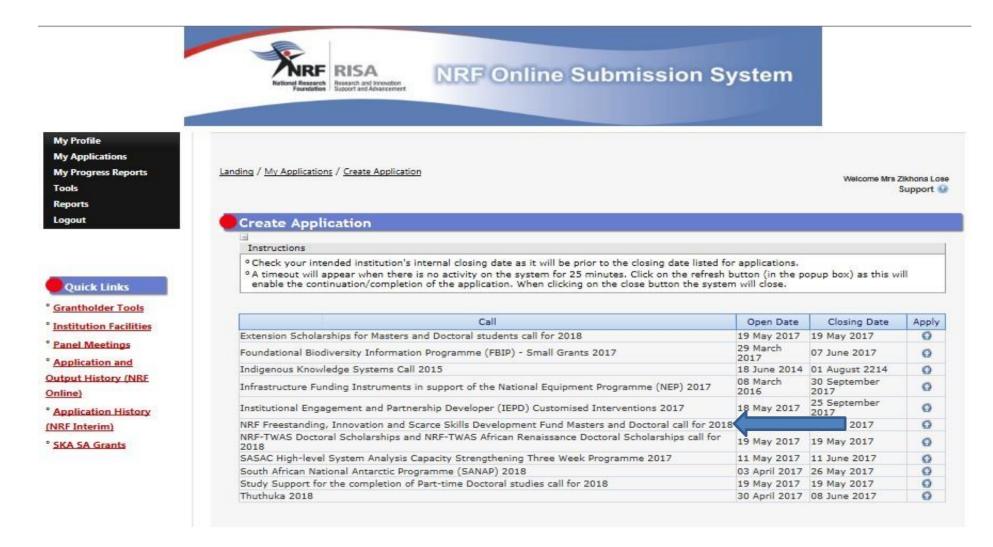
Application screens have screen and application specific instructions to help the applicant work through the sections. Please read the instructions carefully before completing the section. In an endeavour to have a single application for similar funding instruments, applicants will note that some categories are not applicable to all funding instruments. The Framework Document will assist applicants figure out what is required per funding instrument.



**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.



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



Step 4: All sections marked with red **asterisks** are compulsory. These sections must be completed in order for the final submit button to appear. Applicants may enter information in the non-compulsory section only if they have information to fill in, such as research outputs. Completed sections will be indicated by a green tick on the main menu, while incomplete sections will have a yellow cross. The **Framework and Application Guide Documents** will be found under the **NRF Call Information Documents**.

Section	Complete	Date Updated	Edi
NRF Call Information Documents (Please read before starting this application)		18 May 2017	6
Registration Details *	<b>~</b>	26 Apr 2017	6
Contact Details *	Image: A start of the start	26 Apr 2017	6
Qualifications *	<b>~</b>	26 Apr 2017	6
Career Profile	<b>~</b>	09 May 2016	6
Research Expertise *		28 Apr 2016	6
Student Supervision Record	×	26 Apr 2017	6
Absence from Research	×	18 May 2017	6
Personal Profile *		26 Apr 2017	6
Disability *	×	26 Apr 2017	6
Books	×	29 Jul 2015	6
Chapters in Books		25 Jun 2014	6
Refereed/Peer-reviewed Conference Outputs		25 Jun 2015	6
Articles in Refereed/Peer-reviewed Journals	×	04 Mar 2014	6
Patents	✓	02 Jun 2014	6
Keynote/Plenary Addresses	×	25 Jun 2014	6
Articles in Non-refereed/Non-peer Reviewed Journals	×	25 Jun 2014	6
Other Significant Conference Outputs	×	29 Jun 2015	6
Fechnical/Policy Reports	×	29 Jun 2015	6
Products	×	25 Jun 2015	6
Artefacts	×	11 Jun 2015	6
Prototypes	✓	12 Jun 2015	6
Other Recognised Research Outputs	<b>~</b>	31 May 2016	6
Degree to be Funded *	×	18 May 2017	6
Research Project Information *	×	18 May 2017	6
Academic Achievements *	×	18 May 2017	6
Details of Research *	×	18 May 2017	6
Science Engagement *	28	18 May 2017	6
References *	23	18 May 2017	<i></i>

o Please ensure that you have read all the Call Information Documents and abide by the eligibility rules.

All compulsory sections will guide applicants with error messages. Please follow these messages to complete the sections correctly.

**Step 5:** *The Degree to be Funded* section requires applicants to select either Masters, Doctoral local or Doctoral abroad scholarships. Only SA and SA permanent residents can be funded to study abroad. Applicants who will be studying full-time must select Full time if they will be studying on a full-time basis in 2018, failing which the application will be rejected. Students in their second year of Masters or third year of Doctoral studies in 2017 are not eligible for funding. Please note that awards not taken by 30 June 2018 will be cancelled automatically. **Sabbatical Grant** category - FISS applicants are not eligible for sabbatical; please therefore click "No' to this question.

My Applications My Progress Reports Logout	Landing / My Applications / Edit Application - SGD17052221083 / De	gree to be funded		Welcome Mrs Fulufhelo Malamatsh Support 6
	Degree to be Funded			
Quick Links	Instructions			
Grantholder Tools	° All Master's Scholarships are for students who will be co	5		
	<ul> <li>If you will be conducting Doctoral research at a South A</li> <li>If you are a South African Citizen or permanent residen</li> </ul>			
Institution Facilities	select "Doctoral Scholarship - Abroad". This applies to t			
Panel Meetings	• Only select "Yes" under Eligible for Sabbatical Gr			
Application and	Doctoral Degrees call. If you are applying to one of Masters and Doctoral Scholarships"; 'NRF-DAAD			
Output History (NRF	studies"; "Extension Scholarships for Masters an	d Doctoral studen	its"; "NRF-TWAS Doctoral Sch	olarships", please select "No".
online)				
Application History	Degree for which you are applying	Select an option		*
NRF Interim)	Eligible for Sabbatical grant	OYes ONo ∗		
	Date of first registration for this degree	DD/MM/CCYY	*	
SKA SA Grants	Full-time	OYes ONo ∗		
	Will Master's registration be upgraded to doctoral status?	OYes ONo		
	Date of upgrading	DD/MM/CCYY		
	Does any financial support received for previous studies bind you to a service contract?			
	Are you currently enrolled for the degree/research for which you are applying for support?	OYes ONo ∗		
	Student Number (if currently registered at a university)	-		
	Discipline (of degree to be funded)	Select an option		*
	Department/School (of degree to be funded)			
	Faculty (of degree to be funded)			
		OYes ONo ∗		
	Is this research topic similar to your previous study?			

**Step 6:** 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 amongst those on the dropdown list, it can be requested by selecting the support tab on the far right at the top of the screen. Please note that it is the applicant's responsibility to find an institution and supervisor in South Africa that is willing to host them.

Instructions		
<ul> <li>All fields are compulsory in this section.</li> <li>The Short Title of Research Project field is restricted t</li> <li>The Descriptive Title of Research Project field is restricted the research is about, therefore expanding on the Short</li> <li>You MUST consult the attached information manual be</li> </ul>	cted to 2 000 characters (including spaces) and ort Title.	should be a clearer description of wh
Applicant's Proposed Institution	Select an option	▼ ⑧ *
Short Title of Research Project		*
Research Project Start Year	*	
Research Project End Year	*	
Budget Start Year	2018	
Required Funding Period	× *	
Budget End Year		
		^
Descriptive Title of Research Project		
		× .
	2000 characters left.	
Has this research project previously been funded by the NRF?	○ Yes ○ No *	
	Save Return to Menu	

©NRF Online Submission System

**Step 7:** In the *Academic Achievement* section, please enter the academic average from your previous degree by adding up all your marks and dividing by the number of courses. If your institution does not provide a mark, please enter pass in the field. The review panel will compare the scores entered with your academic transcript.

-	
Instructions	
subjects in the final year of your previous degree and	all subjects in final year of previous degree as well as the average for your major indicate the year that your previous degree was completed. nd you have passed your degree, please enter the word "pass" in the two cumulative
Cumulative grade point average percentage for all	
subjects of previous degree (e.g 65 or pass) Cumulative grade point average percentage for major subjects in the final year of previous degree (e.g 65 or pass)	*

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. It is acceptable to attach a page of literature references. The Scorecard that will be used to assess the application can be viewed in the **Framework Document.** 

Instructions			
<ul> <li>Please note that all fields in this section are compulsory and unless</li> <li>Please refer to the Framework document of the call that you</li> </ul>		a cannot be submitted.	
Section	Complete	Date Updated	Edit
Problem Statement *	×	18 May 2017	
Rationale and Literature Review *	×	18 May 2017	6
Aims and Objectives *	×	18 May 2017	6
Methodology and Proposed Research Plan *	×	18 May 2017	6
Anticipated Outputs *	×	18 May 2017	6
Potential Impact *	× ×	18 May 2017	se 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 199

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 must click on "add" and select "N/A" under "activity" and category".

ructions			
	cate and engage with the wider communit	y on the significance of your r	esearch in an effort to bride
Activity	Category	Edit	Delete
	Add Return to Me	enu	

**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. References required per study level are listed below:

• Master's applicants - Master's supervisor and an academic referee

•

- Doctoral applicants Master's supervisor, Doctoral supervisor and an academic referee
- Doctoral Abroad applications will only be considered if the application includes a provisional letter of acceptance for doctoral studies from a university abroad.

References						
° Please consult with		ts to determine the compulsory ober of references is submitted,				
Surname	Initials	Email Address	Faculty	Responded	Edit	Delete
						<u> </u>

**NB**: The applicant must periodically view the application PDF to check if a referee has responded to the request.

**Step 11:** *Person History* section 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.

Instructions	
• Proof of NSFAS or University financial aid sch	eme must be attached.
Previous studies funded by	NSFAS bursary
	NSFAS loan
	University Financial Aid
	Family funded
	Self funded
	Other Government departments
	International donor funds
	Not funded from any other source *
Current degree funding	NSFAS bursary
	University Financial Aid
	Family funded
	Self funded
	Other Government departments
	International donor funds
	Not funded from any other source *
Are you currently a DST-NRF intern	○ Yes ○ No *
	Save Return to Menu

**Step 12:** 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) Certified South African Identity Document or Passport in the case of non-South Africans.
- (ii) Certified academic record or, in case of applicants with outstanding fees due to the university, attach an official statement that is stamped and signed, stating that the transcript is not issued due to outstanding fees owed to the university.
- (iii) Proof of National Student Financial Aid Scheme (NSFAS) or University Financial Aid funding for applicants that have indicated that they were previously funded by NSFAS or University Financial Aid.
- (iv) Provisional letter of acceptance from an abroad university, in case of Doctoral Abroad applicants
- (v) Applicants with disabilities must upload a medical certificate, in support of the disability.

Instructions					
<ul> <li>Please consult with the Call docur application will not be processed</li> </ul>		what attachments are compulse	ory. Please note t	hat if they are not	attached, the
Capture an appropriate Description	on for the documen	t to be uploaded.			
Select the Document Type to be Click the Browse button below to		our local machine			
Click on the Upload button to sav		our local machine.			
Upload pages individually if docu					
Please do not upload zip files. Act http://forums.adobe.com/thread/			ening of zip files l	oy default (please i	read the article at
Description	Туре	File Name	Edit	View	Delete
Description	Туре		Edit	View	Delete
Description	Туре	File Name Add Return to Menu	Edit	View	Delete
Description	Туре		Edit	View	Delete
Description	Туре		Edit	View	Delete
Description	Туре		Edit	View	Delete

Step 13: Applicants must adhere to their institution's internal closing date for submission of their applications to allow for internal institutional screening and review. The Institution's internal closing date will be determined by the respective research offices or Postgraduate Office and is usually at least two weeks prior to the NRF's closing date. DAs 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 14:** 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; the final submit button should appear. A submitted application is automatically routed to the DA in the Research Office of the institution that was 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 in 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.

#### 5.2.1 Panel Review

Panel members are selected from the NRF database that is updated on a continuous basis, and other sources. In compiling 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 the **Framework Document**).

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

#### 6. Applications Feedback and Disputes

Once the review and assessment processes have been completed and the recommended funding decision has been approved by the NRF, the NRF will publish a list of successful applications on the NRF website, <u>www.nrf.ac.za/bursaries/calls</u>. The application status online will indicate whether or not the application has been approved for funding. If your name does not appear on the published list of successful applications it means that your application was unsuccessful.

The NRF does not provide feedback to all unsuccessful applicants due to the high volume of applicants within this funding instrument.

Unsuccessful applicants that wish to appeal the funding decision taken by the NRF must follow the appropriate Appeals Process of the NRF. Appeals for this funding instrument will only be considered two-three (2-3) months after the official publication date of the results on the NRF website.

#### 7. Awardee Responsibilities

#### 7.1 Reporting

Continued funding beyond the first year is dependent on the submission of an Annual Progress Report (APR) when the official APR submission publication has been opened on the NRF website. Continued funding, up to three (3) years, will be considered based on satisfactory progress.

An APR must be submitted by the awardee / grant-holder in a format provided by the NRF, documenting progress made against set objectives and research outputs. The NRF may, in consultation with the Research Office, request interim progress reports for the purpose of implementing corrective measures timeously to ensure that stated objectives are met within stipulated timeframes.

#### 7.2 Managing changes during the project life cycle

Changes may occur during the project life cycle due to unforeseen and extenuating circumstances. Please note the following on how to manage the award and subsequent changes (planned or unanticipated) should they arise during the project life cycle.

#### 7.2.1 Change Requests

#### 7.2.1.1 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 / Post graduate funding Office for approval prior to the change.

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

Changes may occur where a project scope, supervisor or institution needs to be changed from the original research proposal, supervisor 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 30 days before the change is intended to take place.

#### 8. Scientific Compliance

#### 8.1 Methodology

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

#### 8.2 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.

#### 8.3 Ethics

The student 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.

#### 9. References

 RSA (2008). Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008.Government Gazette, 22 Dec 2008. Vol 522, No 3174