

How to nominate students on your NRF Grant

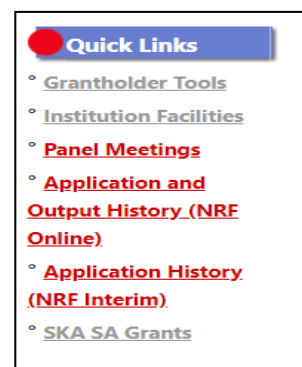
A few things to note:

- ❖ Students are nominated annually for funding. This is done online <http://nrfs submission.nrf.ac.za> before mid-March of each year;
- ❖ Please consider the Ministerial Guidelines for Student Support (contained in your grant conditions and the Call Framework document);
- ❖ We urge you to prioritise nominations for foreign students as they are subject to the NRFs international student quota;

Step 1: Getting started

Please follow these steps to start the nomination process:

- ❖ <https://nrfs submission.nrf.ac.za>
- ❖ Select Grantholder Tools
- ❖ Select Students
- ❖ Choose the correct UID and funding category (e.g. 2017 Masters/Doctoral Summary)



The documents mentioned above, contain case-specific provisions regarding the eligibility of students for grantholder-linked bursary funding. I summarise some of the points below for easy reference:

- ❖ Individuals older than 60 may not be nominated.
- ❖ Students must be full-time for full-time bursaries and part-time for part-time bursaries.
- ❖ Student assistantship bursaries are only for final year undergraduate or honours students. Only SA citizens are allowed to receive this funding, not even permanent residents qualify.
- ❖ Students should not have any other bursary funds by the South African government. Students may hold private or institutional bursaries concurrently with

NRF bursaries, granted that the private/institutional bursary does not require post study in-service training or service agreements.

- ❖ Students may only be supplemented with R20 000 from the grant running expenses as top-up support.

Step 2: Overview of Bursary Types and Requirements

Student Assistantships

Only **Final-year undergraduate and Honours** students may be nominated under this category, which is exclusive to South African citizens (no foreign students or permanent residents). Fourth year undergraduate students may be nominated for Honours bursaries if students have an exemplary study record. The grantholder should attach a letter of motivation for these cases.

Student assistantship bursaries are awarded for one (1) year only.

The following documents should be attached to the online nomination :

- ❖ Signed Agreement
- ❖ Proof of registration
- ❖ ID document
- ❖ (Motivation letter for 4th undergraduate students e.g. Law who will receive the Honours level bursary instead)

Masters/Doctoral Bursaries

Grantholder-linked Masters/Doctoral Bursaries may be allocated to South African citizens and foreign students (which requires a letter of motivation). Please prioritise foreign students as these are subjected to the NRF's foreign student quota. Commitment students (existing grantholder-linked bursary recipients) may only receive up to two (2) years of support on Masters level and three (3) years of support on Doctoral Level.

The following documents should be attached to the online nomination

- ❖ Please attach:
- ❖ Signed Agreement
- ❖ Proof of registration
- ❖ ID document
- ❖ Motivation letter by Grant-holder as to why you are supporting a foreign student – i.e. their role on your project

Postdoctoral Bursaries

Grantholders may nominate postdocs (only if funding was awarded) from any nationality, within five (5) years of obtaining the doctoral degree qualification. Postdocs from SU can be nominated, however, the grantholder must attach a letter of motivation to state the role and function of the postdoc on the NRF funded project. Postdoctoral fellowships are awarded pro-rata (Grantholder-linked only) based on the date of registration or as indicated otherwise. Fellows may only receive two (2) (or three [3] years of support on SARChI) years of support.

- ❖ Signed Agreement
- ❖ Proof of registration
- ❖ ID document
- ❖ Doctoral Certificate
- ❖ Motivation letter by Grant-holder as to why you are supporting a Post Doc that graduated at Stellenbosch University

Please contact nugent@sun.ac.za early in December (preceding year) in order to make arrangements for continuation postdocs.

Step 3: COMPLETE ONLINE NOMINATION FORM

Institution and Grant-holder Facilities

Logged in as: your name

Type*	Type of bursary
Full Year/Semester*	Full Year
Title*	Nominating students
Initials*	J
Name	John
Surname*	Doe
Previous Surname	(Maiden surname?)
ID Type*	Id document
ID Number*	00000011122232 (make sure ID number is correctly entered)

Student Number*	11122255 (make sure student number corresponds with the proof of registration)
Date Of Birth	10101989
Race*	Black
Gender*	Male
Disabled*	no
Citizenship*	South African (please note permanent residents are not considered South Africa citizens)
Email	john.doe@gmail.com
Alternate Email	John.doe@outlook.com
Home address	John doe street, john doe town, city of john doe, 1102
Highest Qual. Obtained*	Master's in Research Management
Highest Qual. Level*	Masters
Institution obtained at*	Stellenbosch university
Year obtained*	2015
This degree*	PhD in research management
Level of study	Doctoral
Diploma/Degree/Research*	PhD research
Field Of Study*	Research management
Inst. where registered*	Stellenbosch university
Department	Division for research management
Full/Part time	Full time
Employer if part time	-
Year of First Registration*	2018
Month of First Registration*	01
Required start date of Funding*	01-01-2019
End date of Funding*	31-12-2019
Name of supervisor	Professor john doe
Co-Supervisor	-
Student duties/Project	Develop new research development model, assist with literature review and data collection

Final Year Undergraduate/Honours/BTech students: Provide a short description of student's duties and involvement in the project and/or title of the student's project.	
Title of thesis - Masters and Doctoral Students: Provide title of dissertation/thesis	
Title/Description of Post Doc - Post doctoral fellows: Provide title of the project and short description of Post Doc's involvement in the project and/or Niche Area	
Acceptance of conditions	ticked box

STEP 4: SAVE THE NOMINATION FORM AND ATTACH DOCUMENTS

Please note that once you are done with this page, you must SAVE the information entered on the nomination form. **Click on Students again** on the left menu bar and a list of nominated students will appear. Please click on **ATTACHEMENTS** in order to upload the required documents (listed earlier in this document)

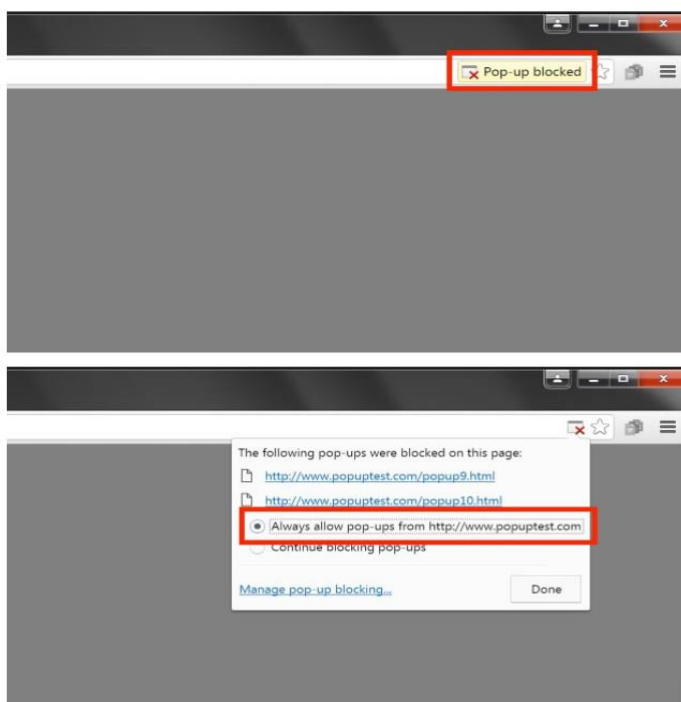
A new window will appear which will allow you to upload the documents. If the window does not appear, please tick on allow pop-up message:

Disable a Pop-Up Blocker on a Web Page

If a Web page tries to send you a pop-up when your blocker is turned on, an icon with a red "x" will appear in your address bar.

Clicking the icon will allow you to:

- Always allow pop-ups from this site
- Continue blocking pop-ups
- Manage pop-up blocking



Nominations for 2019

Item	Student	Number	ID	Status	Documents	
Masters Bursary Full Time	John Doe Jnr	121545647	5465767546547	Approved		N/A
Masters/Doctoral Summary	Jane Doe	454746745	5445664645646	Inst. Approved		N/A
Masters/Doctoral Summary	Johnny Doe	5454564564	9308286300080	New	Attachments	[Edit] [Delete] [Submit]

STEP 5: CLICK ON SUBMIT

Once the form is completed correctly, and the documents are uploaded, you may proceed with the submission. **Please click on submit.** It is only after you have clicked 'submit' that I will be able to view the nomination or validate it for approval by the National Research Foundation.

STEP6: Designated Authority Approval and NRF Approval

The Designated Authority (Nugent Lewis) will endorse the nomination followed by approval by the NRF. Should there be any errors or eligibility considerations, the nomination might be rejected or reopened for amendment. The status will change (highlighted in yellow above) to rejected. The Designated Authority will be able to assist in this regard.

For more information, please contact:
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021 808 9017