



Grants Management and Systems Administration

DAAD-NRF In-Country Masters and Doctoral Scholarships

Funding Guide 2017

Opening date: 18 July 2016

Closing date: 31 August 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
DAAD	Deutscher Akademischer Austausch Dienst German Academic Exchange Service

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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 funding instrument eligibility criteria and requirements.

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

1. Introduction

This Funding Guide provides an overview of the DAAD-NRF In-Country Masters and Doctoral scholarship funding instrument, application funding guidelines and processes. It should be read in conjunction with the Framework document, which 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 the DAAD-NRF In-Country Masters and Doctoral scholarship applications that is published on the NRF website and is accessible online at <https://nrfs submission.nrf.ac.za>. The DAAD-NRF In-Country Masters and Doctoral scholarships funding instruments will not accept more than one (1) application per applicant per year. 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 must be submitted electronically to the institutional DA of the submitting institution for validation at the deadline date determined by individual institutions. Please enquire at 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> and, applicants are advised to complete their applications as soon as possible 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 were registered 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://nrfs submission.nrf.ac.za>). If you experience problems accessing the system with your NRF Online password, use the Reset Password button. If you are not yet registered on the NRF Online Submission System, you must register to access the application form.

NRF Online Submission System

Please be advised that the system will be down from 13:00 to 13:30 for upgrades and maintenance

[Home](#) [Feedback](#) [Support](#)

Instructions

- 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 Reset 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: +27 12 481 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.

Log In

ID/Passport/Unique Number:

Password: [Show Password](#)

[Reset password.](#)
[Not registered? Click here to register.](#)

Open Calls

- + DST – NRF Fellowships for Early Career Researchers from the UK 2017
- + DST-NRF Conference Fund 2017
- + Extension Scholarships for Masters and Doctoral Studies 2017
- + Foundational Biodiversity Information Programme – Concept Notes for Large Integrated Team Projects 2016
- + Foundational Biodiversity Information Programme (FBIP) – Small Grants 2016
- + Infrastructure Funding Instruments in support of the National Equipment Programme (NEP) 2017

Step 2: Once you have logged onto the NRF Online Submission System, on the landing page, go to the left hand side black menu (tab indicated with blue arrow) to create a new application, go to My Applications - Create Application.

NRF Online Submission System

Please be advised that the system will be down from 13:00 to 13:30 for upgrades and maintenance

Welcome Mrs Melissa Govender
Feedback Support

Landing Page

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**

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

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 2016 applications:**
Telephone support from Mondays to Fridays 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
DAAD-NRF Joint In-Country Master's and Doctoral Scholarships 2017	DAAD16053120333	cxzkjvs/dljvlsdnvkdns	31 May 2016	Open for amendment	✓		

*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 in the review process and will impact on the overall assessment of your application.



























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
BRICS Multilateral Joint Call for Proposals 2017	25 April 2016	08 July 2016	
DAAD-NRF Joint In-Country Master's and Doctoral Scholarships 2017	20 May 2016	12 August 2016	
Knowledge, Interchange and Collaboration (KIC) 2016 – Round 2	12 May 2016	30 June 2016	
NRF Freestanding, Innovation and Scarce Skills Development Masters and Doctoral Scholarships 2017	10 May 2016	30 June 2016	
Sabbatical Grants for Completion of Doctoral Degrees 2017	03 May 2016	08 July 2016	
SASAC High-level System Analysis Capacity Strengthening Three Week Programme 2016	15 May 2016	30 June 2016	
South Africa - China Joint Science and Technology Research Collaboration Call for Project Proposals 2017	29 March 2016	03 June 2016	
South Africa / Germany Joint Call for Proposals 2017	08 April 2016	29 July 2016	
South Africa/Japan 2017 Joint Call Proposals	05 April 2016	03 June 2016	
UK – South Africa Researcher Links Mobility Call for 2016	01 February 2016	03 June 2016	

All sections marked with a red asterisks are compulsory sections in the application. These sections must be completed in order for the final submit button to appear. The sections without asterisks are non-compulsory sections. You may enter information in these sections, 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 have a yellow cross.

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)		31 May 2016	
Registration Details *		31 May 2016	
Contact Details *		10 Jun 2015	
Qualifications *		31 May 2016	
Research Expertise *		10 Jun 2015	
Personal Profile *		19 Aug 2015	
Career Profile		14 Apr 2016	
Books		31 May 2016	
Chapters in Books		10 Jun 2015	
Refereed/Peer-reviewed Conference Outputs		10 Jun 2015	
Articles in Refereed/Peer-reviewed Journals		10 Jun 2015	
Patents		10 Jun 2015	
Keynote/Plenary Addresses		10 Jun 2015	

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

NB: Most application screens have screen and application specific instructions to help you work through the section. Please read the instructions carefully before completing the section.

Step 4: The Research Project Information section will require you to select, from a drop down list, your proposed institution. If your institution is not on the list, please request by selecting the information or new button next to the question.

Research Project Information

Instructions

- All fields are compulsory in this section.
- The Short Title of Research Project field is restricted to 100 characters (including spaces).
- The Descriptive Title of Research Project field is restricted to 2 000 characters (including spaces) and should be a clearer description of what the research is about, therefore expanding on the Short Title.
- You MUST consult the attached information manual before completing your application form online.

Applicant's Proposed Institution

Select an option

Short Title of Research Project

Research Project Start Year

2017

Research Project End Year

2020

Budget Start Year

2017

Required Funding Period

Budget End Year

Descriptive Title of Research Project

Has this research project previously been funded by the NRF?

☒ Yes ☐ No

Please indicate the programme

Select an option

Save

Return to Menu

1961 characters left.

Step 5: In the *Academic Achievement* section, please enter your academic average from your final year of your previous degree by adding up all your marks and dividing by the number of courses. If your institution does not provide a mark, please enter pass in the field. The review panel will compare the scores entered with your requested academic transcript.

Academic Achievements

Instructions

- Please calculate your accumulated grade average for all subjects in final year of previous degree as well as the average for your major subjects in the final year of your previous degree and indicate the year that your previous degree was completed.
- If you have passed your previous degree, please enter the word "pass" in the two cumulative grade point average fields below.

DAAD-NRF Joint In-Country Master's and Doctoral Scholarships 2017

- Applicants with a 4 year bachelor's degree applying for a Master's scholarship must have an aggregate of 60% or more in order to be eligible to apply.
- Only indicate "pass" if your degree did not have grades associated with it.

Cumulative grade point average percentage for all subjects of previous degree (e.g 65 or pass)

*

Cumulative grade point average percentage for major subjects in the final year of previous degree (e.g 65 or pass)

*

Year in which previous degree was completed

*

Save

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Please note: Master's applicants with a 4-year bachelor's degree are only eligible to apply if their cumulative grade point average is 60% or more. Applicants that do not meet this eligibility criterion will be screened out and these applications will not go through to review.

Step 6: The *Details of Research* section is one of the most important sections in the application. Please provide an overview of your proposed research study in these sections. The section has specific instructions related to each screen. Follow the instructions to complete the section. The section will only mark as complete once all the subsections have been completed.

It is important that you enter detailed information into this section as the input is taken into consideration during the assessment of your application. Appropriate literature references must also be included. If character limitation is a problem, the list of references can be added as an attachment.

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 Rationale and Motivation *	✓	31 May 2016	
Problem Identification *	✓	31 May 2016	
Research Aims and Objectives *	✓	31 May 2016	
Research Activities/Plan which include(s) the research approach/methods/techniques *	✓	31 May 2016	

Migrate from previous application

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*If you have applied for a DAAD scholarship before, you can click the “migrate from previous application” button to move your information from the old application into the new one. You will still be able to edit the information in the new application.

Step 7: The attachment section provides specific instructions for uploading attachments to the application. Please print, certify and then scan in all documents together to be submitted as one attachment, save as a single PDF file and then upload the section as one document. If you are a student with disabilities, you may also upload a medical certificate in support of your disability.

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).

DAAD-NRF Joint In-Country Master's and Doctoral Scholarships 2017

- Please attach the necessary documents **in one PDF file in the following order for this call: ID document, certified academic transcripts and proof of registration (if available).**
- These are all required for application completeness. If you wish to include a motivation letter, please include this as part of your attachment.
- Should you be disabled in any way, upload a medical report indicating your disability. This section will not mark as complete unless this has been uploaded.
- University staff members applying for doctoral scholarships must upload a letter from HR indicating their employment status and number of working hours during the tenure of the grant (should they be awarded).

Description	Type	File Name	Edit	View	Delete
Doc	PDF Format	Report 89034.pdf			

Add Another

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NB: Applications that do not have the required attachments (ID document, certified academic transcripts, qualifications (certificates) and for university staff members, a letter from the HR department indicating their employment status and number of working hours during the tenure of the award) will be deemed incomplete. All incomplete applications will not proceed to review.

Step 8: The reference section allows you to include referees for your application. Please make sure your referees are academic referees and can comment on your academic abilities. On final submission of the application the reference emails are sent to referees to provide a report on your academic abilities. **It is the applicant's responsibility to ensure that the referee email is correct and that the referees have responded as this category is assessed in the application.** The applicant can view the application PDF to check whether a referee has responded to the request for reference.

References

Instructions

- Please complete the reference section below.

DAAD-NRF Joint In-Country Master's and Doctoral Scholarships 2017

In order for the section to mark as complete:

- Masters applications must have a Masters Supervisor and a Referee listed.
- Doctoral applications must have a Masters Supervisor, a Doctoral Supervisor and a Referee listed.

Surname	Initials	Email Address	Faculty	Responded	Edit	Delete
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Add Return to Menu

*Please note the following:

- For Masters applications, one Masters Supervisor and one Referee **must** be selected
- For Doctoral applications, one Doctoral Supervisor, one Masters Supervisor and one Referee **must** be selected.

If the above requirements are not fulfilled, the section will not mark as complete.

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. Late applications, additional supporting documentation or information received after the closing date will not be accepted or considered.

It is important for all proposals to be screened and approved through internal institutional processes **before** being submitted to the NRF. The NRF assumes that the respective DAs are satisfied with the standard of all proposals validated and submitted, and that the institution approves and supports the proposed research.

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

The NRF will not process applications that are incomplete, contain insufficient or incorrect detail, or fail to comply with instructions. Such applications will be rejected. The application must be completed in sufficient detail to allow for a comprehensive review and evaluation 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 set out in this Manual, as well as the requirements for completing the NRF Online application. Applications that fail to meet the stipulated requirements will be rejected and not considered for funding.

4.2 Overview of the Review Process

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

Reviewers are selected from the NRF database that is updated on a continuous basis, and other sources. In compiling the review panel, the expertise and experience of individuals in the field of the submissions are taken into account. In assessing the application, agreed assessment criteria are applied in the form of a scorecard.

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

5. Ranking of Applications

The purpose of the scoring system is to review applications consistently and fairly, based on funding instrument criteria, in order to determine applications that are most deserving of the limited funds available. All research scholarship applications 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 tables below. Each area may be given a weight to indicate its relative importance. Kindly consult the relevant tables below for details on the criteria used.

NRF Scorecards for the Assessment of DAAD-NRF In-Country Master's and Doctoral Scholarship Applications

Scorecard for the selection of Masters Candidates for 2016 Funding (Hurdles: 1.Promoter support; 2. Required supporting documents)						
Review Criteria/ Weight	Description	Five Point Rating Scale, Weight and Descriptor				
		5 = Excellent	4 = Very good	3= Good	2 = Fair	1 = Poor
1. Academic merit (10 %)	Average percentage for Hons or Final year B.Tech	80 -100%	70-79%	60-69%	55-59%	Below 55%
2. Applicant's Track Record (15 %)	Awards, bursaries and Past Research Outputs (e.g. Journal articles, conference presentations /proceedings, Book Chapters, Patents)	At least one award/bursary, and one poster presentation and one oral presentation and other research outputs	At least one award/bursary, and one poster presentation and one oral presentation	At least one award/bursary, and one poster presentation or one oral presentation	At least one award/bursary or one poster presentation or one oral presentation	No awards / bursaries; or poster presentations
3. Scientific Merit of the Proposal (35%)	Literature review Aims, objectives, methodology	Literature review Aims, objectives, and methodology are fully aligned and comprehensive	Literature review Aims, objectives, methodology are fully aligned and motivated	Literature review Aims, objectives, methodology have minor gaps may be revised and approved by the NRF without further merit review.	Research proposal is poorly developed and requires major revision	Insufficient information provided
4. Feasibility (30%)	Work plan, project organisation, project scheduling and timelines.	A thoroughly formulated project workplan with explicit and achievable project activities with realistic project timelines.	The project work plan is well formulated and achievable with some minor issues to be considered for improvement. Reviewer to specify revisions required	The project work plan requires minor revision that may be revised and approved by the NRF without further merit review. Reviewer	The project workplan towards study completion is poorly formulated with unspecific timelines and requires major revision. Reviewer	No workplan towards study completion is provided

				to specify revisions required	to specify revisions required	
5. Alignment with National Research Priorities impact (10%)	Alignment with one or more national research strategies and the potential for socio and/or economic impact	The candidate has explicitly described alignment with more than one national research priority and the potential for social or economic impact.	The candidate has described alignment with one national priority and the potential for socio or economic impact.	The candidate has described alignment with one national research priority but has not explained potential social or economic impact of the research	The candidate has vaguely mentioned a national research priority but has not explained the relevance of the research	No information is provided in the application

Scorecard for the selection of Doctoral Candidates for 2016 Funding
(Hurdles: 1.Promoter support; 2. Required supporting documents)

Review Criteria/ Weight	Description	Five Point Rating Scale, Weight and Descriptor				
		5 = Excellent	4 = Above average	3= Average	2 = Below average	1= Poor
1. Academic merit (15%)	Cumulative percentage from the previous degree	Above 80%	75-80%	65-74%	60-64%	Below 60%
2. Applicant's Track Record (5%)	Awards, bursaries and Past Research Outputs (e.g. Journal articles, conference presentations /proceedings, Book Chapters, Patents)	At least 2 awards /bursaries, 1 international peer reviewed publication, 1 International oral presentation.	At least one award /bursary and 1 national peer reviewed article or 1 national oral presentation or 1 book chapter.	At least one award/bursary or 1 International poster presentation or 2 national poster presentations.	No awards/ bursaries; 1 national poster presentation.	No information

3. Scientific Merit of the proposal (45%)			The proposal is well constructed;		The proposal is fairly constructed.	The proposal structure is reasonable but the study will mainly utilise the application of existing knowledge and methodologies in the field.	
		The proposal is exceptionally strong and well-constructed.		The project idea will generate new knowledge with the application of existing knowledge and methodologies in the field.		The study involves unique application of existing knowledge and methodologies in the field.	
		A novel project idea that will contribute to the generation of both new methodologies and new knowledge in the field.		The research question/problem statement is clear, but the rationale of the study could be refined.		The research question/ problem statement and the rationale are not clear.	The proposal structure is poorly formulated
		The research question/ problem statement is clear and the rationale of the study is well advocated.		The study is reasonably conceptualized;		Conceptualization could be strengthened;	The problem statement and the rationale are not included in the proposal.
		The study is well conceptualized;		the literature is relevant, cited, referenced and addresses the existing gap in extant literature, but some important references are not included.		The literature is relevant, cited, referenced but it is unclear which gaps in the extant literature are being addressed.	Conceptualization is weak;
	Novelty and Scientific contribution to new knowledge;	Literature is thoroughly reviewed, relevant, cited, referenced and addresses the existing gaps in literature.				The literature is not relevant and is out dated. It is unclear which gaps in the extant literature are being addressed.	ion is weak;

Scientific merit... (continued)			The research objectives are sound but have some inconsistencies and can be refined to appropriately meet the aims of the study.			
		The objectives are clearly stated and are appropriate to meet the aims of the study.	The research methodology is sound but has inconsistencies and can be refined;	The research objectives are appropriate but only partially address the aims of the study.	The research objectives are not aligned with the aims of the study.	The research objectives are not aligned with the aims of the study.
		The methodology is aligned with the objectives of study.		The methodology fairly addresses the study objectives.	The methodology is vaguely articulated to assess the feasibility of the study.	The methodology lacks detail to assess the feasibility of the study.
	multidisciplinary aspects; alignment of the research question with the methodology.	The project is multidisciplinary and the different aspects thereof have been fully addressed.	The project is multidisciplinary and the different aspects have been reasonably addressed.	The project is multidisciplinary and the different aspects have been partially addressed.	The project barely addresses multi-disciplinary aspects.	The project does not address multi-disciplinary aspects.

4. Feasibility (30%)			The project work plan is reasonable but is not outstanding;			
	Work plan, project organisation, project scheduling and timelines.	A thoroughly formulated project workplan;	Feasible project activities with realistic project timelines.	The project work plan can at best be described as average; some of the project timelines are problematic.	The project workplan towards study completion is poorly formulated with unspecific timelines.	No workplan towards study completion is submitted.
		Explicit and feasible project activities with realistic project timelines.	The role of the candidate in the project is clearly defined.	The role of the candidate in the project is defined.	The role of the candidate in the project is vaguely defined.	The role of the candidate in the project is not defined
		The role of the candidate in the project is clearly defined.	The infrastructure at the institution/in the research group is could be strengthened to ensure successful project completion, but the proposal indicates how the gaps will be addressed.	The infrastructure at the institution could be strengthened to ensure successful project completion but the proposal does not indicate how the gaps will be addressed	The infrastructure to support the project is lacking but the proposal does not indicate how the gaps will be addressed.	Timelines and project activities are not documented.
		The infrastructure at the institution/in the research group is adequate to ensure successful project completion.				

5. Potential Impact (5%)		The candidate has clearly defined the significance and the merits of the research.	The candidate has defined the significance and the merits of the research.	The candidate has defined the significance and the merits of the research.		
	Potential to contribute national research strategies and the strategic goals of the knowledge economy.	The envisaged impact is feasible and relevant both in the national and international context. Therefore, the potential impact of the study is high based on the information provided.	The envisaged impact is feasible and relevant in the national context. Therefore, the potential impact of the study is high based on the information provided.	The envisaged impact is feasible and relevant in the national context. However, the potential impact of the study is moderate based on the information provided.	The candidate has vaguely defined the significance and the merits of the research.	The candidate has not defined the significance and the merit of the research.

6. Applications Feedback and Disputes

Once the review and assessment processes have been completed and the recommended funding decision has been approved by the NRF, a list of successful applications will be published on the NRF website, www.nrf.ac.za. Thereafter, successful applicants will receive a letter of award. If your name does not appear on the published list of successful applications it means that your application was unsuccessful.

Should an unsuccessful applicant require feedback, they should request feedback via their institution's research office. The NRF does not provide feedback to unsuccessful applicants due to the high volume of applicants within this funding instrument.

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

7. Awardee Responsibilities

7.1 Reporting

Continued funding beyond the first year is dependent on the submission of an Annual Progress Report (APR) to the NRF during a call for APR's in October / November of each grant year. Continued funding will be considered based on satisfactory progress and supervisor recommendations

An APR must be submitted by the awardee / grant-holder in a format provided by the NRF, documenting progress made against set objectives and research outputs. The NRF may in consultation with the Research Office or Post Graduate Funding Office, request interim progress reports for the purpose of implementing corrective measures timeously to ensure that stated objectives are met within stipulated timeframes.

7.2 Managing changes during the project life cycle

Changes may occur during the project life cycle due to unforeseen and extenuating circumstances. Please note the following on how to manage the award and subsequent changes (planned or unanticipated) should they arise during the project life cycle:

7.2.1 Change Requests

7.2.1.1 Prior Approval Requests

Applicants must submit all change requests in writing to the NRF for approval before effecting any changes. 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.

7.2.1.2 Changes in Project Scope, Supervisor or Institution

Changes may occur where a project scope, supervisor or institution needs to be changed from the original research proposal, supervisor or institution respectively. The request must have institutional DA endorsement and be submitted to the NRF *via* the Research Office. Such requests must be forwarded to the NRF 30 days before the change is intended to take place.

8. Scientific Compliance

8.1 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.

8.2 Intellectual Property Rights

The intellectual capital generated by the 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 (IPR) 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.

8.3 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

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