



science and technology

Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA



NRF
National Research
Foundation

RISA

Research and Innovation
Support and Advancement



THE WORLD ACADEMY OF SCIENCES
for the advancement of science in developing countries

Grants Management and Systems Administration

NRF-TWAS Doctoral Scholarships

NRF-TWAS African Renaissance Doctoral Scholarships

Application and Funding Guide 2017

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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
DST	Department of Science and Technology
TWAS	The World Academy of Sciences
UNESCO	United Nations Educational, Scientific and Cultural Organisation

Contact Details

When making an enquiry use **NRF–TWAS Doctoral Scholarships / NRF-TWAS African Renaissance Doctoral Scholarships Call** as the email subject line.

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Application and funding guidelines are explained in this document. Applicants must read this document together with the following documents: **NRF–TWAS Doctoral Scholarships / NRF-TWAS African Renaissance Doctoral Scholarships Framework** which highlights the eligibility criteria and requirements of each funding instrument.

1. Introduction

This Guide provides an overview of the application process and funding guidelines for the NRF-TWAS Doctoral Scholarship / NRF-TWAS African Renaissance 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, eligibility criteria and so forth. This document does not however, constitute a complete set of the policies, procedures or systems used by the NRF.

2. Granting Rules

2.1 Conditions of NRF-TWAS Doctoral / NRF-TWAS African Renaissance Doctoral Scholarships

- The scholarship shall be held as the primary source of funding for the doctoral scholarships;
- Scholarships may not be held simultaneously with another scholarship from any other TWAS, South African government or NRF administered source;
- Doctoral scholars may not concurrently hold the scholarship with any full-time employment position;
- Doctoral scholars can hold non-binding supplementary grants or emoluments to the institutional capped value;
- Successful applicants will be required to give a written undertaking that they will return to their home country upon completion of the scholarship; and
- Applicants must meet the following requirements of the English Language Proficiency Academic test:

IELTS 6.5 (no band less than 6.0); or TOEFL (paper) 575 (TWE 4.5); or TOEFL iBT (min. 20); or Cambridge minimum 58. Information on the IELTS tests can be obtained from the British Council in home country or accessed on: www.ielts.org. Further information on the TOEFL test can be accessed on: www.toefl.com. Consult the British Council in the home country for assistance.

2.2 Values of NRF-TWAS Doctoral Scholarships / NRF-TWAS African Renaissance Doctoral Scholarships

Successful applicants will receive funding annually for a maximum period of three (3) years to pursue full-time research training in SA.

The package for the TWAS doctoral scholarships for 2017 is broken down as follows:

Value	Item
R110 000	Non-taxable stipend per annum
R25 000	Maximum local travel costs
R50 000	Maximum international travel costs
Mobility costs of the scholar	Mobility grants for once off travel from home country to South Africa, and from South Africa to home country on completion of degree, subject to cost breakdown

Successful applicants are eligible for travel grants for local and international travel. The travel grants may be used to contribute towards the costs of attending local and international conferences, workshops, visiting a laboratory or, any other activity that supports the scholars' research training. Also refer to the framework for the maximum amounts permitted over the tenure of the scholarship.

In addition, the NRF will also cover mobility costs as follows:

- A single economy airfare to travel from home country to South Africa; and
- A single economy airfare to return to home country upon completion of the doctoral degree.

Scholars that wish to access the travel grant for local travel, international travel, or to be reimbursed for mobility related costs, must complete a travel grant application form for submission and approval by the institution and the NRF. The travel application form can be accessed on NRF Online Submissions (<https://nrfsubmission.nrf.ac.za>) and should be submitted three (3) months prior to travelling to conferences. The mobility grant to SA can only be reimbursed once the candidate has registered at a South African institution by attaching the ticket/s and other travel related documents, to the travel grant application form to claim for these costs.

Responsibilities of Scholars

The applicant will be responsible for the following costs:

- All financial expenses of accompanying family members. Scholars must also ensure that accompanying family members have the correct documentation for entry and stay in South Africa; and

- Comprehensive medical insurance for the period of their stay to meet any untoward incidents and major ailments during travel and stay in South Africa.

The applicant will be responsible for securing additional funding to cover any shortfall in funding required to undertake his/her research in South Africa.

3. Application Process

The NRF is publishing the NRF-TWAS Doctoral/ NRF-TWAS Doctoral African Renaissance 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 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> starting from Wednesday, 4 May 2016. Applicants are advised to complete their applications soon after the call is open to prevent IT system overload nearer the **closing date of Wednesday, 29 June 2016**.

Step 1: This is an electronic submission system and applicants must be registered online in order to create and complete an application. If you had previously registered and submitted an application on the **NRF Online System** (<http://nrfonline.nrf.ac.za>) before February 2012 and your application was not successful, your details would 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, 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.

Most 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.

The screenshot shows the homepage of the NRF Online Submission System. At the top, there is a header with the NRF logo (National Research Foundation) and RISA logo (Research and Innovation Support and Advancement), followed by the title "NRF Online Submission System". On the left, a vertical menu contains "Home", "New Registration", and "Reset Password". A blue arrow points from the "Home" link in this menu to the "Home" link in the main content area. The main content area has a "Feedback" and "Support" link in the top right. Below this is 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." It also provides contact information for the Support Desk and instructions on how to access call related documents. Below the instructions are two main sections: "Log In" and "Open Calls". The "Log In" section has a red circle and a blue arrow pointing to the "ID/Passport/Unique Number:" field. It includes a "Password:" field with a "Show Password" checkbox, a "login" button, and links for "Reset password." and "Not registered? Click here to register." The "Open Calls" section has a red circle and lists several funding opportunities, including "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: On logging onto the NRF Online Submission System, one gets to the 'landing page' where there is a menu at the top left side of the screen (tab indicated with blue arrow below). To create a new application, click on My Applications>Create Application.

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
 - 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.
 - 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 instrument for which you are applying on the create application screen and a new application will open to complete. Please note that this must be selected once only. To continue working on an application, go to My Applications- List of Applications.

The screenshot shows the 'Create Application' page in the NRF Online Submission System. The page includes a navigation menu on the left with options like 'My Profile', 'My Applications', 'My Progress Reports', and 'Logout'. A 'Quick Links' section lists various tools and facilities. The main content area displays a table of funding calls. A blue arrow points to the 'Apply' button for the 'NRF – TWAS Doctoral/Renaissance Doctoral Scholarships Call for 2017'.

Call	Open Date	Closing Date	Apply
BRICS Multilateral Joint Call for Proposals 2017	25 April 2016	08 July 2016	Apply
Call for 2016 SANCOR Postdoctoral Fellowship	04 April 2016	06 May 2016	Apply
Call for SANCOR International Travel Student Award for 2016	04 April 2016	06 June 2016	Apply
DST – NRF Fellowships for Early Career Researchers from the UK 2017	11 April 2016	30 June 2016	Apply
DST-NRF Conference Fund 2017	04 April 2016	27 May 2016	Apply
Equipment-related Travel and Training Grants 2016 - 1st call	26 February 2016	13 May 2016	Apply
Extension Scholarships for Masters and Doctoral Studies 2017	26 April 2016	30 June 2016	Apply
NRF – TWAS Doctoral/Renaissance Doctoral Scholarships Call for 2017	21 April 2016	21 May 2016	Apply

Applicants are urged to complete or update ALL screens of the CV, including the Research Profile and Research Outputs as this information gets evaluated during the review process and will impact on the overall assessment of your application.

Step 4: All sections marked with a red asterisk are compulsory sections in the application. These sections must be completed in order for the final submit button to appear. Sections without asterisks are not compulsory; an applicant may enter information in these sections, they 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. Please ensure to press the “save” button after completing each section before returning to the main menu.

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)		05 Apr 2016	
Registration Details *		05 Apr 2016	
Contact Details *		10 Jun 2015	
Qualifications *		05 Apr 2016	
Research Expertise *		10 Jun 2015	
Personal Profile *		19 Aug 2015	
Career Profile *		18 Mar 2016	
Books		10 Jun 2015	
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	
Articles in Non-refereed/Non-peer Reviewed Journals		10 Jun 2015	
Other Significant Conference Outputs		19 Aug 2015	
Technical/Policy Reports		10 Jun 2015	
Products		10 Jun 2015	
Artefacts		10 Jun 2015	
Prototypes		10 Jun 2015	
Other Recognised Research Outputs		10 Jun 2015	
Disability *		05 Apr 2016	
Degree to be Funded *		05 Apr 2016	
Research Project Information *		05 Apr 2016	
Academic Achievements		05 Apr 2016	
Details of Research *		05 Apr 2016	
Science Communication		05 Apr 2016	
Attachments *		05 Apr 2016	
References *		05 Apr 2016	
Possible Reviewers		05 Apr 2016	
Declaration *		05 Apr 2016	
Checklist *		05 Apr 2016	
Print Preview		05 Apr 2016	

Final Submit

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

Step 5: Qualifications: The qualification requirements for this call are that an applicant must either have completed a Master's degree as the highest qualification or must be finalising their Master's degree in 2016. Should you be finalising your Master's Degree in 2016, please click on My Profile – My CV - Qualifications and select 'In Progress' in order to complete an application.

The screenshot displays the NRF Online Submission System interface. The browser address bar shows the URL: <https://nrfsubmission.nrf.ac.za/NrfMkt/CV/Qualification.aspx>. The page header includes the NRF RISA logo and the text "NRF Online Submission System". A navigation menu on the left lists: My Profile, My Applications, My Progress Reports, Tools, Reports, and Logout. Below this is a "Quick Links" section with links to Grantholder Tools, Institution Facilities, Panel Meetings, Application and Output History (NRF Online), Application History (NRF Interim), and SKA SA Grants. A warning message at the top states: "Please be advised that the system will be down from 11:00 to 11:30 for upgrades and maintenance." The main content area is titled "Qualification Record" and contains the following information:

- Level (e.g. Honours / Doctoral):** Masters
- Name of Degree/Diploma (e.g. PhD):** Agricultural Science
- List of Primary and Secondary Research Fields:**
 - In order to add a Field of Study to the grid below, please click on the "Add" or "Add Another" button below the grid.

Below the research fields section is a table with the following structure:

Field of Study	Delete
Add	

Below the table is a form with the following fields:

- Institution:** Anglia University (with a "New" button)
- Full-time:** Yes (selected) / No
- Distinction:** Select an option
- Date of First Registration:** [Empty field]
- Completed:** Yes / No (selected)
- Status:** In Progress (selected)
- Anticipated Date of Completion:** Discontinued (stopped), In Progress, Suspended (interrupted)

The bottom of the page shows the system version: ©NRF Online Submission System and a link to the Disclaimer. The Windows taskbar at the bottom indicates the time is 12:29 PM on 2016/05/18.

Step 6: The “*Degree to be Funded*” section is a compulsory section. The dropdown list for degree for which you are applying, will have two options: (1) NRF-TWAS Doctoral Scholarships; (2) NRF-TWAS African Renaissance Doctoral Scholarships. Please select the relevant option.

Please complete the section accurately and keep the following in mind: (1) successful applicants will have until the end of June 2017 to take up the award; (2) only full-time applicants who will conduct research in SA will be considered.

The screenshot displays the NRF Online Submission System web application. The browser address bar shows the URL: <http://zapta01mk2dev/NrfMkIIqa/Application/DegreeToBeFunded.aspx>. The page header includes the NRF (National Research Foundation) and RISA (Research and Innovation Support and Advancement) logos, along with the title "NRF Online Submission System".

On the left side, there is a navigation menu with the following links: "My Profile", "My Applications", "My Progress Reports", and "Logout". Below this, a "Quick Links" section lists: "Grantholder Tools", "Institution Facilities", "Panel Meetings", "Application and Output History (NRF Online)", and "Application History (NRF Interim)".

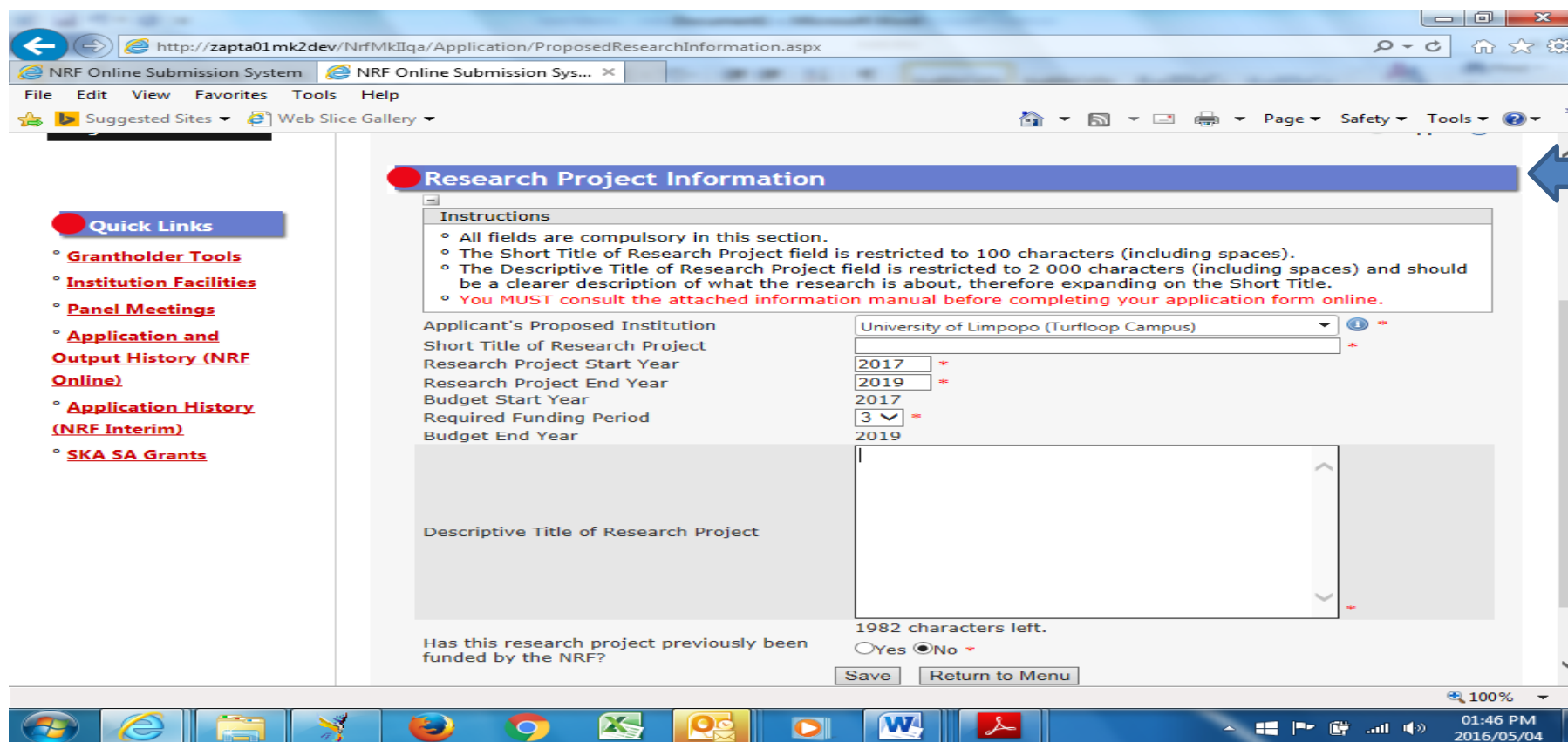
The main content area shows the breadcrumb trail: "Landing / My Applications / Edit Application - SFH16050320212 / Degree to be funded". A welcome message for "Mr Mduenzi Tshabangu" is displayed with links for "Feedback" and "Support".

The "Degree to be Funded" section contains the following fields:

- Instructions:**
 - Fields marked with a * are compulsory.
 - NRF – TWAS Doctoral/Renaissance Doctoral Scholarships Call for 2017
 - The date of first registration requested is the date you registered for the degree captured.
- Degree for which you are applying:** A dropdown menu with "Doctoral – from Africa" selected.
- Date of first registration for this degree:** A text field containing "01/01/2017".
- Full-time:** Radio buttons for "Yes" (selected) and "No".
- Will Master's registration be upgraded to doctoral status?:** Radio buttons for "Yes" and "No" (selected).
- Date of upgrading:** A text field with the placeholder "DD/MM/CCYY".

The Windows taskbar at the bottom shows the system clock as 01:44 PM on 2016/05/04.

Step 7: The **Research Project Information** section requires applicants to select the proposed institution. SA Higher Education Institutions (HEI) as well research centres will be in the list. Should the institution you want to select not be on the drop-down list, please request it 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 for the duration of the scholarship.



The screenshot shows a web browser window with the URL <http://zapta01mk2dev/NrfMkIIqa/Application/ProposedResearchInformation.aspx>. The page title is "NRF Online Submission System". The main content area is titled "Research Project Information". On the left, there is a "Quick Links" sidebar with the following links: [Grantholder Tools](#), [Institution Facilities](#), [Panel Meetings](#), [Application and Output History \(NRF Online\)](#), [Application History \(NRF Interim\)](#), and [SKA SA Grants](#). The main form contains the following fields and instructions:

- 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:** University of Limpopo (Turfloop Campus)
- Short Title of Research Project:** (Empty text field)
- Research Project Start Year:** 2017
- Research Project End Year:** 2019
- Budget Start Year:** 2017
- Required Funding Period:** 3
- Budget End Year:** 2019
- Descriptive Title of Research Project:** (Large text area)
- Has this research project previously been funded by the NRF?** ☐ Yes ☒ No









At the bottom of the form, there is a "Save" button and a "Return to Menu" button. A status bar at the bottom indicates "1982 characters left." and "100%". The system clock shows "01:46 PM 2016/05/04".

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. You are required to give a concise overview of your proposed research in this section as the input is taken into consideration during the assessment of your application. Appropriate literature references must also be included in this section. The Scorecard that will be used to assess your application can be viewed in Section 6 of this document.

Details of Research

Instructions

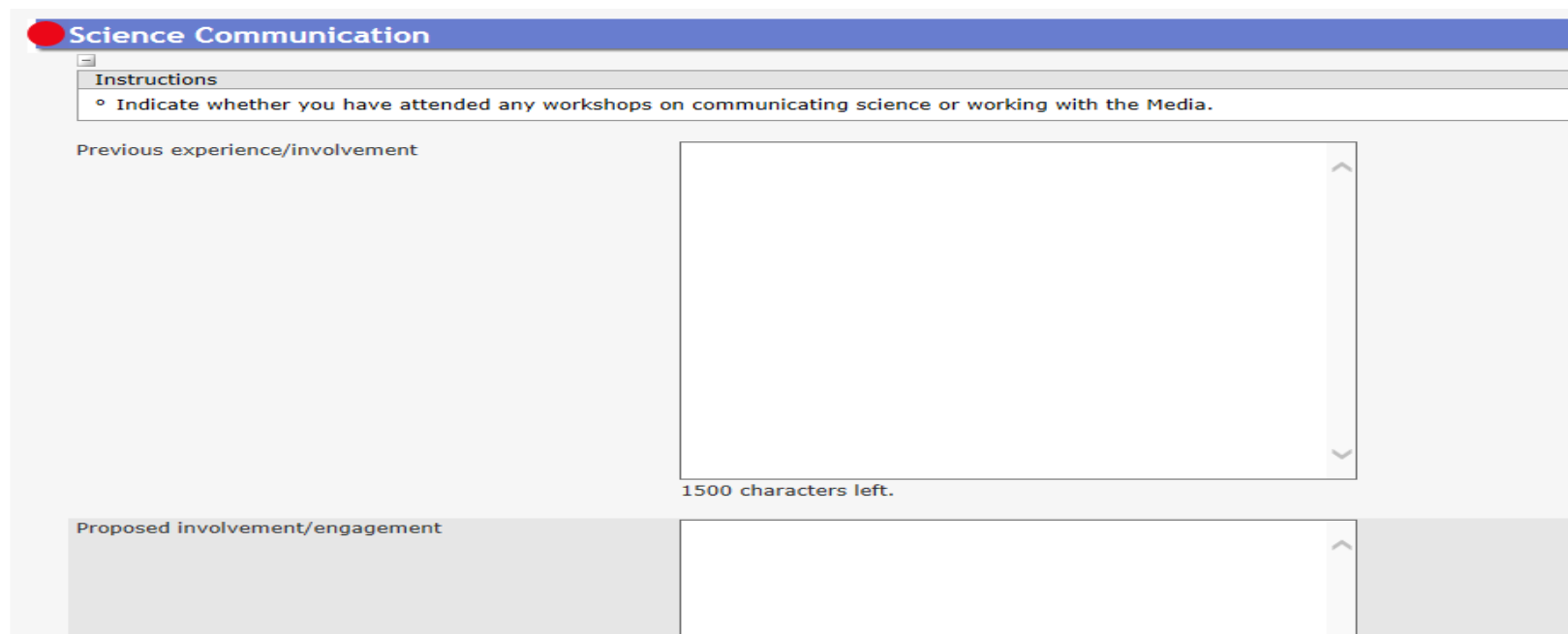
° An * at the end of a sub-section as listed below denotes that this is a compulsory sub-section; it is not possible to click on the 'Final Submit' button unless all compulsory sub-sections have been completed.

Section	Complete	Date Updated	Edit
Research Rationale and Motivation *		05 Apr 2016	
Problem Identification *		05 Apr 2016	
Research Aims and Objectives *		05 Apr 2016	
Research Activities/Plan which include(s) the research approach/methods/techniques *		05 Apr 2016	

[Return to Menu](#)

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

Step 9: The **Science Communication** section is a compulsory section in which you describe your involvement in communicating your science/research to the various audiences.



The screenshot shows a web-based application form titled "Science Communication" with a red circular icon to the left of the title. Below the title is a tabbed interface with a single tab labeled "Instructions". The instructions text reads: "Indicate whether you have attended any workshops on communicating science or working with the Media." Below this, the form is divided into two main sections. The first section, labeled "Previous experience/involvement", contains a large, empty text input area with a vertical scrollbar on the right. Below this input area, the text "1500 characters left." is displayed. The second section, labeled "Proposed involvement/engagement", is partially visible at the bottom of the form, showing a similar text input area.

Step 10: The **Attachments** section provides specific instructions with respect to the **compulsory** documents required and for uploading attachments to the application. The applicant is required to attach SAQA certificates for all qualifications obtained outside SA, a letter of acceptance from the host institution and/or a letter from the supervisor approving the research project. Please print, certify and then scan all of the required documentation into a single PDF file; then upload them under this section as one document. If you are an applicant with a disability, you may also upload a medical certificate in support of your disability.

The screenshot displays the 'Attachments' section of the NRF Online Submission System. The browser address bar shows the URL: <http://zapta01mk2dev/NrfMkIIqa/Application/ApplicationDocument.aspx>. The page title is 'NRF Online Submission System'. The left sidebar contains navigation links: 'My Profile', 'My Applications', 'My Progress Reports', 'Logout', and 'Quick Links'. The 'Quick Links' section lists: 'Grantholder Tools', 'Institution Facilities', 'Panel Meetings', 'Application and Output History (NRF Online)', 'Application History (NRF Interim)', and 'SKA SA Grants'. The main content area is titled 'Attachments' and includes a section for 'Instructions' with the following points:

- 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).

Below the instructions, there is a section for 'NRF – TWAS Doctoral/Renaissance Doctoral Scholarships Call for 2017' with the following instructions:

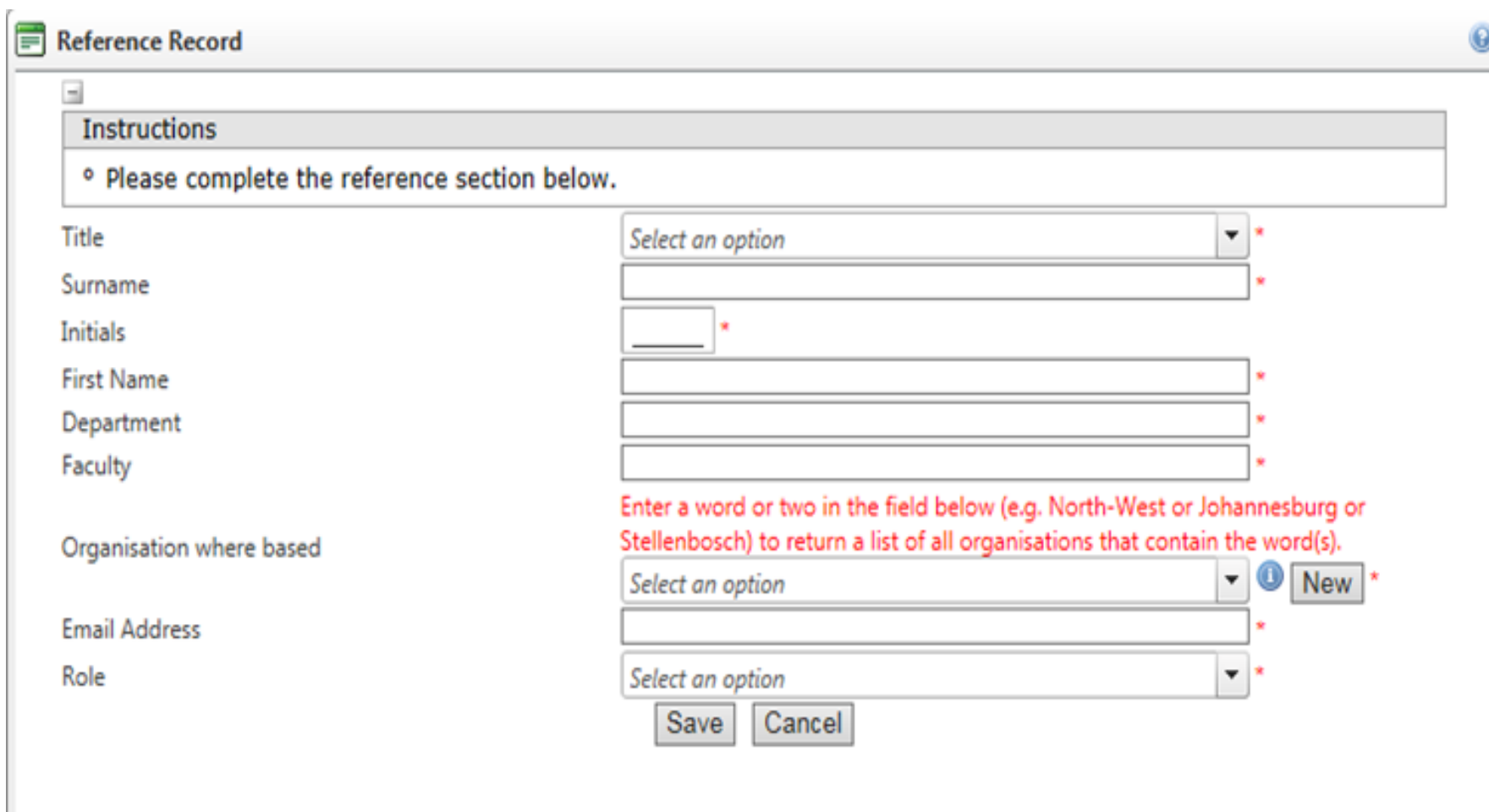
- Please attach the necessary documents in one PDF file in the following order for this call: Passport, certified academic transcripts, certified copy of Masters degree, or official proof of upgrade to Doctoral degree, and proof of registration (if available). These are all required for application completeness.
- Should you have a disability, upload a medical report indicating your disability. This section will not mark as complete unless this has been uploaded.

At the bottom, there is a table listing the attachments:

Description	Type	File Name	Edit	View	Delete
Acceptance letter	Acceptance letter from a South African host University	Drivers Licence Mpho.pdf			

The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying 01:47 PM on 2016/05/04.

Step 11: 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. ***The applicant will have to select at least one Doctoral supervisor AND one academic referee in order for the section to mark as complete.**



The image shows a web form titled "Reference Record" with a help icon in the top right corner. Below the title is a grey bar labeled "Instructions" containing the text "Please complete the reference section below." The form contains several input fields, each with a red asterisk indicating it is required:


- Title:** A dropdown menu with the text "Select an option".
- Surname:** A text input field.
- Initials:** A small text input field.
- First Name:** A text input field.
- Department:** A text input field.
- Faculty:** A text input field.
- Organisation where based:** A dropdown menu with the text "Select an option". To the right of this field is a blue information icon and a "New" button.
- Email Address:** A text input field.
- Role:** A dropdown menu with the text "Select an option".

Below the "Organisation where based" field, there is a red text instruction: "Enter a word or two in the field below (e.g. North-West or Johannesburg or Stellenbosch) to return a list of all organisations that contain the word(s)." At the bottom of the form are "Save" and "Cancel" buttons.

It is the applicant's responsibility to ensure that the referee email address is correct and that the referees have responded by the closing date of 29 June 2016 as this category of the application is assessed. The applicant must periodically view the application PDF to check if a referee has responded to the request.

References

Title	Prof
Initials	Z
Surname	Mahlangu
Name	Zodwa
Department	dfkjdfkds
Institution	CAPE ANIMAL MEDICAL CENTRE
Email Address	melissa.govender@nrf.ac.za
Role	Supervisor/Host of research
Responded	No



Step 12: 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 institution's 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

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 12: The final submit button will appear only if all compulsory sections are complete. Press OK to submit your 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; you will then see the final submit button. A submitted application is automatically routed to the DA in the Research Office of the institution that you 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.

Panel members are selected from the NRF database and other sources, which is updated on a continuous basis. When selecting 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 Section 6).

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

6. Ranking of Applications

The purpose of the scoring system is to evaluate applications, based on funding instrument criteria, in order to determine applications 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 may be given a weight to indicate its relative importance. Kindly consult the table below for details on the criteria used.

Scorecard for the Assessment of Proposals for Doctoral Fellowships

Criteria	Sub-Criteria	Weight (Total = 100%)
Track Record of Applicant	Applicant expertise/training that will enable the applicant to successfully undertake the proposed research.	10%
	The applicant's research track record which could include peer reviewed publications, conference proceedings, research prizes and awards.	10%
Scientific and Technical quality of proposed research	Literature review with citations, significance of the research in terms of the problem statement, aims and objectives. Scientific contribution; originality and new knowledge to be generated.	20%
	Research design, methodology developed to address aims of the research. Provision of work plan and feasible timelines and milestones for the research.	20%
	Alignment with national and institutional research priorities.	5%
Institutional Support	Institutional support for the Doctoral fellowship through infrastructure and facilities for an enabling environment.	10%
Potential Research Outputs and Impact of the research	Details of envisaged realistic outputs of the research such as publications, conference proceedings, toolkits, policy documents.	5%
	Contribution to Doctoral research skills development in a priority research area (human capacity development of the applicant)	10%
	Potential for socio-economic impact of the research in South Africa	10%
		100%

7. Application Feedback and Disputes

Once the review and assessment processes have been completed and the recommended funding decision has been approved by the NRF, the NRF will publish a list of successful applicants on the NRF website, www.nrf.ac.za/bursaries/calls. Successful applicants will thereafter receive a letter of award. The application status online will not indicate whether or not the application has been approved for funding. **This funding instrument does not provide feedback to unsuccessful applicants;** if your name does not appear on the published list of successful applications it means that your application was unsuccessful.

An unsuccessful applicant who requires feedback is advised to contact their institutional office to request feedback from the NRF. The NRF does not provide feedback to all unsuccessful applicants due to the high volume of applications received across its funding instruments.

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 three (3) month period after the official date of publishing of the results on the NRF website.

8. Change Requests

8.1 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 for approval prior to the change.

8.2 Changes in Project Scope, Supervisor or Institution

Changes may occur where a project scope, host or institution needs to be changed from the original research proposal, host 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 thirty (30) days before the change is intended to take place.

9. Scientific Compliance

9.1 Methodology

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

9.2 Intellectual Property Rights

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

9.3 Ethics

The fellow 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.

10. References

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