Grants Management and Systems Administration

Application and Funding Guide Document

Extension Scholarships for Masters and Doctoral Students 2018

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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

When making an enquiry use **Extension Scholarships for Masters and Doctoral Students Call 2018** as the email subject line.

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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 Call for Extension Scholarships for Masters and Doctoral Studies. It serves as a Funding Guide Manual for this funding instrument, its 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://nrfsubmission.nrf.ac.za. It does not, however, constitute a complete set of the policies, procedures or systems used by the NRF.

2. Values of Support

Support for completion of studies will be made based on a semester. This implies that applicants who will complete before July will receive half the value of the scholarship, whereas those who will complete in the second semester will receive the full award. For the 2018 academic year, the value of the scholarships will receive the current annual scholarship values of the NRF funding categories as follows:

| Funding Category	Masters Scholarship Values for 12 months (Rand)	Doctoral Scholarship Values for 12 months (Rand)
Innovation Bursary Scheme	90 000	120 000
Scarce Skills Development Fund	90 000	120 000
NRF Free-standing Scholarships	50 000	70 000
Grant-holder linked Scholarships	50 000	70 000

3. Application Process

The NRF issues a call for extended support for masters and doctoral scholarship applications that is published on the NRF website and is accessible online at https://nrfsubmission.nrf.ac.za. Only students that are funded in 2017 will be able to apply. This call accepts only one application per applicant per year. All applications must be duly authorised and approved by the Designated Authority (DA) of the research institution that submits the application. Applications are automatically submitted to the institutional DA of the submitting institution for validation on the deadline date determined by the institution. Please enquire 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 commencement of funding.

4. How to Submit Applications

Applications must be completed on the NRF Online Submission System at https://nrfsubmission.nrf.ac.za from **22 May 2017.** Applicants are advised to start applying 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://nrfsubmission.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 will 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: Select the funding call for which you are applying which will open up an online application form to complete. An application can be created once only; to continue working on an application, go to My Applications- List of Applications.

My Profile
My Applications
Tools
Designated Authority
Reports
Logout

Landing / My Applications / Create Application

Welcome Ms Nozine Nozine
Support

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.

Quick Links

° Grantholder Tools

° Institution Facilities

° Panel Meetings

° Application and Output History (NRF Online)

° Application History (NRF Interim)

° SKA SA Grants

Call	Open Date	Closing Date	Apply
Extension Scholarships for Masters and Doctoral students call for 2018	19 May 2017	19 May 2017	⊕
Foundational Biodiversity Information Programme (FBIP) - Small Grants 2017	29 March 2017	07 June 2017	⊕
Indigenous Knowledge Systems Call 2015	18 June 2014	01 August 2214	⊕
Infrastructure Funding Instruments in support of the National Equipment Programme (NEP) 2017	08 March 2016	30 September 2017	⊕
NRF Freestanding, Innovation and Scarce Skills Development Fund Masters and Doctoral call for 2018	19 May 2017	19 May 2017	⊕
NRF-TWAS Doctoral Scholarships and NRF-TWAS African Renaissance Doctoral Scholarships call for 2018	19 May 2017	19 May 2017	⊕
SASAC High-level System Analysis Capacity Strengthening Three Week Programme 2017	11 May 2017	11 June 2017	⊕
South African National Antarctic Programme (SANAP) 2018	03 April 2017	26 May 2017	⊕
Study Support for the completion of Part-time Doctoral studies call for 2018	19 May 2017	19 May 2017	⊕
Thuthuka 2018	30 April 2017	08 June 2017	⊕

Step 4: All sections marked with a red asterisks are compulsory. The 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. Most screens have screen- and application-specific instructions to guide the applicant through the sections. It is important to read these instructions carefully before completing the sections.

○ 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)	ⓘ	18 May 2017	✎
Registration Details *	✔	26 Apr 2017	✎
Contact Details *	✔	26 Apr 2017	✎
Qualifications *	✔	26 Apr 2017	✎
Career Profile	✔	09 May 2016	✎
Research Expertise *	✔	28 Apr 2016	✎
Student Supervision Record	✔	26 Apr 2017	✎
Absence from Research	✖	18 May 2017	✎
Personal Profile *	✔	26 Apr 2017	✎
Disability *	✔	26 Apr 2017	✎
Books	✔	29 Jul 2015	✎
Chapters in Books	✔	25 Jun 2014	✎
Refereed/Peer-reviewed Conference Outputs	✔	25 Jun 2015	✎
Articles in Refereed/Peer-reviewed Journals	✔	04 Mar 2014	✎
Patents	✔	02 Jun 2014	✎
Keynote/Plenary Addresses	✔	25 Jun 2014	✎
Articles in Non-refereed/Non-peer Reviewed Journals	✔	25 Jun 2014	✎
Other Significant Conference Outputs	✔	29 Jun 2015	✎
Technical/Policy Reports	✔	29 Jun 2015	✎
Products	✔	25 Jun 2015	✎
Artefacts	✔	11 Jun 2015	✎
Prototypes	✔	12 Jun 2015	✎
Other Recognised Research Outputs	✔	31 May 2016	✎
Degree to be Funded *	✖	18 May 2017	✎
Research Project Information *	✖	18 May 2017	✎
Academic Achievements *	✖	18 May 2017	✎
Details of Research *	✖	18 May 2017	✎
Science Engagement *	✖	18 May 2017	✎
References *	✖	18 May 2017	✎

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

Step 5: *Degree to be Funded* please complete the section accurately and keep the following in mind: (1) Applicants must be full time students in their second year of Masters or third year Doctoral studies in South Africa at the time of application. (2) Applicants must select a suitable degree for which they are applying. (3) Any awards not taken up by 30 June 2018 will be cancelled automatically.

Degree to be Funded

Instructions

- All Master's Scholarships are for students who will be conducting research in South African institutions ONLY.
- If you will be conducting Doctoral research at a South African institution, please select "Doctoral Scholarship - Local".
- If you are a South African Citizen or permanent resident and you will be conducting Doctoral research at an International institution, please select "Doctoral Scholarship - Abroad". This applies to the Freestanding, Innovation and Scarce Skills Scholarship applicants.
- **Only select "Yes" under Eligible for Sabbatical Grant if you are applying specifically for the Sabbatical Grants to Complete Doctoral Degrees call. If you are applying to one of the following calls: "NRF Freestanding, Innovation and Scarce Skills Masters and Doctoral Scholarships"; 'NRF-DAAD Masters and Doctoral"; "Study Support for Completing Part-time Doctoral studies"; "Extension Scholarships for Masters and Doctoral students"; "NRF-TWAS Doctoral Scholarships", please select "No".**

Degree for which you are applying	Select an option ▼ *
Eligible for Sabbatical grant	○ Yes ○ No *
Date of first registration for this degree	DD/MM/CCYY 🔲 *
Full-time	○ Yes ○ No *
Will Master's registration be upgraded to doctoral status?	○ Yes ○ No
Date of upgrading	DD/MM/CCYY 🔲
Does any financial support received for previous studies bind you to a service contract?	○ Yes ○ No *
Are you currently enrolled for the degree/research for which you are applying for support?	○ Yes ○ No *
Student Number (if currently registered at a university)	
Discipline (of degree to be funded)	Select an option ▼ *
Department/School (of degree to be funded)	
Faculty (of degree to be funded)	
Is this research topic similar to your previous study?	○ Yes ○ No *
Indicate what you are doing presently	

250 characters left.

[Save] [Return to Menu]

Step 6: The *Research Project Information* section requires you to select the proposed institution. Should your institution not be on the list, please request it by selecting the support tab on the far right at the top of the screen.

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	*
Research Project End Year	*
Budget Start Year	2018
Required Funding Period	▼ *
Budget End Year	
Descriptive Title of Research Project	*
	2000 characters left.
Has this research project previously been funded by the NRF?	○ Yes ○ No *

Save   Return to Menu

©NRF Online Submission System

Step 7: In the *Academic Achievement* section, please enter the academic average from 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 your academic record does not have percentages and you have passed your degree, please enter the word "pass" in the two cumulative grade point average fields below.

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] [Return to Menu]

Step 8: *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 5.3, Ranking of Applications: NRF scorecard assessments below.

Details of Research

Instructions

○ Please note that all fields in this section are compulsory and unless fully completed your application cannot be submitted.
○ **Please refer to the Framework document of the call that you are applying for.**

Section	Complete	Date Updated	Edit
Problem Statement *	✗	18 May 2017	✎
Rationale and Literature Review *	✗	18 May 2017	✎
Aims and Objectives *	✗	18 May 2017	✎
Methodology and Proposed Research Plan *	✗	18 May 2017	✎
Anticipated Outputs *	✗	18 May 2017	✎
Potential Impact *	✗	18 May 2017	✎
Alignment to National Strategies *	✗	18 May 2017	✎

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*Please note that the Details of Research section will only mark as complete when all the sub-sections have been completed.

Step 9: The *Science Engagement* section is compulsory section. If you will not be running any science engagement activities, you will still have to select "add" but you can indicate "N/A" under "activity" and category".

Science Engagement

Instructions

° Indicate how you intend to communicate and engage with the wider community on the significance of your research in an effort to bridge the gap between science and society.

Activity	Category	Edit	Delete

Add   Return to Menu

Step 10: The *Reference* section allows applicants to include **either Doctoral or Masters Supervisor** who can comment on the progress of the studies. On final submission of the application, an automatic email will be sent to your supervisor.

It is the applicant's responsibility to ensure that the supervisor's email is correct and that the supervisor has responded by the closing date of 06 July 2017 as this category is assessed in the application. The applicant must view the application PDF to check if a supervisor has responded to the request for supervisor. A "yes" indicates a response and a "no" indicates no response from the referee.

Step 11: *Person History* section is a section required for statistical purposes by the NRF and it allows us to ascertain who previously received NSFAS (South African National Student Financial Aid Scheme) funding.

Person History

Instructions
° Proof of NSFAS or University financial aid scheme must be attached.

Previous studies funded by
- ☐ NSFAS bursary
- ☐ NSFAS loan
- ☐ University Financial Aid
- ☐ Family funded
- ☐ Self funded
- ☐ Other Government departments
- ☐ International donor funds
- ☐ Not funded from any other source *

Current degree funding
- ☐ NSFAS bursary
- ☐ NSFAS loan
- ☐ University Financial Aid
- ☐ Family funded
- ☐ Self funded
- ☐ Other Government departments
- ☐ International donor funds
- ☐ Not funded from any other source *

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

[Save] [Return to Menu]

Step 12: In the *Attachment* section - 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.

The following documents are compulsory:

- Certified South African Identity Document or Passport in the case of non-South Africans.
- Certified academic record or, in case of applicants with outstanding fees due to the university, attach an official i.e. stamped and signed statement stating that the transcript is not issued due to outstanding fees owed to the university.
- Proof of National Student Financial Aid Scheme (NSFAS) or for applicants that have indicated that they were previously funded by NSFAS or University Financial Aid.

Step 13: 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.

Institutions are requested to screen and approve all proposals through internal institutional processes **before** being submitting applications 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 application.

Step 14: 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.

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

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.

5. Screening and Review Processes

5.1   Overview of the Screening Process

All applications validated by institutions and submitted to the NRF are screened by the NRF for compliance with the requirements of the Call for Proposals as set out in this Manual, as well as the requirements for completing the online application. Applications that fail to meet the stipulated requirements will be rejected.

5.2 Overview of the Review Process

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

Panel Review

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.

5.3 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 Extension Support for Master's and Doctoral Students Funding

Category	Description	Weight %
Problem statement	Describe the problem statement	5
Rationale and Literature Review	Rationale and literature review with references.	15
Aims and Objectives	Provide clear aims and objectives for your study.	5
Methodology and proposed research plan	Research methodology and include work plan and project organization and progress to date. Indicate whether funding is required for 6 or 12 months.	40
Anticipated outputs	Anticipated outputs of the research such as dissertation and manuscripts for publications, poster and/or oral conference presentation.	15
Potential impact	Potential for socio-economic impact of the research in South Africa.	10
Alignment to National Research Strategies	Alignment with one or more National Research Strategies	10
		100

6. Awardee Responsibilities

6.1 Reporting

At the end of the funding period, recipients of the scholarships shall submit a final report indicating the outputs. In addition, each student will be required to provide proof of submission of the thesis and, where applicable, proof of submission of a manuscript to an accredited journal.

6.2 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. Change Requests

7.1 Prior Approval 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.

7.2 Changes in project scope, supervisor or institution

Although changes in the research project scope are not anticipated in this extension support call, other changes may occur in the case of a supervisor. The request for any changes must have institutional DA endorsement and must be submitted to the NRF via the Research Office.

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 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.

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.

9. 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