A SUPPORTING DOCUMENT
FOR
THE CALL FOR NRF BTECH/HONOURS BLOCK GRANTS: 2019

DURBAN UNIVERSITY OF TECHNOLOGY GRANTS MANAGEMENT DIVISION

PREPARED FROM FREQUENTLY ASKED QUESTIONS

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RESEARCH AND POSTGRADUATE SUPPORT DIRECTORATE

AMENDED VERSION: 02 OCTOBER 2018
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FOREWORD

Please find BELOW, SCREENSHOTS to assist you:

- with completing applications already in the NRF system and have the status:
  - i. “In progress” or “Open for amendment”
- IF YOU WANT TO CREATE A NEW APPLICATION
- If you want to edit your application but you already submitted it

YOU ARE NOT ABLE TO CREATE MORE THAN ONE APPLICATION OR MORE THAN ONE PROFILE ON THE NRF SYSTEM.

It is preferred that if you face any challenges during the application process, you email the screenshot of the problem to grantsassistant@dut.ac.za and copied to grantsadministrator@dut.ac.za

You will be responded to at the earliest and humanly possible.

If it is really a tiny issue for clarity, etc., you can WhatsApp or sms on 0833243095.

To edit a “Submitted to Institution” application, please email grantsassistant@dut.ac.za and copied to grantsadministrator@dut.ac.za your application reference number (the one which starts with HBG..., eg HBG180905355688) so that we open the application for you to edit.

Please thoroughly USE the screenshots below during the NRF application process.

Please consult the NRF FRAMEWORK DOCUMENT for eligibility.

The NRF Application Guide will also assist.
You can get to the **NRF online application submission system website** by using the link on the DUT website [www.dut.ac.za](http://www.dut.ac.za) as shown in **Figure 1** on your right side of the computer screen. You just click the link and it will take you to the NRF application submission site shown in **Figure 2**.

![Image](image.png)

**Figure 1: National Research Foundation (NRF) link on the DUT website**
Figure 2 shows the **ONLY OFFICIAL website** where you first REGISTER your profile, CREATE an application AND SUBMIT an application. You can also access Figure 2 directly using the direct link [https://nrfsubmission.nrf.ac.za](https://nrfsubmission.nrf.ac.za)

**Figure 2**: The official NRF online application submission website
1. The NRF Application Guide 2018 page 6 states that applicants must be registered on the NRF online application submission system in order to create your profile and complete an ONLINE application. Click in the black box on “New Registration” (top arrow in Figure 3) and follow prompts.

2. If you have registered on this system before but you have forgotten your password, click “Forgotten Password” in the black box (top arrow in Figure 3) and follow the prompts. An email is sent by the NRF system to the email address which you registered on the NRF system. If you are no longer able to access your email account that you registered on the system, this means that you are not able to re-set your forgotten password. In this case either contact the NRF Support Desk (contact details are on page 4 of the NRF Application Guide 2018) or contact DUT on grantsassistant@dut.ac.za or grantsadministrator@dut.ac.za and provide an alternative email address that works. NRF or DUT will change the email address for you so that you are able to re-set your password.

*Figure 3: Where to register, re-set your password or log into the NRF online submission system (Source is NRF Application Guide 2019)*
After registering on the NRF system, log in and click “My Profile”, “My Details”, “Contact Details” (Figure 4) in order to complete your CURRENT (2018) contact details. The details in Figure 4 are just an example.
1. Please NOTE the three bullets in the **INSTRUCTIONS** (Figure 5), as directed by the RED Arrow. Please populate this screen (Figure 5) using YOUR CURRENT (2018) contact details. All places marked with a Red * are compulsory and should be filled in with your CURRENT (2018) status.

2. If you have studied at DUT or are currently studying at DUT, please type in your **CORRECT DUT** student number as well as the correct Department and Faculty name.

3. If you have **never** studied at DUT please leave the student number space **blank** and for Department/School/Institute please type “**Not Applicable**”. This will not disadvantage you in any way.

4. If you are currently working, please type in your work address. If you are not currently working, please type in “**Not Applicable**”.

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**Figure 5: Contact Details full screen**
PLEASE NOTE THAT Application screens have application specific instructions to help the applicant work through the sections. Please read the instructions carefully before completing each of the application sections.

Once you register on the NRF system and you have filled in the Contact details, you need to then fill in the QUALIFICATIONS section. Qualifications is inside “My Profile”, “My CV” and then you click “Qualifications” as in Figure 6.

Figure 6: Qualifications
For your completed undergraduate degree/diploma qualifications or if you are still studying, for the undergraduate degree/diploma, please fill in this section as shown in Figure 7. PLEASE FILL IN THIS SECTION PROPERLY. All sections of the application with a Red * Asterisk are Compulsory and should be filled in for the application to mark “Complete”.

Level: Select the level of your completed undergraduate qualification or current incomplete qualification.

1. **Degree/Diploma**: PLEASE TYPE IN THE ACTUAL NAME OF YOUR QUALIFICATION EG. TAXATION, INTERNAL AUDITING, ETC.

2. Field of study: Click the ‘Add’ button as shown below in Figure 7. As you start typing the name of the field, the system will provide options on the drop-down list. Choose the closest to the name of your Degree/Diploma.

3. If you have already obtained the undergraduate degree, please attach the full academic record by clicking “Add transcript”.

![Figure 7: Qualification record (source is the NRF Application Guide 2019)](image-url)
The ORCID section (**Figure 8**) is giving students problems but, unfortunately, it should be completed. Just click on the space provided and then **Register** and **Connect**. It’s a very easy process. Please complete this process because it is mandatory (has a RED * asterisk).

**Figure 8: ORCID**
Details of Nomination (Figure 9): If you intend to study at DUT for your BTech or Honours, next year in 2019, then choose Durban University of Technology in the drop-down menu. Please also indicate whether you will study the course for the whole full-year (in 2019) or your will ONLY study for a semester (six months ONLY). Those who will study both in the first and second semester, should choose Full Year. If you will only study for six months next year, then choose Semester.
DETAILS OF DEGREE (Figure 10) is VERY IMPORTANT

1. Please NOTE that the details IN THIS SECTION should be CORRECT and TRUTHFUL. THEY ARE CRITICAL BECAUSE THEY ARE THE BACKBONE OF THE NOMINATION PROCESS. For your application, please insert the correct details for your situation, for the BTech/Honours course that you intend to study next year in 2019.

2. NRF does not fund part-time courses. Please CONSULT your proposed department at DUT for information regarding whether the course will be offered full-time or part-time. DUT faculties and departments can be checked at www.dut.ac.za as in Figure 11).

3. As at 2018, the following registration type CODES are for full-time: D1, P1 and I1. Your proposed DUT department will assist you to verify the registration CODE for your proposed 2019 course. If your proposed 2019 BTech/Honours course registration type CODE is anything else other than D1, P1 and I1, kindly crosscheck with us. Our email address is grantsassistant@dut.ac.za

4. If you do not yet have your final cumulative grade point average, please put a ZERO in that space, for now.

Figure 10: Details of Degree
DUT website (Figure 11) is shown for you to check the **CORRECT NAME OF YOUR PROPOSED FACULTY** IN 2019 AND FOR **YOUR CORRECT PROPOSED DEPARTMENT** AND **PROPOSED CORRECT NAME OF THE COURSE**.

*Figure 11: DUT official faculties and their official departments and courses*
1. You need to attach **at least TWO Documents**, a CERTIFIED Identity Document and a CERTIFIED FULL ACADEMIC RECORD. If you can’t access your full academic record because you are financially blocked, please attach a document from Students Finance, that is on the University letterhead, signed and stamped, explaining why you are blocked. **An example of Attachments is provided in Figure 12.**

2. **The rest of the supporting documents** should support a disability if you ticked “yes” on disability (medical document) or the sources of finance that you ticked in Person History (Figure 13). Once you have provided CORRECT information in the application, BUT THAT FOR SOME REASON FOR NOW YOU ARE NOT ABLE TO ACQUIRE ANY OF THE SUPPORTING DOCUMENT(S), please attach a dummy with the correct DESCRIPTION, and then submit the application if all other sections are ticked “green”. Later, when you acquire the correct supporting document, email us your NRF application reference number for us to open your application. Delete the dummy attachment, attach the **correct document**, and then RE-SUBMIT the application. You can email us your request to open your application, however many times, no problem at all.

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**Figure 12: Attachments**
TICK all funding sources applicable to you (Figure 13), for previous and current studies. Make sure that where applicable, you also attach the supporting documents as shown in Figure 12 above.

Figure 13: Person History
Once all sections with a RED * ASTERISK are filled in appropriately, all yellow crosses (X) will change to green ticks (√) and the “Final Submit” button will become active as shown in Figure 14.

**Figure 14:** If you want to edit your application
Once all ticks are green as shown in Figure 14, click the “Final Submit” button at the bottom of the application. A screen as shown in Figure 15 will appear. Tick the declarations and then click “Submit Application”.

*Figure 15: Declaration*
AFTER SUBMITTING THE DECLARATION, as shown in Figure 15 above, you will receive an automatic NRF online email, which looks like the one in Figure 16, which I received after I submitted my own application. The email goes to the primary email account that you registered on the NRF system. Once an application has been submitted, it’s status on the NRF system changes to “Submitted to Institution”. You can see this status when you log into the NRF system. The email in Figure 16 confirms that I submitted my application and that is assurance enough that the application will be processed by DUT and by NRF.

DUT and NRF will process applications according to the NRF Framework (see Figure 17), NRF Guide (see Figure 17) and NRF Block Grant award letters to DUT (these will be sent by NRF to DUT in due course).

At DUT, the Designated Authority (DA) is DUT Research and Postgraduate Support Directorate, Grants Management Division, on emails grantsassistant@dut.ac.za and grantsadministrator@dut.ac.za

![Image of automatic NRF email confirmation](image)

*Figure 16: Automatic NRF email acknowledgement that your application was successfully submitted*
Please click the first yellow pencil as shown in Figure 17, to download the NRF Framework and Guide documents, which were also part of the original NRF Call email.

Figure 17: Where to download the NRF Framework 2019 and NRF Application Guide 2019
To **EDIT an application** that has the status “In progress” or “Open for amendment”, click “My Applications” as show in **Figure 18**, and then “List of Applications” as in **Figure 18**. **All NRF applications have a unique application reference number** and mine is **HBG180905355688** as shown in **Figure 18**.

![Figure 18: List of your applications](image)
To edit your application as you wish, click the **YELLOW pencil** for your incomplete application and continue Figure 19. Applications with status “Open for amendment” or “In progress” can be edited when the NRF **Call is still OPEN**. Applications “Submitted to Institution” or “Submitted to NRF” **cannot be edited directly**. If the Call is still open (Before the NRF closing date) but you already submitted your application and thereafter want to edit it, please email us your **application reference number** and we ([Designated Authority (DA) at DUT](#)) will open the application for you to edit.

![Figure 19: How to get to the application-editing screen](https://nrfsubmission.nrf.ac.za/Nrflkkl/Application/ListOfApplication.aspx)

* Figure 19: How to get to the application-editing screen
Please, for application feedback and disputes as well as the nomination process timelines, kindly refer to bullet 6 and bullet 7 in Figure 20. This screenshot was extracted from the NRF Application Guide on page 20. The process is quite long but please keep your registered cellphone and email address active ALL the TIME. We will kindly contact you using your email or your cell.

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 03 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 **15 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.