



Application and Funding Guide 2018

**NRF Freestanding, Innovation and
Scarce Skills Development Fund Scholarships**

Grants Management and Systems Administration

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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 and funding guidelines are explained in this document. Applicants must read this document together with the following document: [Framework for NRF Freestanding, Innovation Funds and Scarce Skills Development Fund \(FISS\) Masters and Doctoral Scholarships](#) which highlights the eligibility criteria and requirements of each funding instrument.

For technical online enquiries, please contact the NRF Support Desk during office hours from 08:00 to 16:30 Monday to Friday on telephone 012-481 4202; E-mail: supportdesk@nrf.ac.za.

1. Introduction

This Guide provides an overview of the application process and funding guidelines for the **NRF Freestanding, Innovation and Scarce Skills Development Fund (FISS)** Masters and Doctoral Scholarships funding instruments. It should be read in conjunction with the above-mentioned **Framework document** which can be accessed at <https://nrfs submission.nrf.ac.za>. The Framework document provides detailed information with respect to the objectives of the funding instruments and eligibility criteria. This document does not however, constitute a complete set of the policies, procedures or systems used by the NRF.

2. Conditions of Grant

- The NRF scholarship shall be held as the primary funding. The scholarship may not be held concurrently with a scholarship from another South African government or NRF administered source.
- Scholarships will be awarded for a full year (new awards) depending on the period for which the scholarship is requested.
- The period of support is calculated from the initial commencement date of the level of study, irrespective on NRF funding or funding received from another NRF funding instrument.
- The scholarship-holder will be accepted as a full-time student during the tenure of the scholarship. Scholarship-holders may not concurrently hold the scholarship with any full-time salaried employment position.
- The scholarship-holder must be registered and based at an accredited South African or an Abroad Research Institution as a full-time student during the tenure of the scholarship.
- The scholarship-holder may hold bursaries, awards, assistantships and receive emoluments from private institutions in conjunction with the NRF scholarship.

3. Application Process

The NRF is publishing the NRF Freestanding, Innovation, Scarce Skills Development Fund Masters and Doctoral Scholarships Call on the NRF website that is accessible online at <https://nrfsubmission.nrf.ac.za>. Each applicant is limited to only one (1) application per year. Once an applicant submits an application, it will be duly authorised and approved by the Designated Authority (DA) of the research administration at the prospective South African host institution where the applicant intends to undertake the masters or doctoral research. Applications will be automatically routed to the institutional DA of the submitting institution for validation on the deadline date determined by individual institutions. **Applicants must enquire with their institutions regarding internal closing dates.** The processing of a successful grant application takes approximately five (5) months from the closing date of applications until the commencement of funding.

4. How to Submit Applications

Applications may be completed on the NRF Online Submission System at <https://nrfsubmission.nrf.ac.za>. Applicants are advised to complete their applications soon after the call opens to prevent IT system overload nearer the closing date.

Step 1: This is an electronic submission system and applicants must first register on the **NRF Online Submission System**, <https://nrfsubmission.nrf.ac.za> in order to create and complete an application. 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.

Application screens have screen and application specific instructions to help the applicant work through the sections. Please read the instructions carefully before completing the section. In an endeavour to have a single application for similar funding instruments, applicants will note that some categories are not applicable to all funding instruments. The Framework Document will assist applicants figure out what is required per funding instrument.

The screenshot shows the homepage of the NRF Online Submission System. At the top, there is a header with the NRF logo, the RISA logo (Research and Innovation Support and Advancement), and the title 'NRF Online Submission System'. Below the header, there is a left-hand menu with links: Home, New Registration, and Reset Password. A blue arrow points from the 'New Registration' link to the 'Log In' section. The main content area contains an 'Instructions' box 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 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.' Below the instructions, there is a 'Log In' section with fields for 'ID/Passport/Unique Number' and 'Password', a 'Show Password' checkbox, and a 'login' button. A blue arrow points from the 'Log In' section to the 'Log In' button. Below the login fields, there are links for 'Reset password.' and 'Not registered? Click here to register.' To the right of the login section, there is an 'Open Calls' section with a list of funding instruments: Community Engagement 2017, Competitive Programme for Rated Researchers 2017, Competitive Support for Unrated Researchers 2017, DST-NRF Professional Development Programme (PDP) Call for 2016, Equipment-related Travel and Training Grants 2016, Infrastructure Funding Instruments in support of the: National Equipment Programme (NEP) and National Nanotechnology Equipment Programme (NNEP) 2016, Knowledge, Interchange and Collaboration (KIC) 2016 – Round 1, and Research Development Grants for Y-Rated Researchers 2017.

NRF Online Submission System

Home
New Registration
Reset Password

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

- Community Engagement 2017
- Competitive Programme for Rated Researchers 2017
- Competitive Support for Unrated Researchers 2017
- DST-NRF Professional Development Programme (PDP) Call for 2016
- Equipment-related Travel and Training Grants 2016
- Infrastructure Funding Instruments in support of the: National Equipment Programme (NEP) and National Nanotechnology Equipment Programme (NNEP) 2016
- Knowledge, Interchange and Collaboration (KIC) 2016 – Round 1
- Research Development Grants for Y-Rated Researchers 2017

Step 2: After logging onto the NRF Online Submission System, applicants get to the **landing page** where there is a menu at the top left side of the screen (tab indicated with blue arrow below). Start by filling in all the sections under **My Profile** to create a CV. To create a new application, click on My Applications-Create Application.

NRF National Research Foundation | **RISA** Research and Innovation Support and Advancement

NRF Online Submission System

Welcome Mrs Melissa Govender
Feedback Support

My Profile
My Applications
Tools
My Progress Reports
Reports
Logout

Create Application
List of Applications

Quick Links


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

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 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
 1. 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.
 2. 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: Select the funding call for which you are applying on the create application screen, which will open up a new application to complete. Please note that this should be selected only once. To continue working on an application, go to My Applications - List of Applications.




RISA
Research and Innovation
Support and Advancement

NRF Online Submission System

[My Profile](#)
[My Applications](#)
[My Progress Reports](#)
[Tools](#)
[Reports](#)
[Logout](#)












[Landing](#) / [My Applications](#) / [Create Application](#)

Welcome Mrs Zikhona Lose
 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.

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	
Institutional Engagement and Partnership Developer (IEPD) Customised Interventions 2017	18 May 2017	25 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 red **asterisks** are compulsory. These sections must be completed in order for the final submit button to appear. Applicants may enter information in the non-compulsory section only if they have information to fill in, 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. The **Framework and Application Guide Documents** will be found under the **NRF Call Information Documents**.

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 complete the sections correctly.

Step 5: The *Degree to be Funded* section requires applicants to select either Masters, Doctoral local or Doctoral abroad scholarships. Only SA and SA permanent residents can be funded to study abroad. Applicants who will be studying full-time must select Full time if they will be studying on a full-time basis in 2018, failing which the application will be rejected. Students in their second year of Masters or third year of Doctoral studies in 2017 are not eligible for funding. Please note that awards not taken by 30 June 2018 will be cancelled automatically. **Sabbatical Grant** category - FISS applicants are not eligible for sabbatical; please therefore click “No” to this question.

My Applications

My Progress 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 - SGD17052221083](#) / [Degree to be funded](#)

Welcome Mrs Fulufhelo Mamatsho

[Support](#)

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

Step 6: The **Research Project Information** section requires applicants to select the proposed institution. SA Higher Education Institutions (HEI), including SA national facilities, as well research institutions will be on the list. If the institution to be selected is not amongst those on the drop-down list, it can be requested by selecting the support tab on the far right at the top of the screen. Please note that it is the applicant's responsibility to find an institution and supervisor in South Africa that is willing to host them.

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

Has this research project previously been funded by the NRF?

Yes

No

2000 characters left.

Save

Return to Menu

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 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 is one of the most important sections in the application. The section has specific instructions related to each screen. Follow the instructions to complete the section. Applicants must give a concise overview of the proposed research in this section as the input is taken into consideration during the assessment of the application. Appropriate literature references must also be included in this section. It is acceptable to attach a page of literature references. The Scorecard that will be used to assess the application can be viewed in the **Framework Document**.

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. Should applicants not be running any science engagement activities, they must click on “add” and select “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

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Step 10: The **Reference** section allows applicants to include academic referees who can comment on the applicant's academic abilities. On final submission of the application, the emails containing a reference response are sent automatically to the nominated referees to provide a report on the academic and research capabilities of the applicant. References required per study level are listed below:

- Master's applicants - Master's supervisor and an academic referee
- Doctoral applicants - Master's supervisor, Doctoral supervisor and an academic referee
- Doctoral Abroad applications will only be considered if the application includes a provisional letter of acceptance for doctoral studies from a university abroad.

References

Instructions

- ° Please consult with the Call documents to determine the compulsory number of references that need to be added.
- ° Please note that if an insufficient number of references is submitted, the application will not be processed for reviewing.

Surname	Initials	Email Address	Faculty	Responded	Edit	Delete
---------	----------	---------------	---------	-----------	------	--------

[Add](#) [Return to Menu](#)

NB: The applicant must periodically view the application PDF to check if a referee has responded to the request.

Step 11: *Person History* section is required for statistical purposes by the NRF. It allows the NRF 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 all the required documents and submit as a single PDF file. The applicant is required to attach the following documents:

- (i) Certified South African Identity Document or Passport in the case of non-South Africans.
- (ii) Certified academic record or, in case of applicants with outstanding fees due to the university, attach an official statement that is stamped and signed, stating that the transcript is not issued due to outstanding fees owed to the university.
- (iii) Proof of National Student Financial Aid Scheme (NSFAS) or University Financial Aid funding for applicants that have indicated that they were previously funded by NSFAS or University Financial Aid.
- (iv) Provisional letter of acceptance from an abroad university, in case of Doctoral Abroad applicants
- (v) Applicants with disabilities must upload a medical certificate, in support of the 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.
- 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
-------------	------	-----------	------	------	--------

Add

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Step 13: Applicants must adhere to their institution's internal closing date for submission of their applications to allow for internal institutional screening and review. The Institution's internal closing date will be determined by the respective research offices or Postgraduate Office and is usually at least two weeks prior to the NRF's closing date. DAs ensure that all proposals are screened and approved through internal institutional processes **before** submitting the 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 proposed research.

Step 14: The final submit button will appear only if all compulsory sections are complete. Press OK to submit the application. If all the compulsory sections are complete and the final submit button does not appear, select any section and resave to refresh the application; the final submit button should appear. A submitted application is automatically routed to the DA in the Research Office of the institution that was selected, for internal review and validation. Late applications, additional supporting documentation or information received after the closing date will not be accepted or considered.

The NRF will not process applications that are incomplete, contain insufficient or incorrect detail, or fail to comply with instruction as such applications will be rejected. The application must be completed in sufficient detail to allow for a comprehensive review and evaluation by 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 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.

5.2. Overview of the Review Process

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

5.2.1 Panel Review

Panel members 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 application adjudication are taken into account. In assessing the application, agreed assessment criteria are applied in the form of a scorecard (please refer to the **Framework Document**).

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.

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, the NRF will publish a list of successful applications on the NRF website, www.nrf.ac.za/bursaries/calls. The application status online will indicate whether or not the application has been approved for funding. If your name does not appear on the published list of successful applications it means that your application was unsuccessful.

The NRF does not provide feedback to all 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 for this funding instrument will only be considered two-three (2-3) months after the official publication date 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) when the official APR submission publication has been opened on the NRF website. Continued funding, up to three (3) years, will be considered based on satisfactory progress.

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, 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 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. 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 3174