Application Guide for

Scholarship- and Fellowship-Holders Travel Grant

**Directorate:** Grants Management and Systems Administration (GMSA)

**Programme:** Emerging Researchers

**Date:** February 2019
Background:

Specific postgraduate and postdoctoral funding instruments within the National Research Foundation (NRF) have travel grants linked to their scholarships and fellowships. Students and fellows that qualify for a travel grant in 2019 should apply through completing an application on the NRF Online Submission System. This document serves as a guide for completing the application.

* Please read the “Scholarship- & Fellowship- Holders Travel Grant Guideline for 2019” before you start with your application.
**Contact Details**

When making an enquiry, please use “Scholarship- and Fellowship-holders Travel Grants Call” as the email subject line.

**For NRF Online application and grants management related enquiries, please contact:**

**Ms Zodwa Mahlangu**  
Professional Officer: Grants Management and Systems Administration (GMSA)  
Telephone: 012 481 4114  
E-mail: zodwa.mahlangu@nrf.ac.za

**For technical online enquiries, please contact the NRF Support Desk during office hours from 08:00 to 16:30 Monday to Friday.**  
Telephone: 012-481 4202  
E-mail: supportdesk@nrf.ac.za
Step 1:
Log on to the NRF Online Submission System at https://nrfsubmission.nrf.ac.za with your ID/Passport number and password or register on the NRF Online Submission System if not registered and complete or update your CV. This is very important as a Travel Grant Application without a complete CV will not be considered.
Step 2:

After logging in, please follow the steps below to complete your CV:

Click on My Profile, then My CV and select the relevant CV section. If you do not have research outputs, e.g. articles in refereed/peer-reviewed journals or conference outputs, then simply ignore the section(s). Only complete the ones that apply to you.

Update your details under My Profile - My Details – Registration Details and/or Contact Details, if necessary.

Upload a copy of your Identity Document or Passport under Registration Details to enable you to submit your Travel Grant Application.

The ID/Passport number on the document should be the same as the one you are registered with on the system.

If the Passport number has changed, please update on Registrations Details and upload a document with new Passport number.
ACCESSING THE TRAVEL GRANT APPLICATION

Step 3:

On the left hand side of the screen click on My Applications -> Create Application and select the “Travel, Training and Conference Grants: Scholarship- and Fellowship-holders” category to create the FORM.
Step 4:

Once the Application has been created, but you did not complete and submit, you can continue with completing the application by clicking on My Applications - List of Applications.
Step 5:

*Each section is guided by instructions.

All sections of the application with a red asterisk (*) are compulsory and must be completed. A green tick indicates that the section is complete, however you can still update or change the sections marked as ‘complete’ by clicking on the ‘edit’ button.

Ensure that your CV is complete and updated. To update your CV, go to My Profile and click on My CV. If the CV is incomplete, your Application will not be considered.
Step 6: The *Details of Funding Request* section is a compulsory section. Please follow the instructions below:

- Under “Support Requested” please select “International Travel” if you are applying to travel abroad, and “Local Travel” if you will be travelling within South Africa. *Masters students are **ONLY** eligible for Local Travel. Please do not select “Hosting an event/researcher” since this is not applicable for this travel grant.

- Under “Type of Support” please refer to the “Scholarship- and Fellowship- Holders Travel Grant Guideline for 2019” for types of visits the grant may cover. Please only select the type of support that is covered by the grant. If you selected Research Visit OR Attending Training, please select “**Student/Fellow Travel Grant**” under Type of Research Visit/Training.

- Under “Application on behalf of” please only select “Applicant/Principal Investigator”. Do not select any other option.
Step 7: The *Purpose and Motivation* section is a compulsory section. Please follow the instructions below:

- Under this section, please provide a detailed description of the main objectives for the proposed travel, and how the proposed travel will enhance your current research/study.
- For Research Visits; please provide a planned programme of work demonstrating how the proposed visit fits in with your research work plan.
Step 8: The *Expected Outcomes/Output* section is a compulsory section. Follow the instructions to complete the section. You are expected to give a concise description of expected outputs from the travel.
Step 9: The IMPACT section is not relevant to this call, please type “N/A” and save.

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<td>Expected impact on the research work and/or human capacity development.</td>
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**Step 10:** The *Alignment to National Imperatives* section is not relevant to this call, please select "No alignment to national imperatives related to this application" and save.
Step 11: The Financials: Operating Costs section is a compulsory section. Select “Running Expenses” and click on “New Item” to get a list of items to choose from. Should you have more than one item to list, select “New Item” again. Please refer to the “Scholarship- and Fellowship-Holders Travel Grant Guideline for 2019” for a list of items the grant may cover. Do not select items that are not covered by the grant. Enter “N/A” under the “Motivation” section if you do not have any motivation.
**Step 12:** The *Financials: Other Sources* section is a compulsory section. Please specify any other sources of funding for this travel. Should you not have any sources to add, please enter “N/A” in the text fields and “0” in the amount field and save.
Step 13: The National Infrastructure Platforms section is not relevant to this call, please select “No plan to access platforms” and save.
Step 14: The *Science Engagement* section is a compulsory section of the application. Should you not be running any science engagement activities, please select “No Science Engagement Planned” and save.
Step 15: It is compulsory to attach all the required documents for the application to be considered. The applicant is required to attach the following documents:

(i) Three quotations for accommodation from different service providers if accommodation is required (compulsory);

(ii) Three quotations for flight/bus/train from different service providers if travel fare is required (compulsory);

(iii) For conferences, a conference acceptance/invitation letter. The letter should indicate that the applicant will be presenting at the conference. If the applicant does not have acceptance yet, proof of application to the conference will be accepted upon application. However, an acceptance letter will be required upon approval in order for the NRF to release funds;

(iv) Proof of conference registration fees;

(v) Information about meals provided at the conference/workshops;

(vi) For Research Visits, a letter of invitation from the host institution, formally inviting the applicant on a research visit. The letter must include dates of the proposed visit;

(vii) When applying for research visits, a planned programme of work demonstrating how the proposed visit fits in with the applicant’s research work plan;

(viii) For Specialist Training or Workshops, a document/letter with information of the training or workshop and a written motivation from the applicant’s supervisor;

(ix) A signed Travel Grant Declaration

* Please consult with the “Scholarship- & Fellowship- Travel Grant Guideline for 2019” for detailed information on required documents. Applications with missing documents will be rejected.
**Step 16:** Once you have completed all sections of the Application, please add the details of your **current supervisor ONLY**, ensure that the e-mail address is correct and save the information. An automatic e-mail will be sent to your supervisor once you have submitted the Application.

Please note that Travel Grant Applications cannot be considered for approval without the current supervisor’s recommendation. It is the responsibility of the applicant to ensure that the supervisor has responded to the application, and the institution has submitted the application to the NRF by the Cut-Off Date.
Step 17:
Once all sections of the Application have been completed, submit your travel grant application before the **Cut-Off Date**. This will allow the supervisor enough time to send his/her input, and the institution to validate the Application before submission to NRF.

Step 18:
Once you have submitted your Application online, it is routed to your institutional office for validation. Institutional offices are required to check completeness and ensure that all documentation are submitted correctly as per the guideline before processing the Application for NRF consideration. Should the application be incomplete or documents be missing, the application will be rejected. Rejected applications will not be considered. New applications will have to be submitted for the next cut-off date.

Should you want to make changes to your application after it has been submitted to the institution before the cut-off date, please contact your institutional research office / postgraduate funding office / scholarships office to open the Application for amendment. Please note that Applications will not be opened for any amendments after the institution has submitted to the NRF.

The NRF Emerging Researchers Section within Grant Management and Systems Administration (GMSA) looks forward to receiving your completed Travel Grant Applications.