Application and Funding Guide

NRF Honours' and final year B Tech Bursaries 2019

Grants Management and Systems Administration

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List of Acronyms

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

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1. Introduction

This Application Guide provides an overview of the application process for the NRF Honours' and final Year B Tech Block Grant Bursaries. It should be read in conjunction with the NRF Honours' and final year B Tech Block Grant Bursaries 2019 Framework document. The Framework document provides detailed information with respect to the objectives of the funding instruments, eligibility criteria, etc. This document does not however, constitute a complete set of the policies, procedures or systems applied by the NRF.

2. Application Process

The NRF issues a call for NRF Honours' and final year B Tech Block Grant Bursaries, is published on the NRF website and is accessible online at https://nrfsubmission.nrf.ac.za. Each applicant is limited to only one (1) application per Call.

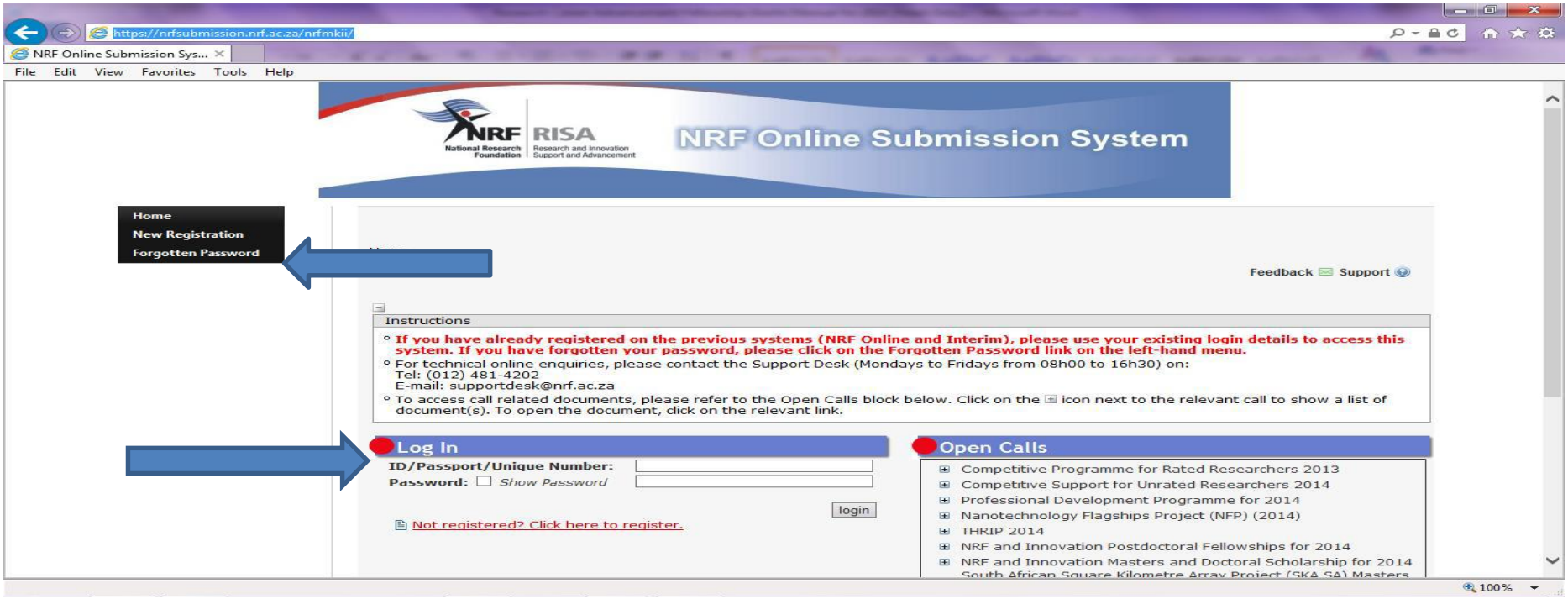
When an application is submitted, it will be automatically routed to the designated authority (DA) of the institution where the applicant intends to undertake the Hons / final year B Tech study. Applicants should ensure that applications are submitted before or on the deadline date determined by their institution. Applicants must enquire with their institutions regarding internal closing dates, which is normally a week or two before the NRF closing date. Applicants must also enquire with designated authorities in their institutional Postgraduate / Research Offices regarding their application status. The processing of successful grant applications takes approximately five (5) months from the NRF closing date for applications until the commencement of funding.

3. How to Create an Application

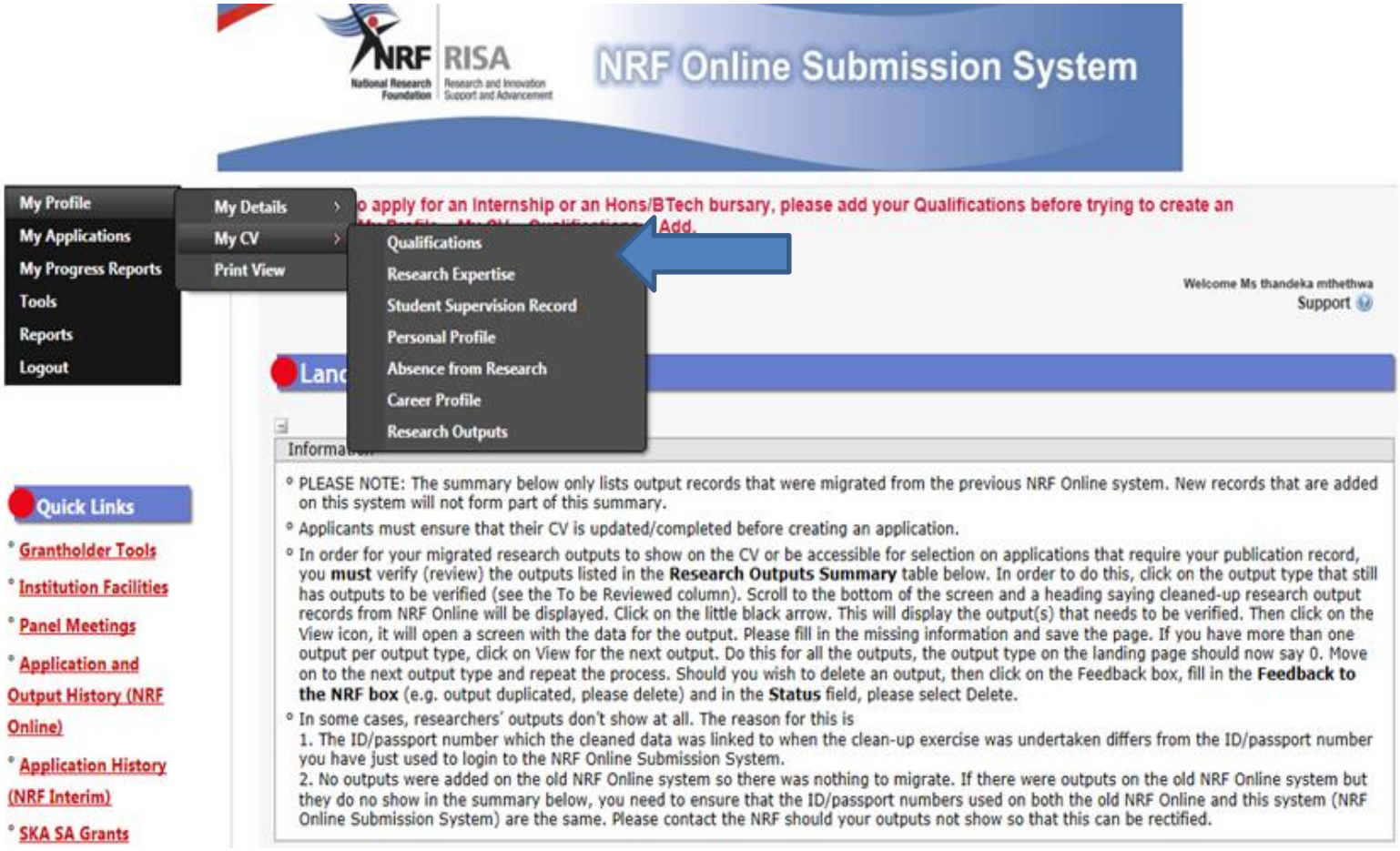
Applications must be completed on the NRF Online Submission System at https://nrfsubmission.nrf.ac.za. Applicants are advised to complete their applications soon after the call has opened to prevent IT system overload nearer the **closing date of 14 December 2018.** Below are steps to follow in order to create and complete an application.

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 have registered on the system before and your e-mail address is outdated, please contact the NRF Support Desk for assistance. Contact details for the NRF Support Desk are on page 4 of this document.

If you are not yet registered on the NRF Online Submission System, you must register to access the application form.

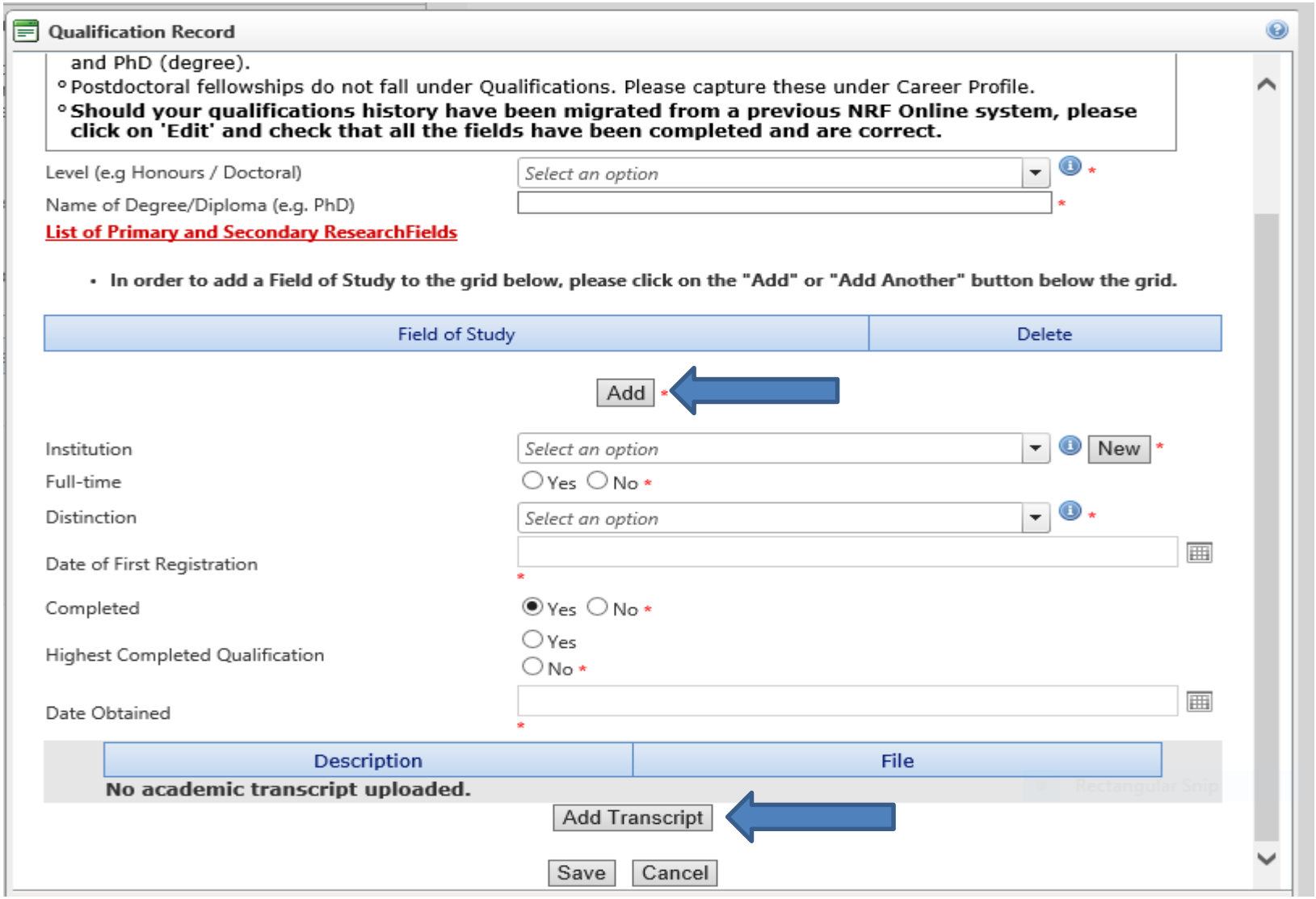


Step 2: After logging onto the NRF Online Submission System, applicants get to the **Landing Page** where there is a menu at the top left side of the screen (tab indicated with blue arrow below). Start by filling in all the sections under **My Profile – My CV** to create a CV.

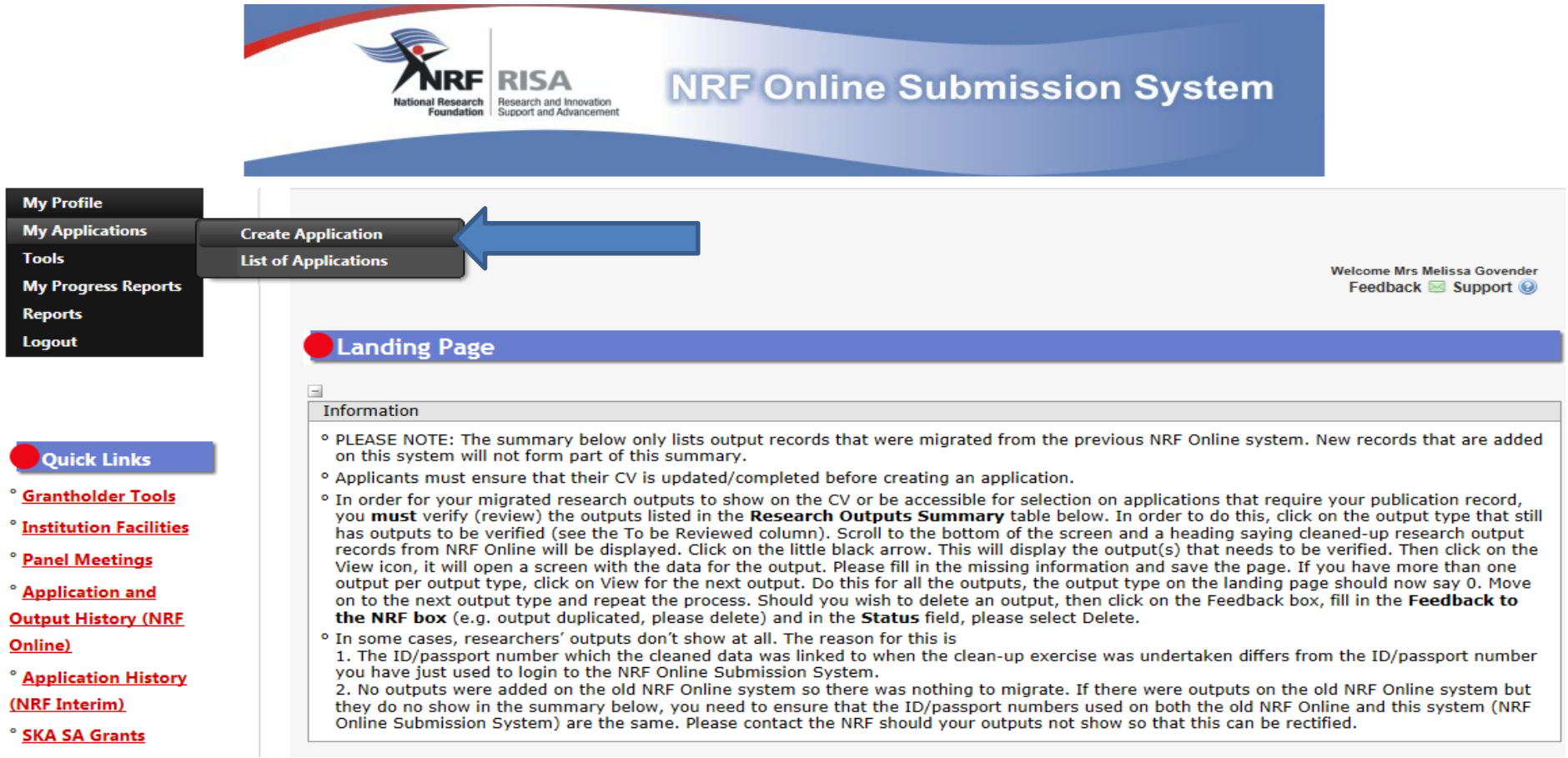


Step 3: To add the field of study under **Qualifications**, click on the 'Add' button as shown below. As you start typing the name of the field, the system will provide options on the drop-down list.

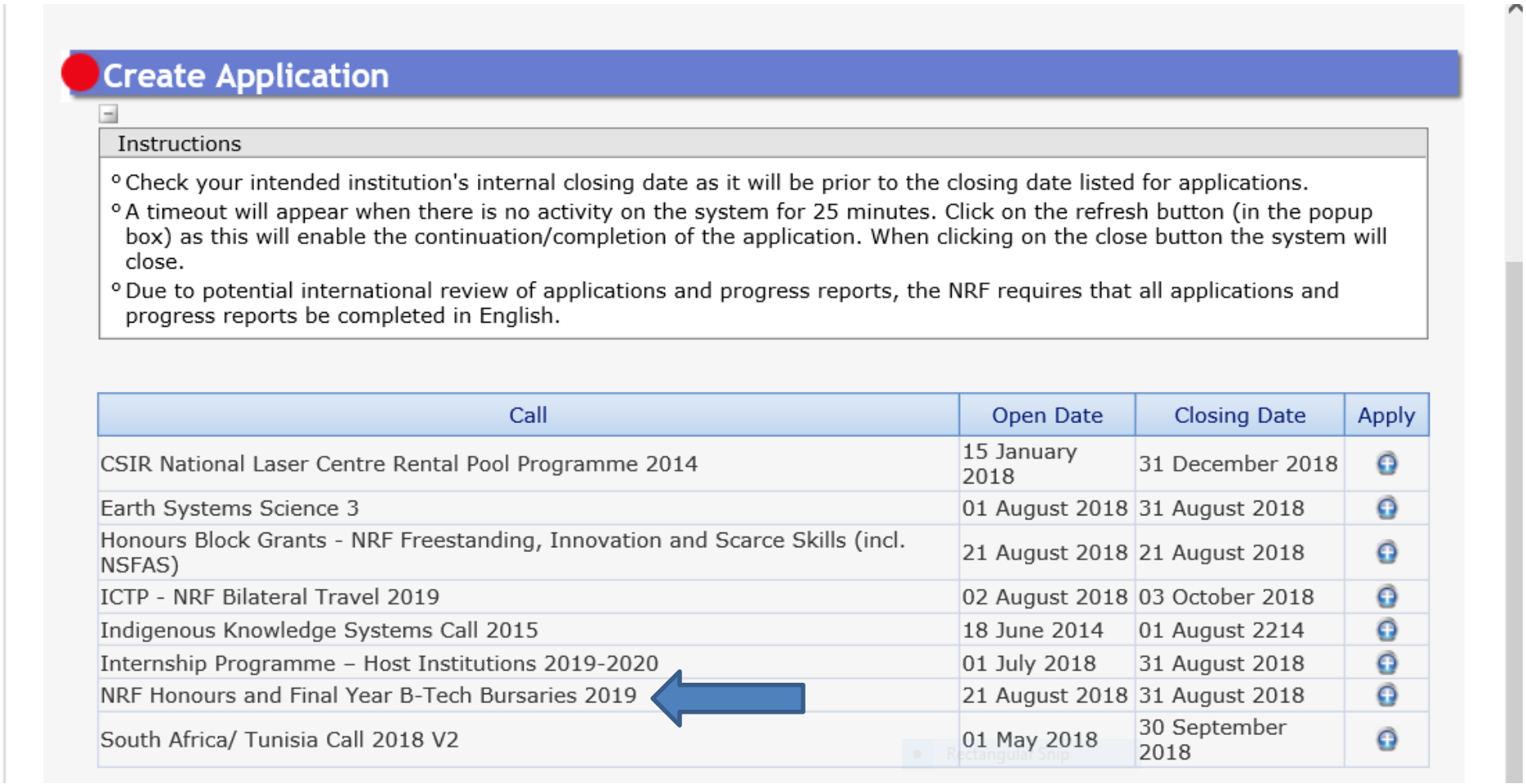
If you have already obtained the undergraduate degree, please attached the academic records as shown below.



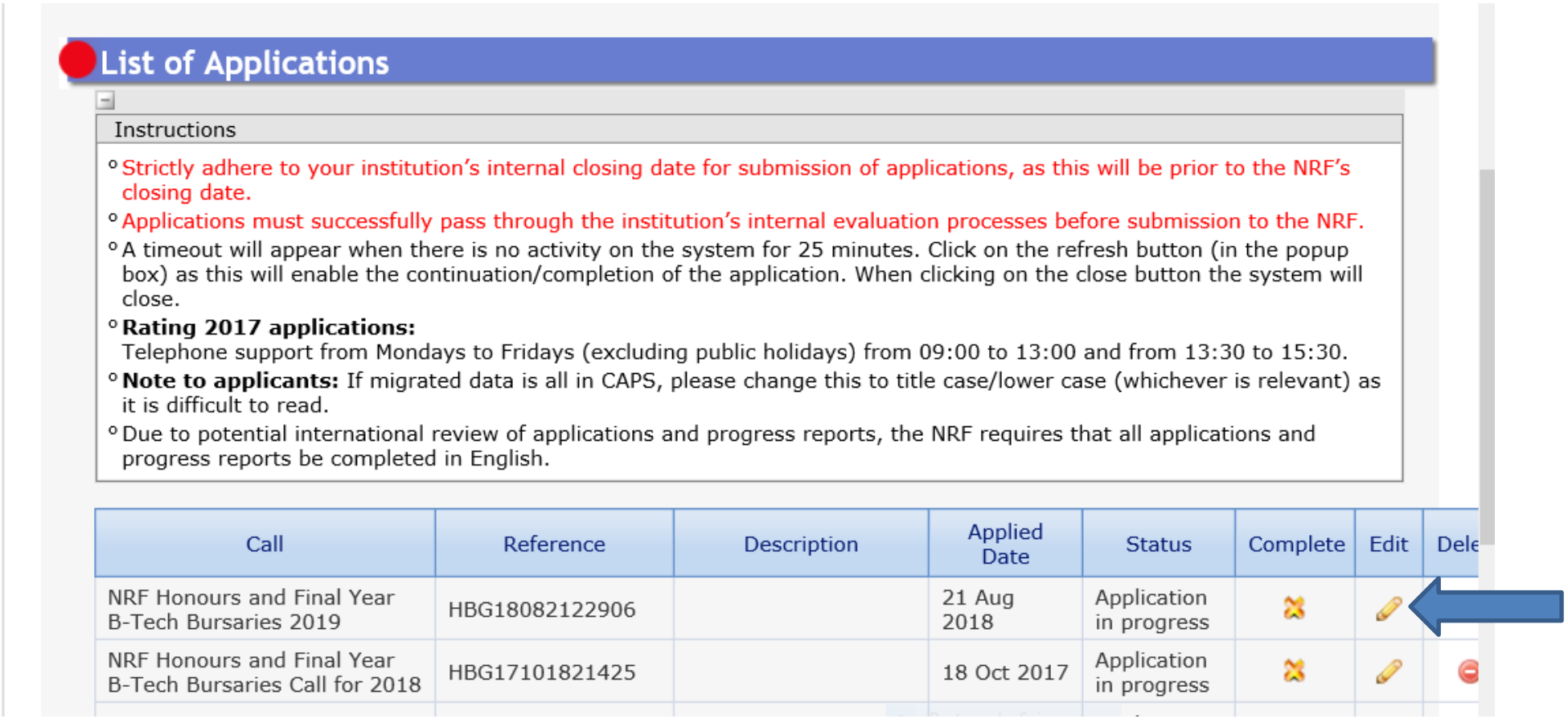
Step 4: To create a new application, click on **My Applications - Create Application.**



Step 5: Select NRF Honours' and final year B-Tech Bursaries 2019 on the Create Application screen and a new application will open for the applicant to complete. Please note that this must be selected only once.

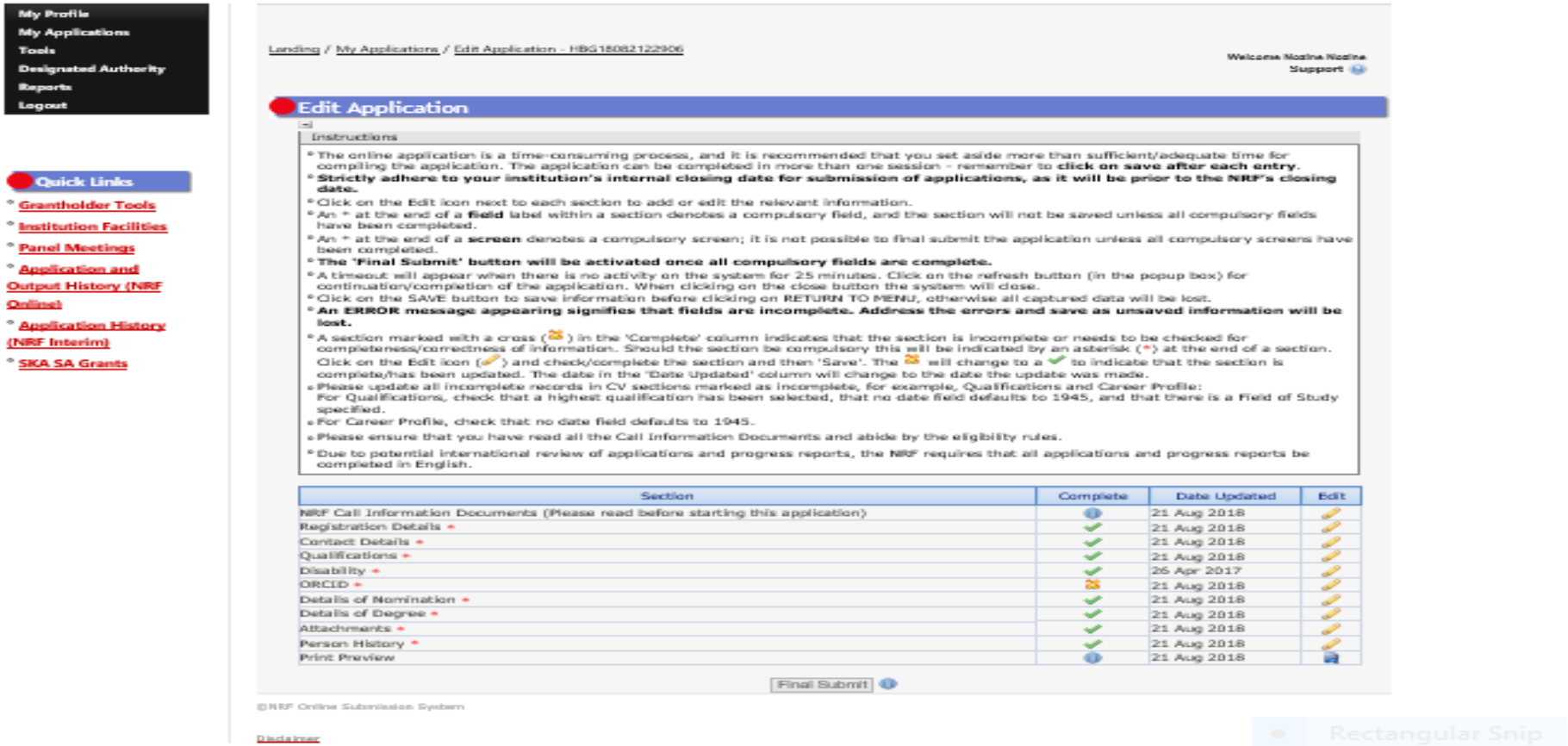


Step 6: To continue working on the same application, go to **My Applications** - **List of Applications**, and click the edit button.

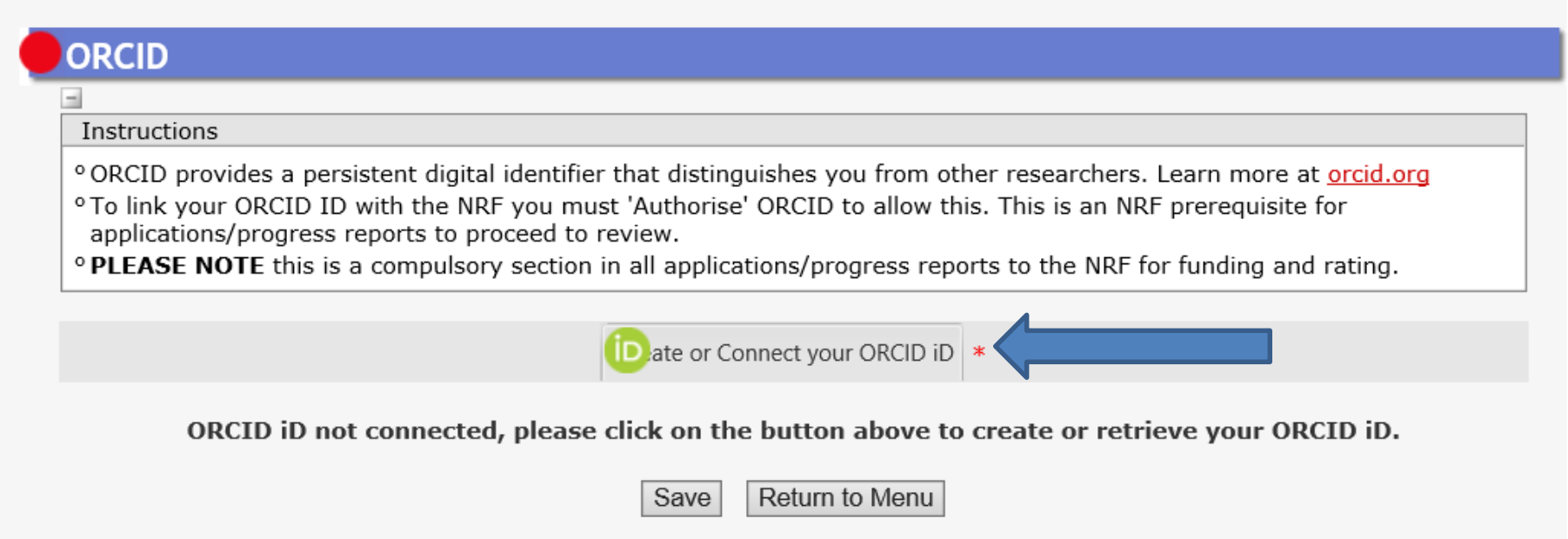


Step 7: All sections in this application are compulsory. These sections must all be completed in order for the final submit button to appear. Completed sections will be indicated by a green tick on the main menu, while incomplete sections will have a yellow cross.

Application screens have application specific instructions to help the applicant work through the sections. Please read the instructions carefully before completing the section.

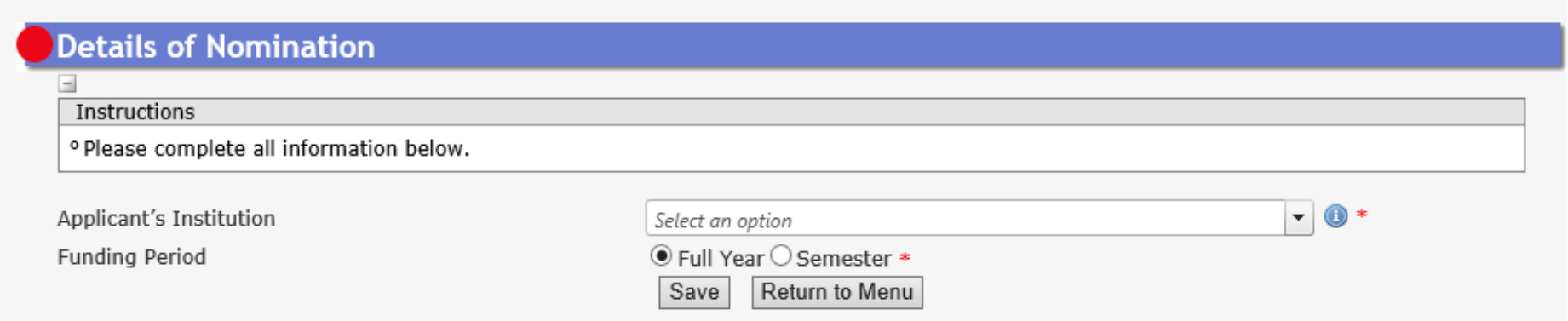


Step 8: ORCID provides a persistent digital identifier that distinguishes you from other researchers and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. If you don't have an ORCID ID, please click on Create or Connect your ORCID iD, you will be redirected to the ORCID website where you will have to register to obtain an ORCID ID. If you already have an ORCID ID, please click on Create or Connect your ORCID iD and your ORCID number will be pulled through.



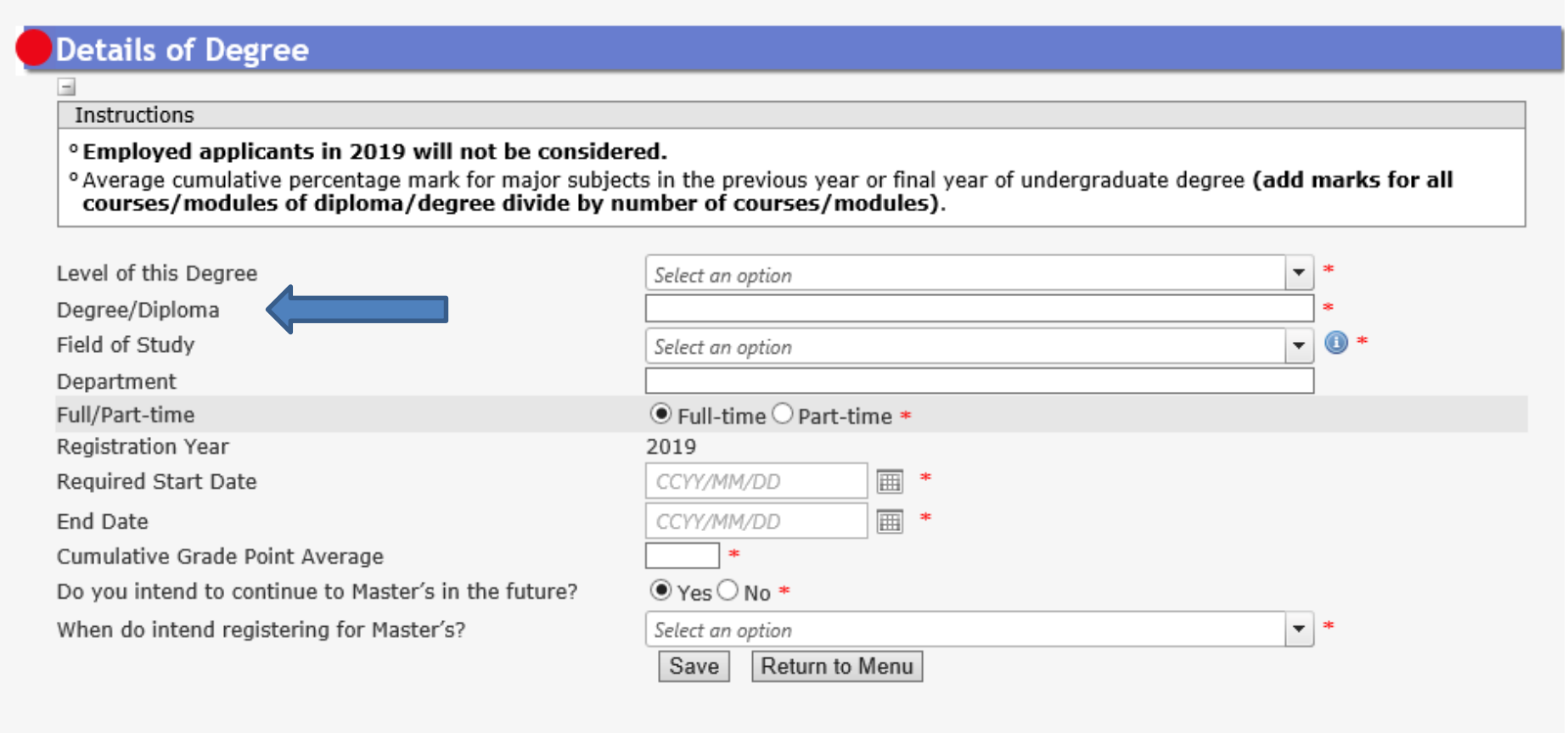
Step 9: The **Details of Nomination** section requires an applicant to select the proposed institution. South African Higher Education Institutions (HEI) will be listed on the drop-down list.

Under **Funding Period** the applicant is required to indicate whether funding is required for a semester or a full year.



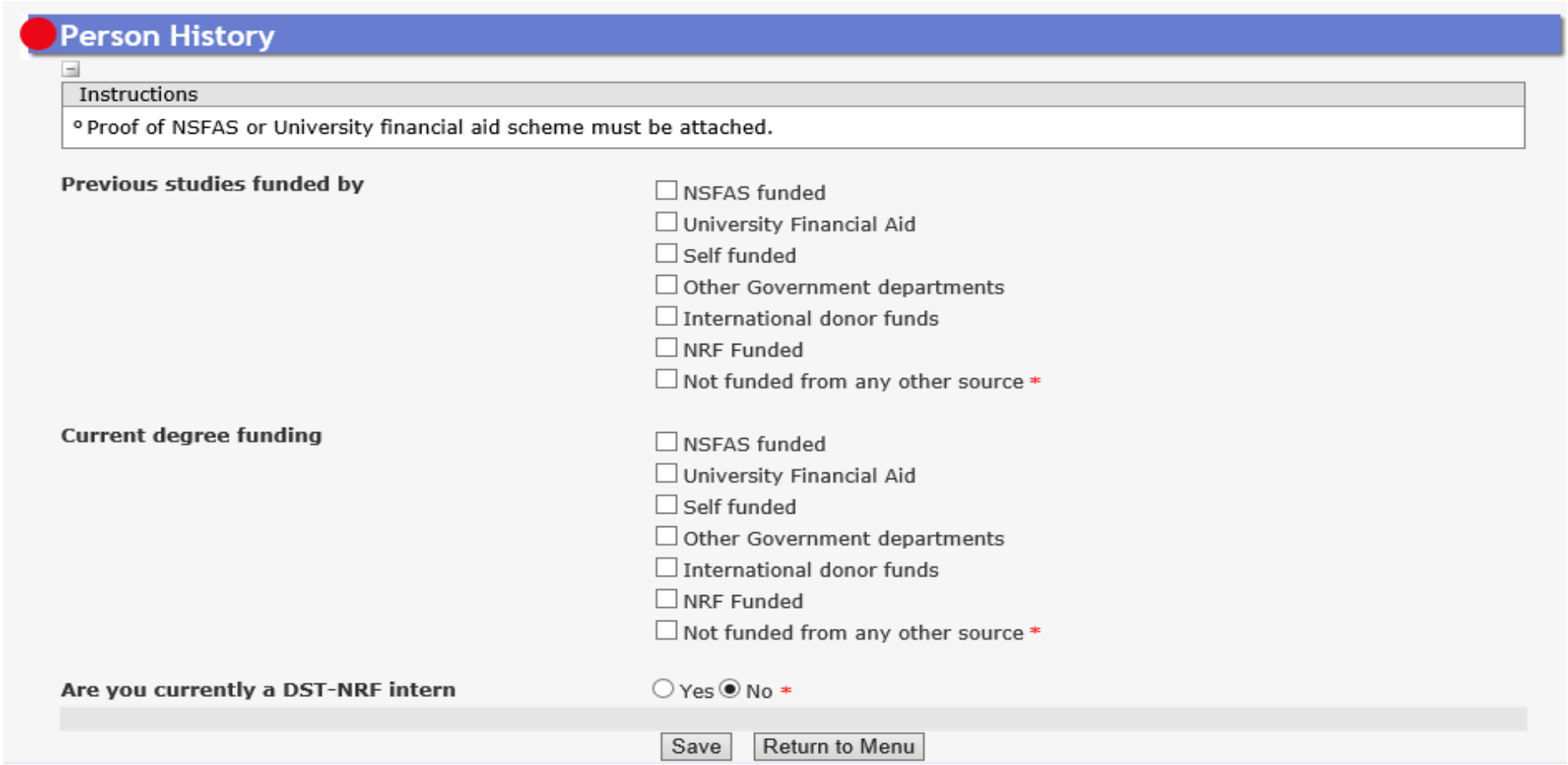
Step 10: Under the **Details of Degree** section, applicants are required to fill in details of the degree, field of study that is being applied for and information related to past studies and future intentions.

Under **Degree/Diploma**, please provide the name of degree you are applying for e.g. B Com (Accounting).

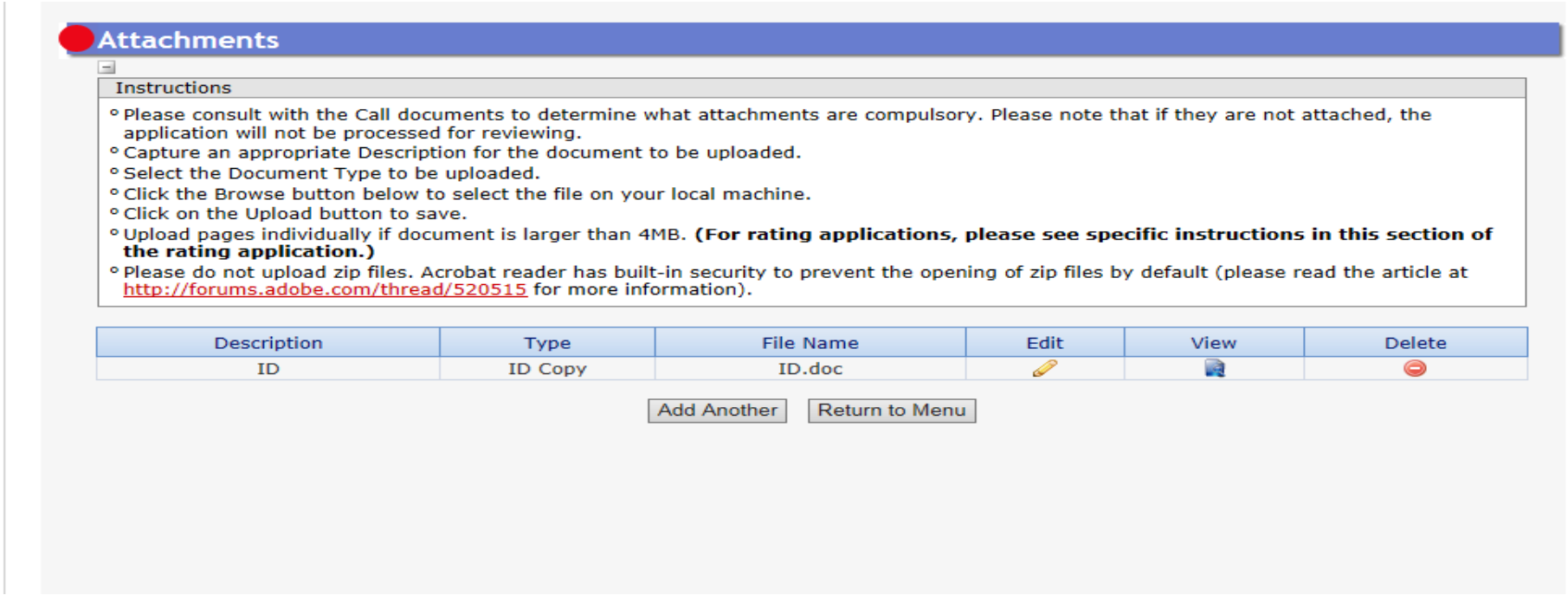


In the cumulative grade point average block, applicants are required to enter an academic average by adding two major subjects relevant to Honours degree applied for, in the final year of study of the undergraduate degree and divide these by the total number of major subjects.

Step 11: **Person History** section is required for statistical purposes by the NRF.



Step 12: The **Attachments** section provides specific instructions to upload attachments to the application. The applicant is required to upload the following documents: (i) certified academic record, and in cases of outstanding fees academic record, applicant must attach an official letter on a university letterhead stating that the transcript is not issued due to outstanding fees (**Statements of fees won't be accepted as proof**) (ii) proof of NSFAS or University Financial Aid funding to be attached where the applicant indicated they were funded by these sources, (iii) medical certificate where applicant indicated that they have a disability.



Step 13: The final submit button will only be activated when all compulsory sections are complete, Press Final Submit and then 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 then be active.

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

4. Screening and Review Processes

4.1 Overview of the Screening Process

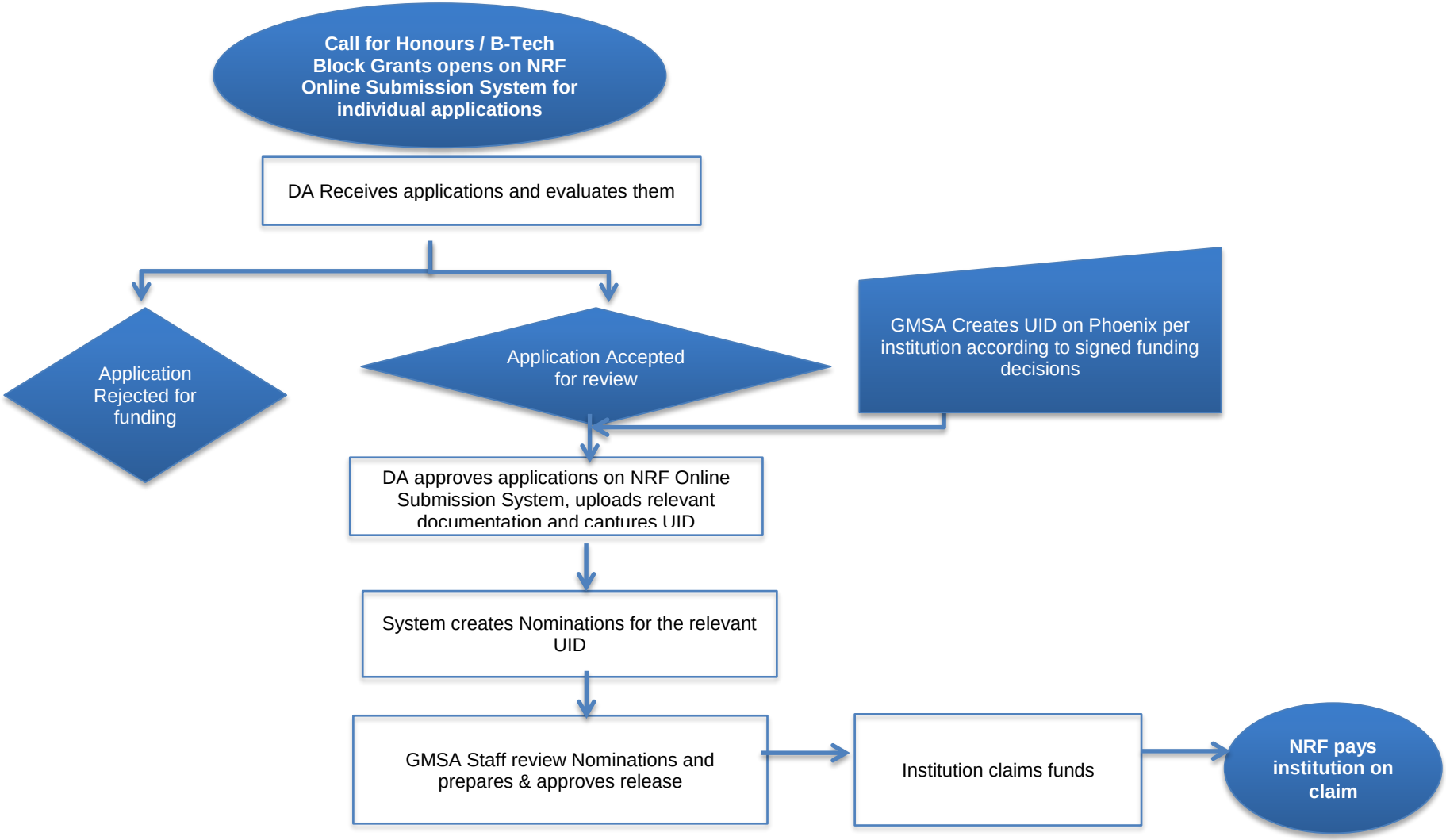
All submitted applications will be validated and screened by the various institutions for compliance using the eligibility criteria specified in the call documents. Institutions will reject applications that fail to meet the stipulated requirements.

4.2 Overview of the Review Process

The NRF's peer review policy requires that all applications are subjected to a review process. Applications submitted under this call will go through a competitive institutional review process.

5. The Designated Authority Nomination and Award Processes

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



The NRF will allocate a set number of bursaries to each university, based on institution historical uptake of grants, equity targets, expressed need and the available budget. Institutions will use a standard score card (Please refer to the Framework document) provided by the NRF to evaluate each application. The NRF will reject nominations / applications that fail to meet the stipulated requirements.

6. Application Feedback and Disputes

Applicants must enquire with their institutional designated authorities (DAs) regarding the applications outcomes.

7. Application and Nomination Process Timelines

- The call will be accessible on the NRF Online Submission system at: **https://nrfsubmission.nrf.ac.za** from **05 September 2018**. The NRF deadline for submission of applications is **14 December 2018**.
- 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.
- Institutions will nominate students for a bursary award on the NRF Online Submission System, based on the Block Grant allocation to each institution and set equity targets. This nomination process will take place from **23 January 2019 to 28 February 2019.**
- NRF will review the nominations and communicate the outcomes to the institutions.
- If the nomination is approved by the NRF, the institution will have to upload and submit the duly signed and initialled agreement form and all the relevant documentation no later than **22 March 2019.**
- Unspent or unclaimed institutional funds under this allocation will automatically be cancelled by **28 June 2019**.
- Institutions must report on student completion by **31 March 2020** on the NRF student completion database.