



RISA

Research and Innovation
Support and Advancement

Grants Management and Systems Administration

Grants Manual: Study Support for Completing Part-Time Doctoral Students 2016



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List of Acronyms

APR	Annual Progress Report
DA	Designated Authority
GMSA	Grants Management and Systems Administration
HEI	Higher Education Institution
HICD	Human and Institutional Capacity Development
RISA	Research and Innovation Support and Advancement
NRF	National Research Foundation



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Application guidelines are explained in this document. Please read this document together with the call or framework document of the funding instrument that highlights the eligibility criteria and requirements.

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

Telephone: (012) 481-4202

E-mail: Supportdesk@nrf.ac.za



1. Introduction

This Manual provides an overview of the part time doctoral scholarship funding instrument, application funding guidelines and processes. The Manual should be read in conjunction with the funding instrument call or framework document that can be accessed at <https://nrfs submission.nrf.ac.za>. It does not, however, constitute a complete set of the policies, procedures or systems used by the NRF.

2. Application Process

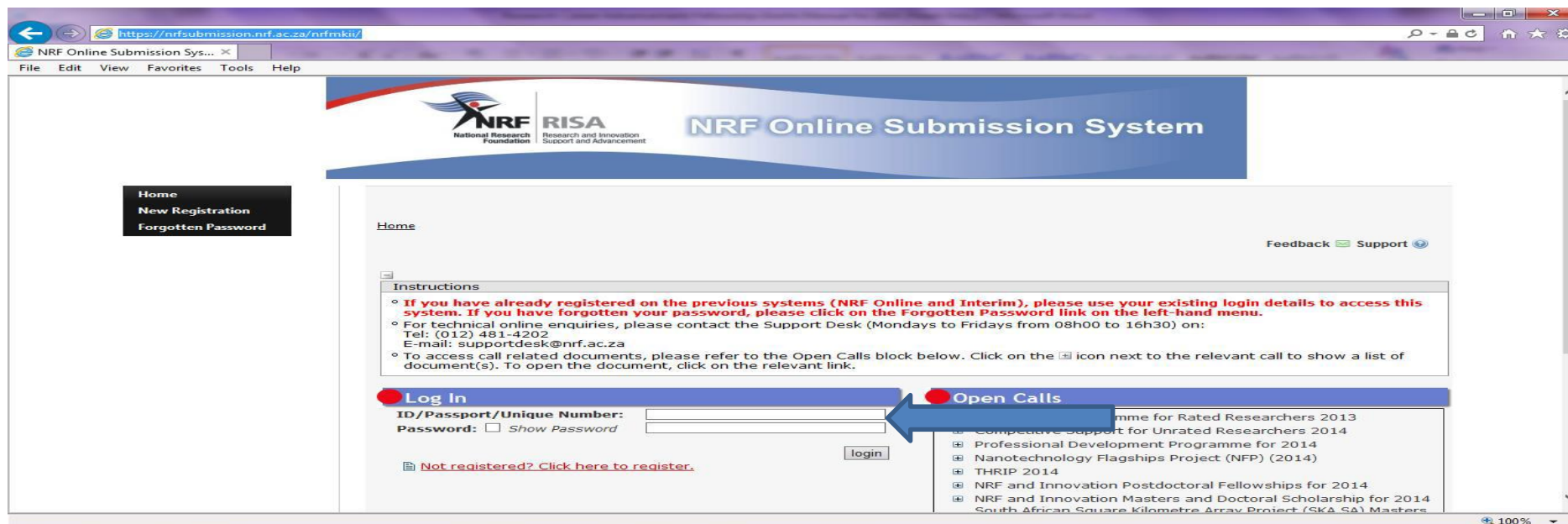
The NRF issues a call for part time doctoral scholarship applications that is published on the NRF website and is accessible online at <https://nrfs submission.nrf.ac.za>. This call does not accept more than one application per applicant. All applications must be duly authorised and approved by the Designated Authority (DA) of the research administration at the institution that submits the application. Applications are automatically submitted electronically to the institutional DA of the submitting institution for validation at the deadline date determined by the institution. Please inquire with your institution regarding their internal closing dates. The processing of a successful grant application takes approximately five (5) months from the time of submission until the commencement of funding.

3. How to submit Applications

Applications must be completed on the NRF Online Submission System at <https://nrfs submission.nrf.ac.za> from Tuesday, 01 July 2015. Applicants are advised to start with their applications early on to prevent IT system overload nearer the closing date.

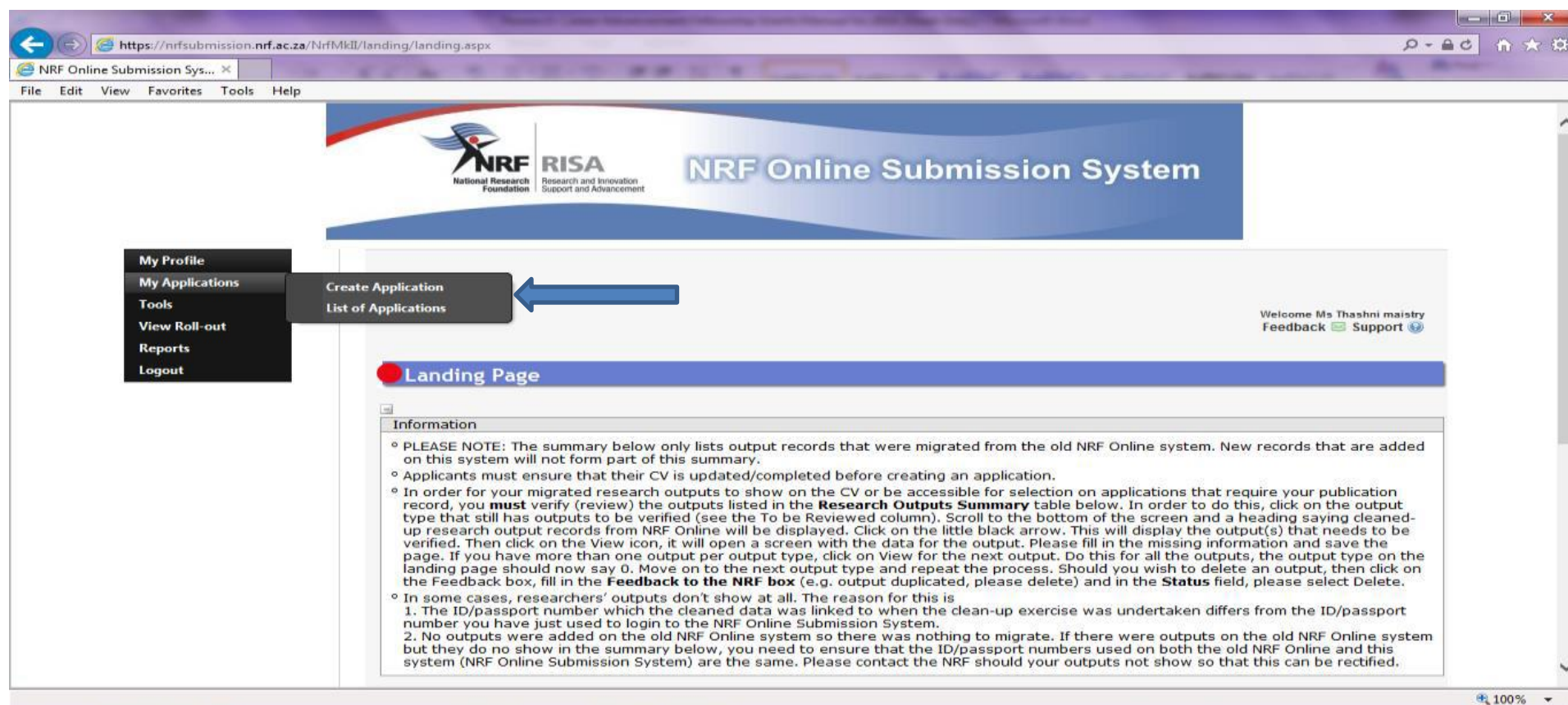
Step 1: This is an electronic submission system and applicants must be registered on the system in order to create and complete an application. If you previously registered on the NRF Online System (<http://nrfonline.nrf.ac.za>) before February 2012, your details will have been migrated to the new NRF Online Submission System (<https://nrfs submission.nrf.ac.za>). If you experience problems accessing the system with your NRF Online password, click the Reset Password button to reset it. If you are not yet registered on the NRF Online Submission System, you should register to access the application form.





Step 2: Once you have successfully logged onto the NRF Online Submission System, you get to the Landing Page. On the landing page, click on the left menu (tab indicated with blue arrow) to create a new application by clicking on My Applications then Create Application.





Step 3: On the create application screen, select the funding instrument for which you are applying which will open up a new application to complete. Please note this should only be selected once. To continue working on an application, go to My Applications- List of Applications.



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 - ° [Institution Facilities](#)
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 - ° [Application and Output History \(NRF Online\)](#)
 - ° [Application History \(NRF Interim\)](#)
 - ° [SKA SA Grants](#)

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 2015	30 June 2015	
DST-NRF Professional Development Programme (PDP) Call for 2016	05 June 2015	31 August 2015	
NRF Free-standing-Scarce Skills-Innovation Postdoctoral Fellowship Call for 2016	08 June 2015	31 August 2015	
South Africa – Joint Institute for Nuclear Research – Grants for researcher and student mobility 2015	01 January 2015	30 June 2015	
Study Support for Completing Part-time Doctoral Students 2016	22 June 2015	22 August 2015	

Step 4: Applicants are urged to complete or update ALL screens of the CV, including the Research Profile and Research Outputs (if applicable), as this information is evaluated during the merit review process.

Step 5: All sections marked with a red asterisks are compulsory. Sections without asterisks are not, and you may enter information in these sections only if you have information to enter, such as research outputs. Completed sections will be indicated by a green tick on the main menu, while incomplete sections will be indicated by a yellow cross.



Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)		26 Jun 2015	
Registration Details *		26 Jun 2015	
Contact Details *		25 Jun 2015	
Qualifications *		26 Jun 2015	
Career Profile *		29 Jun 2015	
Research Expertise *		15 Sep 2014	
Student Supervision Record		26 Jun 2015	
Absence from Research		25 Jun 2015	
Personal Profile *		26 Jun 2015	
Articles in Refereed/Peer-reviewed Journals		25 Jun 2015	
Books		25 Jun 2015	
Chapters in Books		25 Jun 2015	
Refereed/Peer-reviewed Conference Outputs		26 Jun 2015	
Patents		25 Jun 2015	
Keynote/Plenary Addresses		25 Jun 2015	
Articles in Non-refereed/Non-peer Reviewed Journals		25 Jun 2015	
Other Significant Conference Outputs		25 Jun 2015	
Technical/Policy Reports		25 Jun 2015	
Products		25 Jun 2015	
Artefacts		25 Jun 2015	
Prototypes		25 Jun 2015	
Other Recognised Research Outputs		25 Jun 2015	
Academic Information *		26 Jun 2015	
Details of Research *		26 Jun 2015	
Attachments *		26 Jun 2015	
References *		26 Jun 2015	
Declaration *		26 Jun 2015	
Checklist *		26 Jun 2015	
Thesis Submission and Graduation Information *		26 Jun 2015	
Print Preview		26 Jun 2015	

First Submit



All compulsory sections will guide you with error messages at the top of the screen. Please follow these messages to help you complete each section correctly.

Step 6: Most screens have screen- and application-specific instructions to help you work through the sections. Please read these instructions carefully before completing the sections.

Step 7: The Details of Research section- the applicant should follow the instructions and provide a detailed description of the project; the achievements to date versus the initial project proposal; and include the research work that is still outstanding. Also include details of manuscripts under preparation or that are submitted for publication. For more details on what is required under Details of Research, please also see section 4.3, Ranking of Applications: NRF scorecard assessments below.




Quick Links

- [Grantholder Tools](#)
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Details of Research

Instructions

◦ An * at the end of a sub-section as listed below denotes that this is a compulsory sub-section; it is not possible to click on the 'Final Submit' button unless all compulsory sub-sections have been completed.

Section	Complete	Date Updated	Edit
Research Description *	✗	26 Jun 2015	
Progress to Date *	✗	26 Jun 2015	
Proposed Research Plan for Requested Funding Period *	✗	26 Jun 2015	

Return to Menu





Applicants must note the importance of giving a detailed work plan which is assessed based on your supervisor's comment as well as the feasibility of the timelines, the appropriateness of the research to be conducted and the details of activities planned.

The information above is thoroughly assessed by external panel members who are experts in the different disciplines.

Step 8: The attachment section provides specific instructions for uploading attachments to the application. Please print, certify and then scan in all documents at once, save as a PDF file and then upload the section as one document. If you are a student with a disability, you may also upload a medical certificate in support of your disability.

Tools

Reports

Logout

Quick Links

Grantholder Tools

Institution Facilities

Panel Meetings

Application and Output History (NRF Online)

Application History (NRF Interim)

SKA SA Grants

Landing / My Applications / Edit Application - APDS15062619397 / Attachments

Welcome Ms Nozine Nozine
Feedback Support

Attachments

Instructions

- Select the Document Type to be uploaded.
- Capture an appropriate Description.
- 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).

Study Support for Completing Part-time Doctoral Students for 2016

- Please upload a letter from your HR department confirming that sabbatical leave has been granted for the requested funding period.
- All document types must be uploaded for the section to mark as complete.

Description	Type	File Name	Edit	View	Delete
<div>AddReturn to Menu</div>					

Step 9: 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. The internal closing date will be determined by the respective research offices or Post Graduate Office and is usually at least two weeks prior to the NRF's closing date.

Step 10: The final submit button will only appear when all compulsory sections are complete. If all the compulsory sections are complete and the final submit button does not appear, please select any section, re-save to refresh the application, and you should see the final submit button. Once you have selected final submit, the application will be routed to your hosting institution for validation and later, for consideration by the NRF.

The NRF will reject applications that are late or incomplete, contain insufficient or incorrect detail, or fail to follow instructions. The application must be completed in sufficient detail to allow for a comprehensive review and evaluation process by internal and external reviewers. In addition to the electronic application and required attachments, the NRF may request additional information or documentation to support an application, if required. Failure to supply such information or documentation upon request may result in the rejection of the application.

4. Screening and Review Processes

4.1 Overview of the Screening Process

All applications validated by institutions and submitted to the NRF are screened by the NRF for compliance with the eligibility criteria of the Call for applications, as well as the requirements for completing the NRF Online Submission application. Applications that fail to meet the stipulated requirements will be rejected.

5. 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 panel review process.

Panel members are selected from the NRF database and other sources, which is updated on a continuous basis. In making the selection of the panel, the expertise and experience of individuals in application adjudication are taken into account. In assessing the application, agreed assessment criteria are applied in the form of a scorecard.



The Panel provides recommendations to the NRF and the final funding decision is made by the NRF taking strategic and policy objectives into consideration. In awarding grants in this funding instrument, the NRF takes into account the recommendations of the peer review panel, the objectives and targets of the funding instrument, and the available funds.

6. Ranking of Applications

The purpose of the scoring system is to evaluate applications, based on funding instrument criteria, in order to identify applicants that are most deserving of the limited funds available. All research proposals submitted to the NRF for funding are evaluated according to a number of predetermined criteria. Applications are assessed and ranked on the basis of criteria as listed in the table below. Each area is weighted to indicate its relative importance. Kindly consult the table below for details on the criteria used.



NRF Scorecard for the Assessment of Study Support for Part-Time Doctoral Scholarship Funding

Criterion	Description	% Weighting
Progress to date	This section refers to a detailed and comprehensive account of progress achieved to date. It also looks at the originality and contribution to new knowledge, interdisciplinary or multi-disciplinary aspects; and utilisation of existing knowledge and methodologies.	15
Work plan to complete the degree	<p>Research objectives to match aims of study – reviewers will assess whether the research objectives are clearly stated and whether they are appropriate to meet the aims of the study; are sound but have inconsistencies and can be refined; are appropriate but only partially address the aims of the study; or are not appropriate to meet the aims of the study.</p> <p>Research methodology to match research objectives – Reviewers will comment on whether the research methodology is appropriate to meet objectives of study; is sound but has inconsistencies and can be refined; is appropriate but only partially addresses study objectives; or not appropriate to meet objectives of study.</p> <p>Students to provide a thorough work plan towards completion of study. They should also give feasible timelines and methodical project activities.</p>	55
Supervisor's support	<p>Supervisor's recommendation for part-time doctoral bursary is important to provide an academic account of the student's progress in relation the project as well as the proposed project plan. The supervisor is required to endorse the proposed plan for completion as well as submission of the dissertation and manuscripts for publication.</p> <p>The reviewers will look for consistencies in the supervisor's report versus the student's motivation, as well as support for the applicant and the submission of the dissertation or manuscripts for publication.</p>	10



Research outputs and publication plan	Particular attention is paid to proposals with the potential to contribute to the strategic goals of the knowledge economy.	20
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7. Application Feedback and Disputes

Once the review and assessment processes have been completed and the recommended funding decision has been approved by the NRF. The NRF will publish a list of successful applications emanating from the call for applications on the NRF website, <http://www.nrf.ac.za/>; thereafter, successful applicants will receive a letter of award. The application status on the NRF Submissions system will not indicate whether the application has been supported for funding. This funding instrument does not provide feedback to unsuccessful applicants; if your name does not appear on the list you have not been supported.

Should an unsuccessful applicant require feedback, they are requested to follow the process and query via their institutional office. The NRF does not provide feedback to all unsuccessful applicants due to the high volume of applications received across all NRF funding instruments.

Unsuccessful applicants that wish to appeal the funding decision taken must follow the appropriate Appeals Process of the NRF. Appeals will only be considered for this funding instrument within a five (5) month period after the official date of publishing of the results on the NRF website.

8. Change Requests

Applicants must submit all change requests in writing to the NRF 30 days before the proposed changes occur. The request must have institutional DA endorsement and be submitted to the NRF via the Research Office / Post graduate funding Office for approval prior to the change.

9. Scientific Compliance

9.1 Methodology

The student takes scientific responsibility for the research to be undertaken, including its objectives and the methodology outlined in the project proposal. The student is required to devote the necessary time to the research project in compliance with the work plan for the research proposal approved by the NRF so as to achieve the project's stated aims and objectives.



9.2 Intellectual Property Rights

The intellectual capital generated by NRF funded research must be appropriately protected and exploited for the benefit of South Africa. This condition should not interfere with the Intellectual Property Rights arrangements already made, on condition that the majority of the benefits arising from the intellectual capital accrue to South Africa and its citizens. This condition is aligned with the Intellectual Property Rights Act, 1 which will override this condition of grant.

9.3 Ethics

The student is required to maintain the highest ethical and safety standards in conducting the research, particularly when human and animal subjects are involved. It remains the responsibility of the project leader to comply with all relevant regulations in this regard, including those of the institution at which the research is carried out. An ethical clearance certificate (where applicable) must be submitted to the NRF in respect of successful applications before funding can be released.

List of References

RSA (2008). Intellectual Property Rights, Publicly Financed Research and Development Act 51 of 2008. Government Gazette, 22 Dec 2008. Vol 522, No 31745

