

| | Portfolios Email: grantsassistant@dut.ac.za Land: 0313732448 | Target Funding Programmes | Activities |
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| | Subsection 1: Ms Thembelihle Nolwazi Ntshakala NRF and SKA M and D Postgraduate Scholarships | Standalone NRF Postgraduate (M and D) Scholarships, including continuing NSF 2016 who are now under NRF in 2017 | <ul style="list-style-type: none"> -Calls -Workshops and roadshows -assessments and advising applicants - Validations on the NRF system according to NRF criteria and guidelines – assisted by the Internal Screening Committee -Submission of applications on the NRF system -Collation of scholarship application results and sending out to successful applicants -Processing of Conditions of Grant and uploading onto the NRF system -Communication of funds releases to successful students -Conference applications on the NRF system- Validations and submission to NRF -Annual NRF progress reports – roadshows and processing on the NRF system -Three-monthly progress reports on the DUT online system – Calls and assessments to monitor progress -Filing of all documentation -Institutional and External reporting -NRF Audits |
| | | Standalone SKA all students scholarships | <ul style="list-style-type: none"> -Calls -Workshops and roadshows -assessments and advising applicants - Validations on the SKA system according to SKA criteria and guidelines – assisted by the Internal Screening Committee -Submission of applications on the SKA system |

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| <p>Grants Management</p> <p>Head of Division Dr Bloodless Dzwauro</p> <p>Email: grantsadministrator@dut.ac.za and grantsassistant@dut.ac.za</p> <p>-Manages the seven Portfolios -Fills in and provides hands-on for all the seven Portfolios -Provides Institutional Support to the Directorate for the following Committees: SENEX, AEM DVC(A) & Executive Committee Library Committee, SENATE, REXCO, any other committee as requested by the Director -Performs overall statistics, GIS and analytics for the Grants Management Division reports, to support the Directorate and the Institution -Drafts and submits funding applications for DUT at Institutional level</p> | | | <ul style="list-style-type: none"> -Processing of Conditions of Grant and emailing to SKA -Communication of funds releases to successful students -SKA progress reports -Three-monthly progress reports on the DUT online system – for M and D students only -Filing of all documentation -Institutional and External reporting -NRF/SKA Audits |
| | | Block Grants for Masters and Doctorals | <p>Block Grants</p> <ul style="list-style-type: none"> -Calls -Processing of the Block Grant award documents and loading onto the NRF system -Workshops and road shows -Assessments and selection of students using the DUT online database and NRF criteria -Downloading and collating of students' application documentation for approvals by the Scholarships Committee -Nomination of students on the NRF system -Loading of all supporting documents -Processing of decisions from NRF -Communication with students regarding decisions by NRF -Drafting of scholarship award letters for use by the DUT Research Finance -Conference applications on the NRF system- Validations and submission to NRF -Annual NRF progress reports – roadshows and processing on the NRF system -Three-monthly progress reports on the DUT online system – Calls and assessments to monitor progress -Filing of documentation -NRF reports – February of each year -Student Tracking and Graduation records – on the NRF system |

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| -Represents the Director at institution and external research, postgraduate and organisational platforms | | | -Institutional and External reporting -NRF Audits |
| | Subsection 2: Mr Siphosonke Johannes Khanye -DUT Internal M and D Scholarship -Other M and D Scholarships | -DUT Scholarship Scheme -Ada Bertie and Levenstein -Commonwealth -DUT-ARC -FoodBev | Calls-New, Renewals, Extensions -Workshops and road shows -Applications on the DUT Online system and individually -Processing of applications and downloading of supporting documents where applicable -Assessments and selection of students using the DUT online database and NRF criteria -Collation of students' application documentation for approval by the Scholarships Committee -Processing of decisions from the Scholarships Committee -Communication with students regarding decisions by the Committee -Drafting of scholarship award letters for use by the DUT Research Finance -Three-monthly progress reports on the DUT online system – Calls and assessments to monitor progress -Filing of documentation -Institutional and External reporting -Audits |
| | Subsection 3: Mr Itumeleng Joshua Tshabalala DUT Staff on NRF Postgraduate Development Grants | -Thuthuka doctoral track -Sabbatical Nominations -Sabbatical Grants -Part-time Doctoral -Others eg. MRC | -Calls -Nomination of sabbatical students by the Research and Postgraduate Support Directorate -Workshops and roadshows -Assessments and advising applicants -Validations on the NRF system according to NRF criteria and guidelines – assisted by the Internal Screening Committee -Submission of applications on the NRF system -Collation of scholarship application results and sending out to successful applicants -Processing of Conditions of Grant and uploading onto |

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| | | | the NRF system -Communication of funds releases to successful students -Annual NRF progress reports – roadshows and processing on the NRF system -Filing of all documentation -Institutional and External reporting -Instrumentation -Support with the Grantholder-linked nomination of students on the NRF system Institutional support letters – all types -ORCHID -NRF Audits |
| | Subsection 4: Mr Langelihle Shange DUT Staff Research Grants for Established Researchers | -Thuthuka – Post PhD and Rating tracks -KIC -Rating applications -Bi, Tri and multi-lateral grants -NEP -IKS -Infrastructure Bridging Programme -Postgraduate Development grants -Research and Technology grants Incentive Funding for Rated Researchers -Competitive Programme for Rated Researchers -Others eg, Sasol, -Institutional support letters | -Calls -Workshops and roadshows -Assessments and advising applicants - Validations on the NRF system according to NRF criteria and guidelines – assisted by the Internal Screening Committee -Submission of applications on the NRF system -Processing of Conditions of Grants for successful applicants and uploading onto the NRF system -Communication of funds releases to successful applicants -Annual NRF progress reports – roadshows and processing on the NRF system -Filing of all documentation -Institutional and External reporting -Instrumentation -Support with the Grantholder-linked nomination of students on the NRF system Institutional support letters – all types -ORCHID -NRF Audits |
| | Subsection 5: | - NRF BTech Block Grants -CSIR All individual scholarships | -Calls -Workshops and roadshows |

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| | <p>Ms Samukelisiwe Portia Gambu</p> <p>BTech and Undergraduate Scholarships</p> | <ul style="list-style-type: none"> -SETA eg -HWSETA -Others excluding SKA | <ul style="list-style-type: none"> -Assessments and student support for applications processes and supporting documents, for all types of scholarships -Screening of applications and submissions to Institution -Validating students' application data with other databases and attachments -Scoring and ranking applications according to the NRF scorecards and equity criteria, assisted by the Scholarships Committee -Marking eligible applications on the NRF system -Nominating students on the NRF system -Validating and loading all supporting documents on the NRF system -Processing of decisions from NRF -Communication with students regarding decisions by NRF -Drafting of scholarship award letters for use by the DUT Research Finance -Filing of documentation -NRF reports – February of each year -Student Tracking and Graduation records – on the NRF system -Institutional and External reporting -NRF Audits |
| | <p>Subsection 6:</p> <p>Ms Thobile Fisokuhle Masikane</p> <p>-Post-Doctoral Fellows/Research Associates/Research Fellows</p> <p>-Research Focus Area funding</p> | <ul style="list-style-type: none"> -NRF Individual Fellowships NRF Grantholder-linked Fellowships -DUT Fellowships -Claude Leon Fellowships -Others UCD grant – Research component for Research Focus Area funding | <ul style="list-style-type: none"> –Calls -Workshops and roadshows -Assessments and advising applicants - Validations on the NRF system according to NRF criteria and guidelines – assisted by the Internal Screening Committee -Submission of applications on the NRF system -Supporting grantholders with nominations, validation of grantholder-linked nominations and submission to NRF on the system -Validations of Claude Leon applications and |

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| | | | <p>submission to the Foundation</p> <ul style="list-style-type: none"> -Processing of Conditions of Grants for successful applicants and uploading onto the NRF system -Support with the Grantholder-linked nomination of students on the NRF system -Communication of funds releases to successful applicants for any type of Fellowship -Annual NRF progress reports – roadshows and processing on the NRF system -Renewal of contracts on the DUT Fellowship Scheme and the RDG funding -Reports to monitor progress and adherence to contract conditions and research outputs -Filing of all documentation -Institutional and External reporting Institutional support letters – all types -ORCHID -Audits (all types) -RFA applications and scoring of applications for funding -RFA award letters - RFA progress reports -Institutional letters |
| | <p>Subsection 7:</p> <p>Ms Thenjiwe Slindile</p> <p>Mdletshe</p> <p>Student Support, Events and Logistics</p> | <ul style="list-style-type: none"> -Student and Staff support -Public Relations -Systems Design and Maintenance -Events Management -Grants Management Administrative Support | <ul style="list-style-type: none"> -Coordinating requests to the Grants Management Division -Follow-ups -Attending to walk-ins and advising appropriately -Publication of brochures and reports -Newsletters -Maintenance of all Grants Management Division online and manual systems -Facilitator of events and invitations |