Application and Funding Guide

NRF Honours' and final year B Tech Bursaries 2020

Grants Management and Systems Administration

Contents

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

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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 2020 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. Conditions of Grant

- The bursary-holder may not hold full-time salaried employment during the tenure of the bursary, however he/she will be allowed to undertake teaching, tutorials, assistance or demonstration duties during the year of study, and he/she may be remunerated for his/her services rendered at the normal university tariff for services.

- All NRF bursary awards shall be held as primary funding towards the research study.

- Bursary-holders are allowed to hold non-binding supplementary grants or emoluments to half the value of the NRF award. Alternatively, should the host university have an institutional capped value, the NRF award may be supplemented to the university capped value for the level of study.

- NRF bursaries may not be held simultaneously with a bursary from any other government or NRF administered source.

- The bursary-holder must obtain the degree for which the bursary was awarded by the contractual date which is within one (1) year after NRF funding has ceased, and must notify the NRF via the university DA.

- Should the bursary-holder not complete the degree for which the bursary was awarded, the total funds received must be returned to the NRF together with interest at the prevailing prime rate charged by the NRF bankers.

3. 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.

4. 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. 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 had previously registered and submitted an application on the NRF Online System (http://nrfonline.nrf.ac.za) before February 2012, your details would have been migrated to the new NRF Online Submission System (https://nrfsubmission.nrf.ac.za). If you experience problems accessing the system with your NRF Online password, use the Reset Password button. If your e-mail address is outdated, please contact the NRF Support Desk for assistance. Contact details for the NRF support desk are in 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.

Most application screens have application-specific instructions to help you work through the section. Please read the instructions carefully before completing the section.
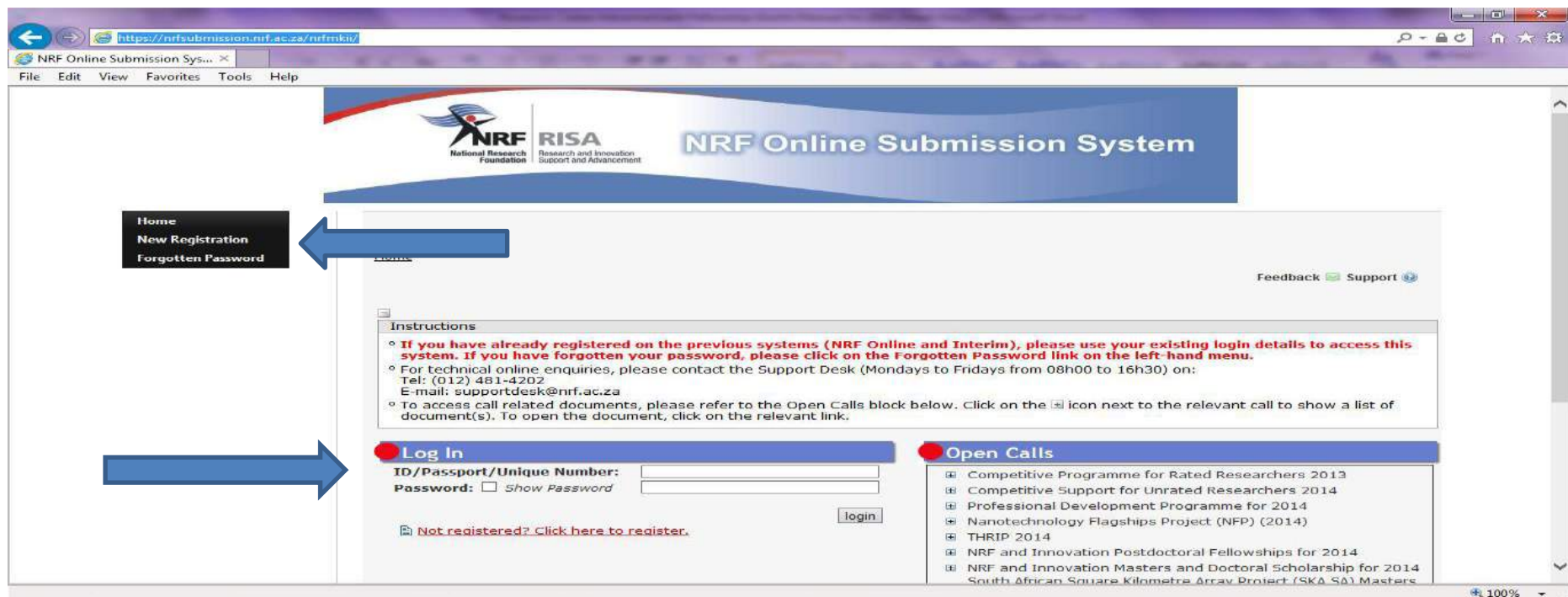
Step 2: After logging onto the NRF Online Submission System, applicants get to the **Landing Page** where there is a menu at the top left side of the screen (tab indicated with blue arrow below). Start by filling in all the sections under **My Profile** – **My CV** to create a CV.

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.

Step 4: To create a new application, click on **My Applications** - **Create Application**.

Step 5: Select **NRF Postgraduate Scholarships Call** funding category 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.

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, where applicable.

° 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 2019 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.

° Ensure that you complete or update your CV. This is very important as applications without an updated CV will not be considered.

Funding Category	Funding Opportunity	Reference	Applied Date	Status	Complete	Edit	Delete
NRF Postgraduate Scholarships Call	NRF Postgraduate Scholarships Call	MND19032926423	29 Mar 2019	Application in progress	✖	🖊	

Step 7: All sections marked with red asterisks (*) are compulsory. These sections must be completed in order for the final submit button to be activated. Applicants may enter information in the non-compulsory sections 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.

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)	ⓘ	29 Mar 2019	✎
Registration Details *	✗	29 Mar 2019	✎
Contact Details *	✔	23 Aug 2017	✎
Qualifications *	✔	04 Feb 2019	✎
Career Profile	✗	29 Mar 2019	✎
Research Expertise *	✔	02 Jun 2016	✎
Student Supervision Record	✗	29 Mar 2019	✎
Absence from Research	✗	29 Mar 2019	✎
Personal Profile *	✗	29 Mar 2019	✎
Books	✗	29 Mar 2019	✎
Chapters in Books	✗	29 Mar 2019	✎
Refereed/Peer-reviewed Conference Outputs	✗	29 Mar 2019	✎
Articles in Refereed/Peer-reviewed Journals	✗	29 Mar 2019	✎
Patents	✗	29 Mar 2019	✎
Keynote/Plenary Addresses	✗	29 Mar 2019	✎
Articles in Non-refereed/Non-peer Reviewed Journals	✗	29 Mar 2019	✎
Other Significant Conference Outputs	✗	29 Mar 2019	✎
Technical/Policy Reports	✗	29 Mar 2019	✎
Products	✗	29 Mar 2019	✎
Artefacts	✗	29 Mar 2019	✎
Prototypes	✗	29 Mar 2019	✎
Other Recognised Research Outputs	✗	29 Mar 2019	✎
Disability *	✔	23 Aug 2017	✎
ORCID *	✗	29 Mar 2019	✎
Application Category *	✗	29 Mar 2019	✎
Print Preview	ⓘ	29 Mar 2019	🖫

Final Submit ⓘ

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

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.

Step 9: Under the **Application Category** section requires an applicant to select the level of the degree you are applying for. Please select **Honours/Final Year BTech** on the drop-down list and click on save.

Please note that the system will not allow you to make changes after saving this section. If you want to change something, please delete the application and create a new one.

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).

In the **Average percentage mark for major subjects**, applicants are required to click on **"Add"** and list from two major subjects with marks obtained in the final year of study of the undergraduate degree and click on save.

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.
° Please only select the primary funder under "previous studies funded by" or "current degree funding".

Previous studies funded by

- ☐ NSFAS funded
- ☐ University Financial Aid
- ☐ Self funded
- ☐ Other Government departments
- ☐ International donor funds
- ☐ NRF Funded
- ☐ Institutional Funding
- ☐ Not funded from any other source
- ☐ Private Sector Company
- ☐ Not applicable   *

Current degree funding

- ☐ NSFAS funded
- ☐ University Financial Aid
- ☐ Self funded
- ☐ Other Government departments
- ☐ International donor funds
- ☐ NRF Funded
- ☐ Institutional Funding
- ☐ Not funded from any other source
- ☐ Private Sector Company   *

Are you currently a DST-NRF intern   ○ Yes ○ No *

[Save] [Return to Menu]

Step 12: The **Attachments** section provides specific instructions to upload attachments to the application. Please ensure that you make a copy, certify and scan all the required documents and submit as one **PDF file.** 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.

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. A submitted application is automatically routed to the DA in the Research Office of the institution that was selected, for internal review and validation.

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.

5. Screening and Review Processes

5.1 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. Applications that fail to meet the stipulated requirements will be rejected. All eligible applications will be validated by institutions and submitted to the NRF for review.

5.2 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 review process.

6. Application Feedback and Disputes

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