



**RISA**

Research and Innovation  
Support and Advancement

## **Grants Management and Systems Administration**

### **Application and 2018 Funding Guide**

#### **NRF Honours and Final Year Bachelor of Technology**

#### **Block Grant Bursaries**



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## List of Acronyms

B Tech	Bachelor of Technology
CoG	Conditions of Grant
DA	Designated Authority
GMSA	Grants Management and Systems Administration
HEI	Higher Education Institution
HICD	Human and Institutional Capacity Development
ID	Identity Document
NRF	National Research Foundation
PoR	Proof of Registration
RISA	Research and Innovation Support and Advancement
UID	Unique Identification



**For technical online enquiries**, please contact the NRF Support Desk during office hours from 08:00 to 16:30 Monday to Friday.

Tel: 012-481 4202

E-mail: [supportdesk@nrf.ac.za](mailto:supportdesk@nrf.ac.za)



## 1. Introduction

This Application Guide provides an overview of the application process for the NRF Honours and Final Year Bachelor of Technology (B Tech) Block Grant Bursaries. It should be read in conjunction with the [NRF Honours and Final Year B Tech Block Grant Bursaries Framework](#) document. The Framework document provides detailed information with respect to the objectives of the funding instruments, eligibility criteria and other requirements. This document does not however, constitute a complete set of policies, procedures or systems applied by the NRF.

## 2. Application Process

The NRF is publishing the NRF Honours and Final Year B Tech Block Grant Bursaries Call on the NRF website [www.nrf.ac.za](http://www.nrf.ac.za), which is accessible on the NRF Online Submission System <https://nrfs submission.nrf.ac.za>. Each applicant is limited to one (1) application only for this Call. **Once an applicant submits the online application, it will be automatically routed to the institutional Designated Authority (DA) of the institution where the applicant intends to undertake the Honours / B Tech study.** Institutions have an earlier internal closing date and applicants should contact their respective institutions regarding closing dates and status of applications.

The processing of applications takes approximately five (5) months from the closing date of the Call until the decisions are made.

## 3. How to Create an Application

Applications must be completed on the NRF Online Submission System at <https://nrfs submission.nrf.ac.za> from **October 2017**. Applicants are advised to complete their applications soon after the call has opened to prevent IT system overload nearer the **closing date which is 15 January 2018**. Below are steps to follow in order to create an application.



**Step 1:** This is an electronic submission system and applicants must be registered on the system to create and complete an application. Click on New Registration and complete the registration screen **if you are not registered yet**. Use your ID number and password to login as indicated below

The screenshot shows the NRF Online Submission System interface. At the top, the URL is <https://nrfs submission.nrf.ac.za/nrfmkii/>. The page header includes the NRF logo (National Research Foundation) and RISA logo (Research and Innovation Support and Advancement), followed by the title "NRF Online Submission System".

On the left side, there is a navigation menu with the following items:

- Home
- New Registration
- Forgotten Password

A blue arrow points to the "New Registration" link. Below the menu, there is a "Feedback" and "Support" link.

The main content area contains an "Instructions" section with the following text:

- **If you have already registered on the previous systems (NRF Online and Interim), please use your existing login details to access this system. If you have forgotten your password, please click on the Forgotten Password link on the left-hand menu.**
- For technical online enquiries, please contact the Support Desk (Mondays to Fridays from 08h00 to 16h30) on:  
Tel: (012) 481-4202  
E-mail: supportdesk@nrf.ac.za
- To access call related documents, please refer to the Open Calls block below. Click on the icon next to the relevant call to show a list of document(s). To open the document, click on the relevant link.

Below the instructions, there are two main sections:

- Log In:** This section contains input fields for "ID/Passport/Unique Number" and "Password" (with a "Show Password" checkbox), and a "login" button. A blue arrow points to the "Open Calls" section.
- Open Calls:** This section lists various research programs, including:
  - Competitive Support for Unrated Researchers 2014
  - Professional Development Programme for 2014
  - Nanotechnology Flagships Project (NFP) (2014)
  - THRIP 2014
  - NRF and Innovation Postdoctoral Fellowships for 2014
  - NRF and Innovation Masters and Doctoral Scholarship for 2014
  - South African Square Kilometre Array Project (SKA SA) Masters

At the bottom of the "Log In" section, there is a link: [Not registered? Click here to register.](#)

**Step 2:** Once the applicant has logged onto the NRF Online Submission System, the landing page appears. Click on My Profile - My CV and complete the Qualifications section. **Applicants will be able to complete the application only once they have completed the Qualifications section.**

**NRF RISA** Research and Innovation Support and Advancement

# NRF Online Submission System

**My Profile**  
My Details  
My CV  
Print View  
My Applications  
My Progress Reports  
Tools  
Reports  
Logout

**Qualifications**  
Research Expertise  
Student Supervision Record  
Personal Profile  
Absence from Research  
Career Profile  
Research Outputs

**To apply for an Internship or an Hons/BTech bursary, please add your Qualifications before trying to create an application.**

Welcome Ms thandeka mthethwa Support

**Quick Links**

- Grantholder Tools
- Institution Facilities
- Panel Meetings
- Application and Output History (NRF Online)
- Application History (NRF Interim)
- SKA SA Grants

**Information**

- PLEASE NOTE: The summary below only lists output records that were migrated from the previous NRF Online system. New records that are added on this system will not form part of this summary.
- Applicants must ensure that their CV is updated/completed before creating an application.
- In order for your migrated research outputs to show on the CV or be accessible for selection on applications that require your publication record, you **must** verify (review) the outputs listed in the **Research Outputs Summary** table below. In order to do this, click on the output type that still has outputs to be verified (see the To be Reviewed column). Scroll to the bottom of the screen and a heading saying cleaned-up research output records from NRF Online will be displayed. Click on the little black arrow. This will display the output(s) that needs to be verified. Then click on the View icon, it will open a screen with the data for the output. Please fill in the missing information and save the page. If you have more than one output per output type, click on View for the next output. Do this for all the outputs, the output type on the landing page should now say 0. Move on to the next output type and repeat the process. Should you wish to delete an output, then click on the Feedback box, fill in the **Feedback to the NRF box** (e.g. output duplicated, please delete) and in the **Status** field, please select Delete.
- In some cases, researchers' outputs don't show at all. The reason for this is
  - The ID/passport number which the cleaned data was linked to when the clean-up exercise was undertaken differs from the ID/passport number you have just used to login to the NRF Online Submission System.
  - No outputs were added on the old NRF Online system so there was nothing to migrate. If there were outputs on the old NRF Online system but they do not show in the summary below, you need to ensure that the ID/passport numbers used on both the old NRF Online and this system (NRF Online Submission System) are the same. Please contact the NRF should your outputs not show so that this can be rectified.

**Step 3:** On the Qualifications screen, click on “Add” to add the Qualification Record. Enter the level of study as well and click on “Add” to complete the field of study.

**Qualification Record**

**Instructions**

- An \* at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- Please ensure that the level and degree are the same, e.g. Masters (level) and MSc (degree).
- Postdoctoral fellowships do not fall under Qualifications. Please capture these under Career Profile.
- **Should your qualifications history have been migrated from a previous NRF Online system, please click on 'Edit' and check that all the fields have been completed and are correct.**

Level (e.g Honours / Doctoral)  ⓘ \*

Name of Degree/Diploma (e.g. PhD)

[List of Primary and Secondary Research Fields](#)

• In order to add a Field of Study to the grid below, please click on the "Add" or "Add Another" button below the grid.

Field of Study	Delete
<input type="button" value="Add"/> ←	

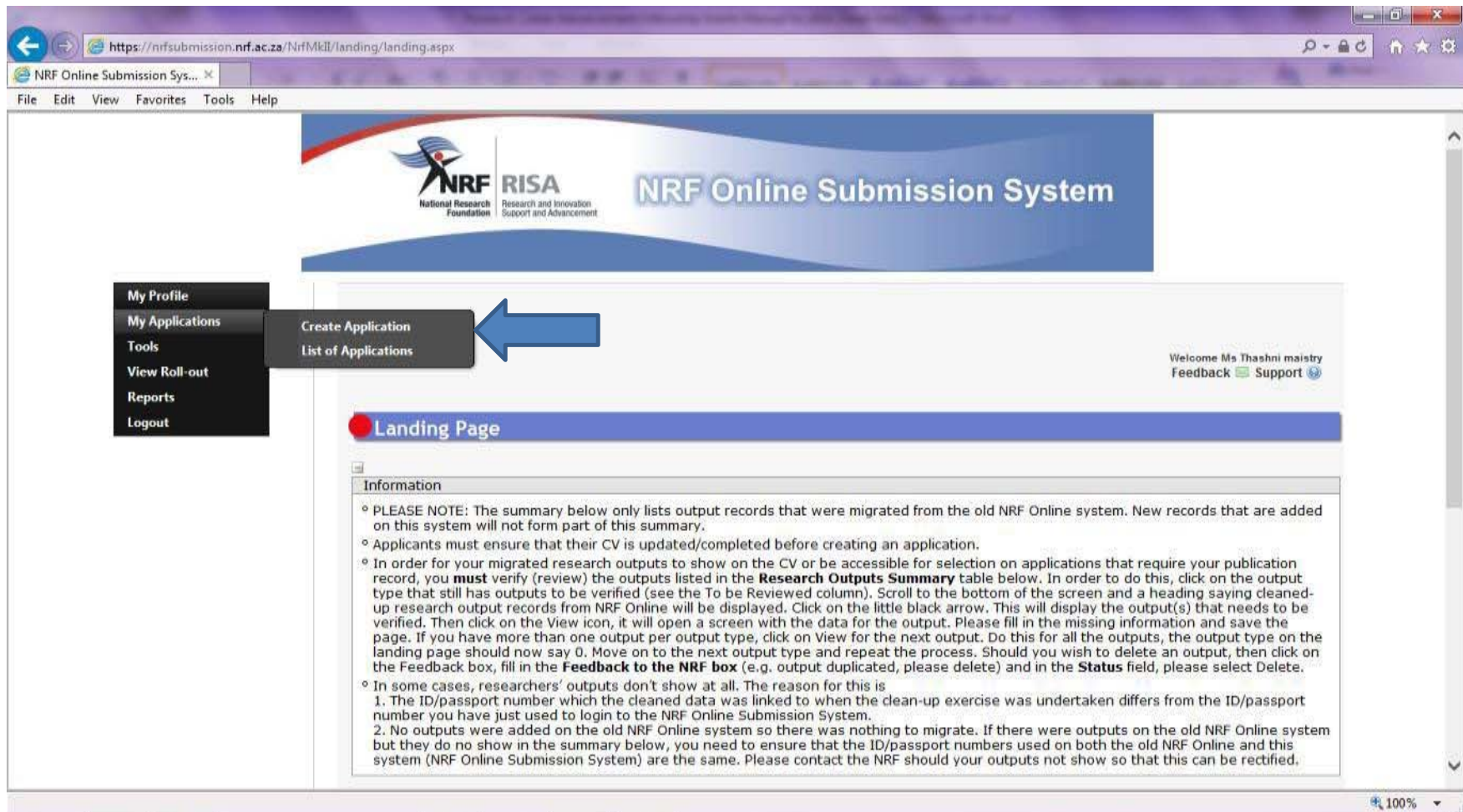
Institution  ⓘ  \*

Full-time  Yes  No \*

Distinction  ⓘ \*



**Step 4:** Click on My Applications then on Create Application to create a new application.



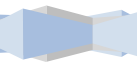
**Step 5:** On Create Application screen select the Call as indicated below and click on Apply. A new application will open.

## Create Application

Instructions

- Check your intended institution's internal closing date as it will be prior to the closing date listed for applications.
- 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.

Call	Open Date	Closing Date	Apply
CSIR National Laser Centre Rental Pool Programme 2016	19 April 2017	28 February 2018	
Evaluation and rating of individual researchers 2018	30 August 2017	15 February 2018	
Extension Bursary Support for Masters and Doctoral Studies 2015	01 January 2015	26 December 2017	
Indigenous Knowledge Systems Call 2015	18 June 2014	01 August 2214	
Internship Programme - Applicants 2018	10 September 2017	31 December 2017	
NRF Honours and Final Year B-Tech Bursaries Call for 2018 	16 October 2017	20 October 2017	
Test Programme 1	03 June 2010	31 December 2017	











**Step 6:** Once an application has been created, applicants must go to My Applications – List of Applications to continue working on the application. To edit an application, click on the edit button as indicated below

## 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.**
- **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 2017 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.

Call	Reference	Description	Applied Date	Status	Complete	Edit	Delete
NRF Honours and Final Year B-Tech Bursaries Call for 2018	HBG17101621417		16 Oct 2017	Application in progress	✘	 	
Testing Honours block grants	HBG17081421322		14 Aug 2017	Application in progress	✘		
NRF Freestanding, Innovation and Scarce Skills Development Fund Honours' and Final year B Tech Block Grant Bursaries 2017	HBG16091620504		16 Sep 2016	Application in progress	✘		
NRF Freestanding, Innovation and Scarce Skills Development Masters and Doctoral Scholarships 2017	SFH16052620303		26 May 2016	Application in progress	✘		

[Click here for application statuses](#)

©NRF Online Submission System



**Step 7:** All sections in this application are compulsory. These sections must be completed in order for the final submit button to appear. Completed sections will be indicated by a green tick on the Edit Application menu. Application screens have specific instructions to assist applicants to complete the sections. The instructions on the screens guide applicants on the requirements in each section. An error message appears when the section is incorrectly/incompletely completed. Applicants must follow these messages to complete the section correctly.

Edit Application

**Instructions**

- The online application is a time-consuming process, and it is recommended that you set aside more than sufficient/adequate time for compiling the application. The application can be completed in more than one session - remember to **click on save after each entry**.
- **Strictly adhere to your institution's internal closing date for submission of applications, as it will be prior to the NRF's closing date.**
- Click on the Edit icon next to each section to add or edit the relevant information.
- An \* at the end of a **field** label within a section denotes a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- An \* at the end of a **screen** denotes a compulsory screen; it is not possible to final submit the application unless all compulsory screens have been completed.
- **The 'Final Submit' button will be activated once all compulsory fields are complete.**
- A timeout will appear when there is no activity on the system for 25 minutes. Click on the refresh button (in the popup box) for continuation/completion of the application. When clicking on the close button the system will close.
- Click on the SAVE button to save information before clicking on RETURN TO MENU, otherwise all captured data will be lost.
- **An ERROR message appearing signifies that fields are incomplete. Address the errors and save as unsaved information will be lost.**
- A section marked with a cross (✘) in the 'Complete' column indicates that the section is incomplete or needs to be checked for completeness/correctness of information. Should the section be compulsory this will be indicated by an asterisk (\*) at the end of a section. Click on the Edit icon (✎) and check/complete the section and then 'Save'. The ✘ will change to a ✔ to indicate that the section is complete/has been updated. The date in the 'Date Updated' column will change to the date the update was made.
- Please update all incomplete records in CV sections marked as incomplete, for example, Qualifications and Career Profile:  
For Qualifications, check that a highest qualification has been selected, that no date field defaults to 1945, and that there is a Field of Study specified.
- For Career Profile, check that no date field defaults to 1945.
- Please ensure that you have read all the Call Information Documents and abide by the eligibility rules.

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)			
Registration Details *	✔	16 Oct 2017	
Contact Details *	✔	23 Aug 2017	
Qualifications *	✔	23 Aug 2017	
Disability *	✔	12 Sep 2016	
Details of Nomination *	✔	23 Aug 2017	
Details of Degree *	✘	16 Oct 2017	
Person History *	✘	16 Oct 2017	
Attachments	✘	16 Oct 2017	
Print Preview	✔	16 Oct 2017	

Final Submit

©NRF Online Submission System



**Step 8:** The Details of Nomination section requires the name of the institution where the student will be studying for Honours or B Tech degree as well as an indication of whether funding is required for a semester or a full year.

**Step 9:** Under the Details of Degree section, applicants are required to fill in details of the degree, field of study that is applied for and information related to past studies and future intentions. Under Degree/Diploma, please provide the degree you are applying for e.g. B Com (Accounting)

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains a 'Reports' menu with 'Logout' and a 'Quick Links' section with several red links: 'Grantholder Tools', 'Institution Facilities', 'Panel Meetings', 'Application and Output History (NRF Online)', 'Application History (NRF Interim)', and 'SKA SA Grants'. The main content area is titled 'Details of Degree' and features a 'Support' link in the top right. Below the title is an 'Instructions' box stating 'Please complete all information below.' The form fields are: 'Level of this Degree' (a dropdown menu with 'Select an option' selected, marked with a red asterisk), 'Degree/Diploma' (a text input field, marked with a red asterisk, and highlighted by a blue arrow), 'Field of Study' (a dropdown menu with a blue information icon and a red asterisk), 'Department' (a text input field), 'Registration Year' (a text input field with '2017' entered), 'Required Start Date' (a date picker with '2017/02/01' selected, marked with a red asterisk), 'End Date' (a date picker with '2017/10/25' selected, marked with a red asterisk), 'Cumulative Grade Point Average' (a text input field with a red asterisk), and 'Do you intend to continue to Master's in the future?' (radio buttons for 'Yes' and 'No', with 'No' selected, marked with a red asterisk). At the bottom of the form are 'Save' and 'Return to Menu' buttons.

In the cumulative grade point average block, applicants are required to enter an academic average by adding up the marks of courses already passed or marks of undergraduate degree already obtained, and divide these by the number of courses.






**Step 10:** The Attachments section provides specific instructions to upload attachments to the application. The applicant is required to upload the following documents: (i) certified South African identity document (ii) certified academic record, and in cases of an outstanding academic record, the applicant must attach an official (university letterhead) stamped and signed fees statement (iii) proof of NSFAS or University Financial Aid funding to be attached where the applicant indicated that they were funded from these sources (iv) medical certificate for applicants with a disability.

**Attachments**

**Instructions**

- Please consult with the Call documents to determine what attachments are compulsory. Please note that if they are not attached, the application will not be processed for reviewing.
- Capture an appropriate Description for the document to be uploaded.
- Select the Document Type to be uploaded.
- Click the Browse button below to select the file on your local machine.
- Click on the Upload button to save.
- Upload pages individually if document is larger than 4MB. **(For rating applications, please see specific instructions in this section of the rating application.)**
- Please do not upload zip files. Acrobat reader has built-in security to prevent the opening of zip files by default (please read the article at <http://forums.adobe.com/thread/520515> for more information).

Description	Type	File Name	Edit	View	Delete
ID	ID Copy	ID.doc			

Add Another
Return to Menu



**Step 11:** Once all sections have been completed, the final submit button will appear. Click OK to submit the application. If all the compulsory sections are completed and the final submit button does not appear, select any section and resave to refresh the application; the final submit button should then appear.

**Applications that are incomplete, that contain insufficient or incorrect detail, or fail to comply with instructions,** will be rejected. The application must be completed in sufficient detail to allow for a comprehensive validation and institutional review.

Applicants must ensure that they adhere to the internal closing date for submission of the application to allow for institutional screening and review process, as well as the NRF closing date for processing the nominations.

## 4. Screening and Review Processes

### 4.1 Overview of the Screening Process

All submitted applications will be validated and screened by the institutions according to the funding instrument requirements. Institutions must reject applications that fail to meet the stipulated requirements.

### 4.2 Overview of the Review Process

The NRF's peer review policy requires that all applications are subjected to a review process. Applications submitted to this funding instrument will go through a competitive Institutional Review process.

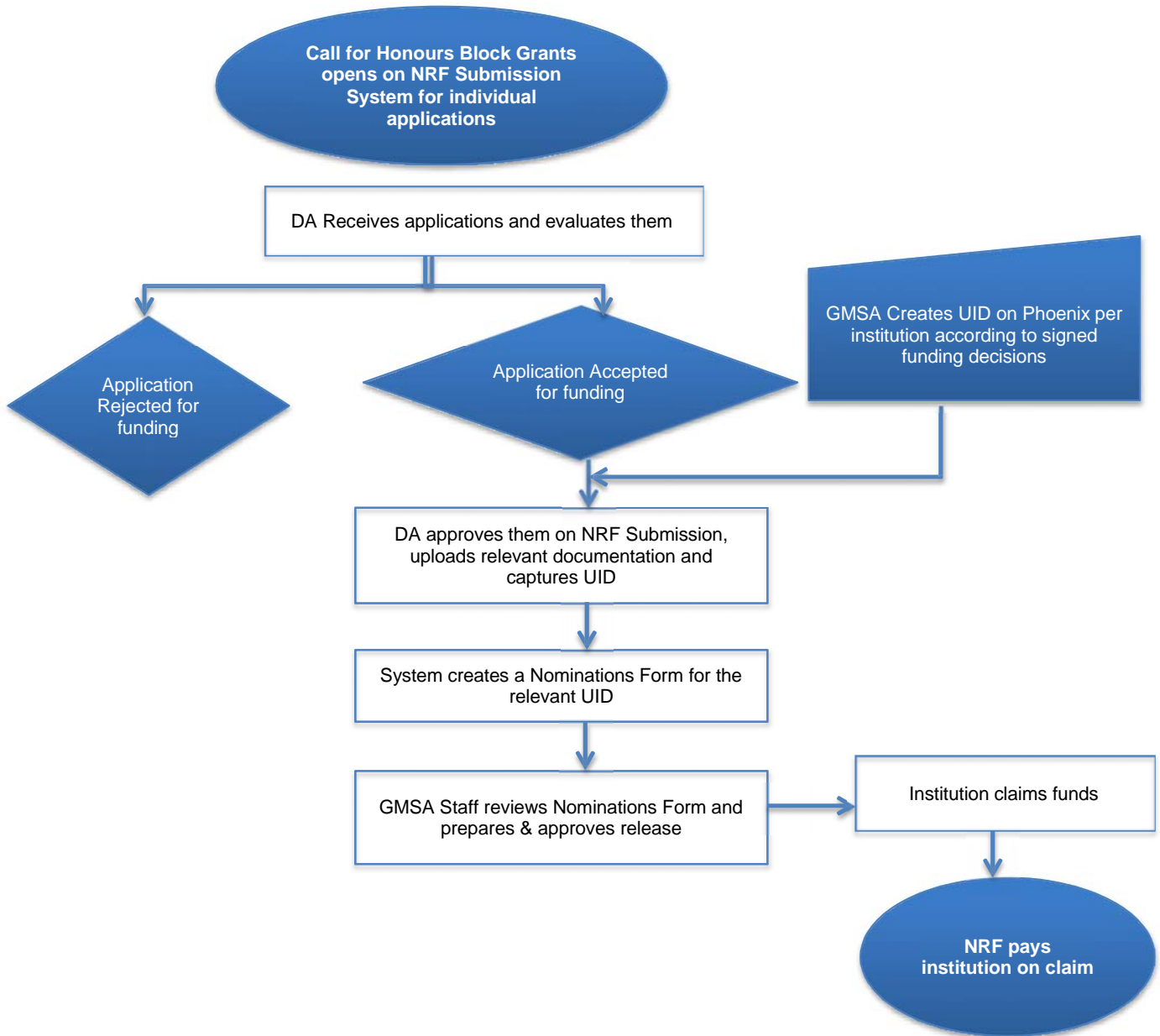
### 4.3 Scoring of Applications

The process for scoring of applications will be communicated to the research offices.



## 5. The Delegated Authority Nomination and Award Processes

The review process will follow the steps shown in the diagram below:



The NRF will allocate a set number of bursaries to each university based on institution historical uptake of grants, equity targets, expressed need and the available budget. Institutions will use a standard score card provided by the NRF to evaluate each application, before selecting and nominating students to take up the allocated bursaries.



## 6. Application Feedback and Disputes

As mentioned above, the Honours/B Tech application is a competitive process and institutions will notify successful awardees. Applicants must enquire with their institutional delegated authorities.

