



RISA

Research and Innovation
Support and Advancement

Application and Funding Guide Document

Extension Scholarships for Masters and Doctoral Students 2017

Directorate: Grants Management and Systems Administration

Date: May 2016

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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

Contact Details

When making an enquiry use **Extension Scholarships for Masters and Doctoral Students Call 2017** as the email subject line.

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Application guidelines are explained in this document. Please read this document together with the call or framework document of the funding instrument that highlights the eligibility criteria and requirements.

For technical online enquiries, please contact the NRF Support Desk during office hours from 08:00 to 16:30

Telephone: (012) 481-4202

E-mail: Supportdesk@nrf.ac.za

1. Introduction

This Manual provides an overview of the Call for Extension Scholarships for Masters and Doctoral Studies. It serves as a Funding Guide Manual for this funding instrument, its application funding guidelines and processes. The Manual should be read in conjunction with the funding instrument call or framework document that can be accessed at <https://nrfs submission.nrf.ac.za>. It does not, however, constitute a complete set of the policies, procedures or systems used by the NRF.

2. Values of Support

Support for completion of studies will be made based on a semester. This implies that applicants who will complete before July will receive half the value of the scholarship, whereas those who will complete in the second semester will receive the full award. For the 2017 academic year, the value of the scholarships will receive the current annual scholarship values of the NRF funding categories as follows:

Funding Category	Masters Scholarship Values for 12 months (Rand)	Doctoral Scholarship Values for 12 months (Rand)
Innovation Bursary Scheme	80 000	110 000
Scarce Skills Development Fund	80 000	110 000
NRF Free-standing Scholarships	50 000	70 000
Grant-holder linked Scholarships	50 000	70 000

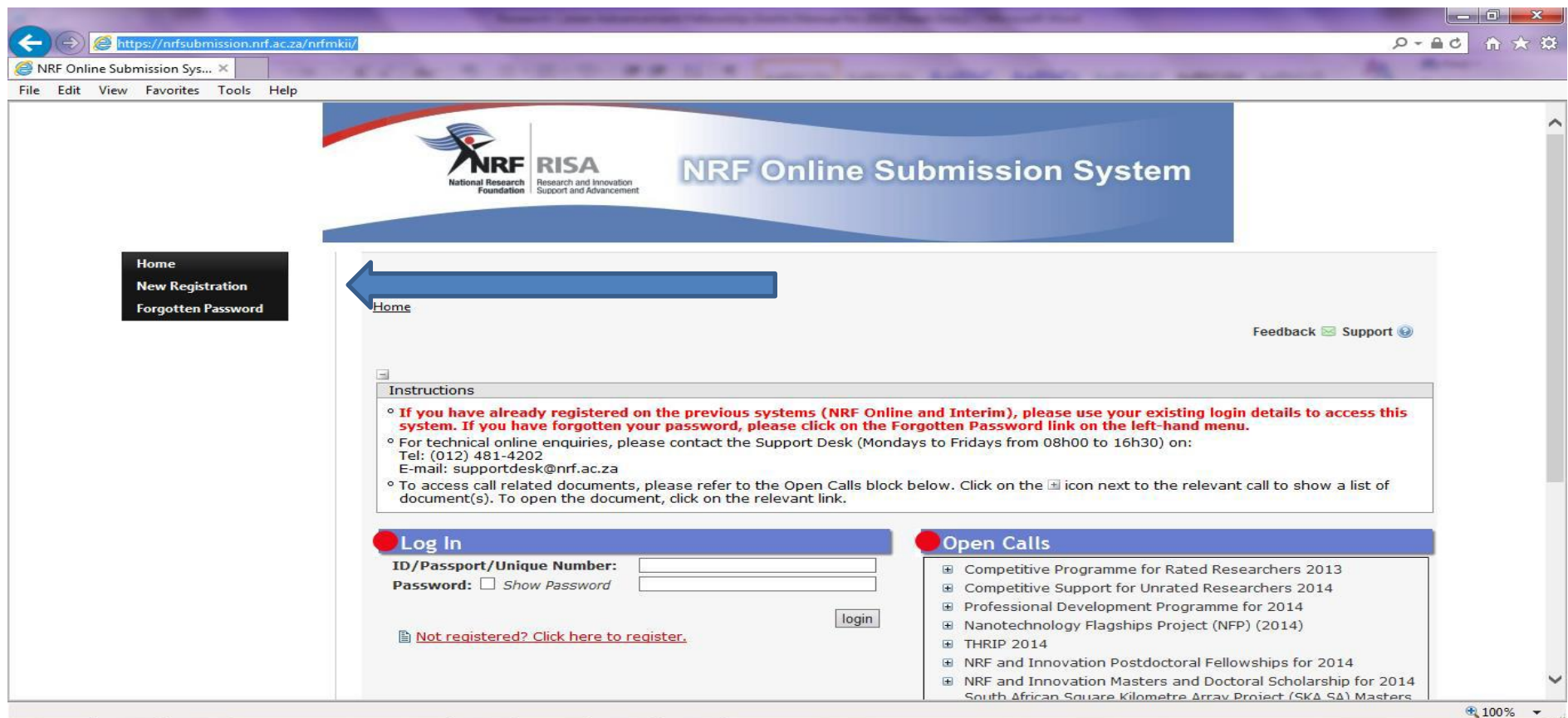
3. Application Process

The NRF issues a call for extended support for masters and doctoral scholarship applications that is published on the NRF website and is accessible online at <https://nrfs submission.nrf.ac.za>. Only students that are funded in 2016 will be able to apply. This call accepts only one application per applicant per year. All applications must be duly authorised and approved by the Designated Authority (DA) of the research institution that submits the application. Applications are automatically submitted to the institutional DA of the submitting institution for validation on the deadline date determined by the institution. Please enquire with your institution regarding their internal closing dates. The processing of a successful grant application takes approximately five (5) months from the time of submission until commencement of funding.

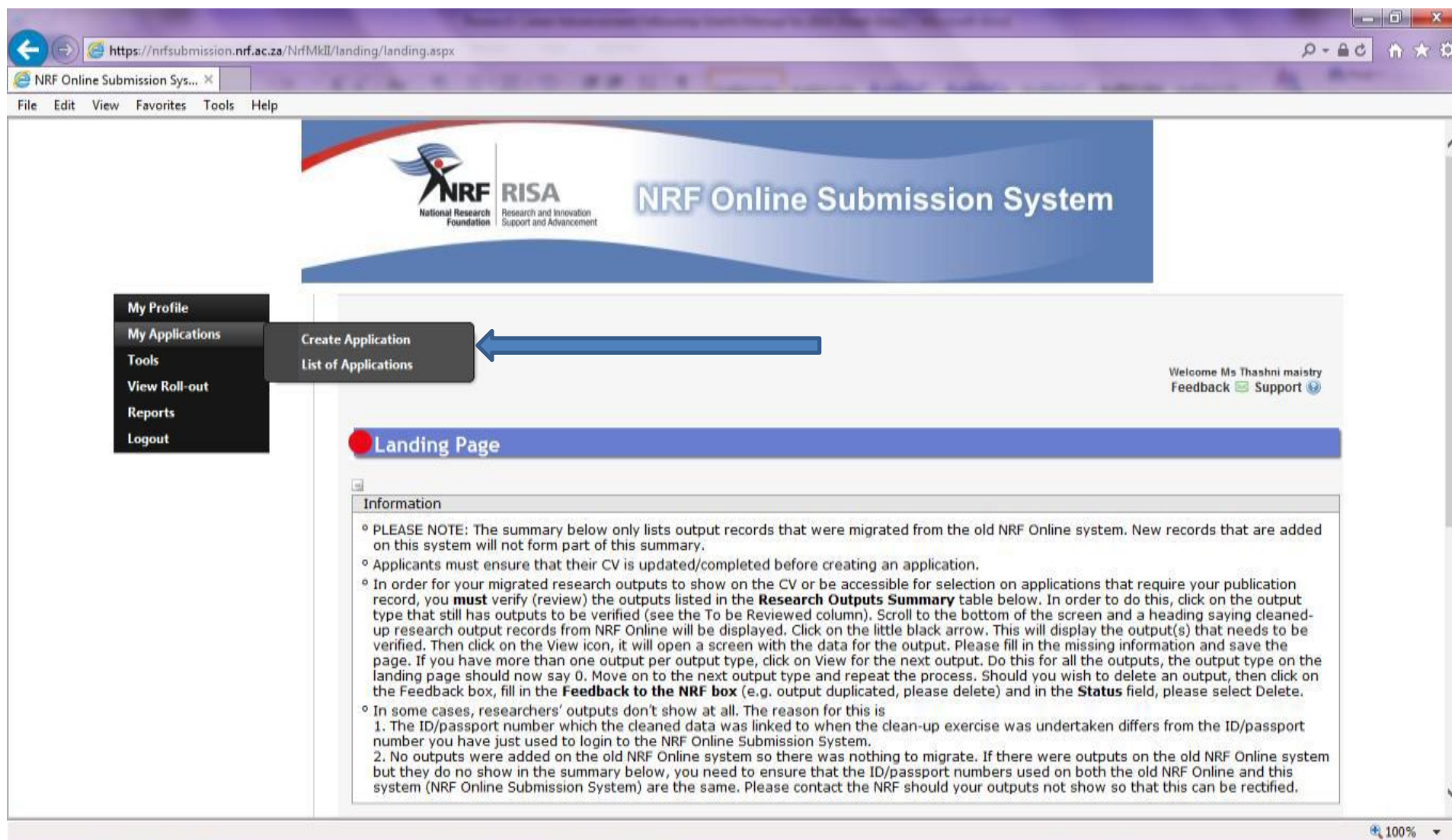
4. How to Submit Applications

Applications must be completed on the NRF Online Submission System at <https://nrfs submission.nrf.ac.za> from **17 May 2016**. Applicants are advised to start applying early on to prevent IT system overload nearer the closing date.

Step 1: This is an electronic submission system and applicants must be registered on the system in order to create and complete an application. If you previously registered on the NRF Online System (<http://nrfonline.nrf.ac.za>) before February 2012, your details will have been migrated to the new NRF Online Submission System (<https://nrfs submission.nrf.ac.za>). If you experience problems accessing the system with your NRF Online password, click the Reset Password button to reset it. If you are not yet registered on the NRF Online Submission System, you should register to access the application form.



Step 2: Once you have successfully logged onto the NRF Online Submission System, you get to the Landing Page. On the landing page, click on the left menu (tab indicated with blue arrow) to create a new application by clicking on My Applications, then Create Application.



Step 3: On the create application screen, select the funding instrument for which you are applying which will open up an online application form to complete. An application can be created once only; to continue working on an application, go to My Applications- List of Applications.












Quick Links

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

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
BRICS Multilateral Joint Call for Proposals 2017	25 April 2016	08 July 2016	
Equipment-related Travel and Training Grants 2016 - 1st call	26 February 2016	13 May 2016	
Extension Scholarships for Masters and Doctoral Studies 2017	26 April 2016	30 June 2016	
Knowledge, Interchange and Collaboration (KIC) 2016 – Round 1	01 February 2016	13 May 2016	
NRF/São Paulo State Foundation (FAPESP) of Brazil Joint Science and Technology Research Collaboration Call for Project Proposals 2017	25 April 2016	25 May 2016	
South Africa - China Joint Science and Technology Research Collaboration Call for Project Proposals 2017	29 March 2016	03 June 2016	
South Africa – Joint Institute for Nuclear Research (JINR) – Grants for Student Practice 2016	03 May 2016	04 June 2016	
South Africa / Germany Joint Call for Proposals 2017	08 April 2016	29 July 2016	
South Africa/Japan 2017 Joint Call Proposals	05 April 2016	03 June 2016	
Strategic Research Equipment 2016	21 January 2016	31 May 2016	
VU University Amsterdam – NRF Desmond Tutu Doctoral Programme 2016	01 February 2016	10 May 2016	

©NRF Online Submission System

Step 4: Applicants are urged to complete or update ALL screens of the CV, including the Research Profile and Research Outputs (if applicable), as this information is evaluated during the merit review process.

Step 5: All sections marked with a red asterisks are compulsory. The sections without asterisks are not, and you may enter information in these sections only if you have information to enter, such as research outputs. Completed sections will be indicated by a green tick on the main menu, while incomplete sections will be indicated by a yellow cross.

be able to assist with any queries you may have is also available.

- A section marked with a cross (✘) in the 'Complete' column indicates that the section is incomplete or needs to be checked for completeness/correctness of information. Should the section be compulsory this will be indicated by an asterisk (*) at the end of a section. click on the Edit icon (✎) and check/complete the section and then 'Save'. The ✘ will change to a ✓ to indicate that the section is complete/has been updated. The date in the 'Date Updated' column will change to the date the update was made.
- Please update all incomplete records in CV sections marked as incomplete, for example, Qualifications and Career Profile:
For Qualifications, check that a highest qualification has been selected, that no date field defaults to 1945, and that there is a Field of Study specified.
For Career Profile, check that no date field defaults to 1945.

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)		09 May 2016	
Registration Details *		22 Jan 2013	
Contact Details *		09 May 2016	
Qualifications *		23 Feb 2012	
Career Profile		09 May 2016	
Research Expertise *		29 Jun 2012	
Student Supervision Record		29 Jun 2012	
Absence from Research		09 May 2016	
Personal Profile *		29 Jun 2012	
Books		29 Jun 2012	
Chapters in Books		29 Jun 2012	
Refereed/Peer-reviewed Conference Outputs		29 Jun 2012	
Articles in Refereed/Peer-reviewed Journals		29 Jun 2012	
Patents		09 May 2016	
Keynote/Plenary Addresses		29 Jun 2012	
Articles in Non-refereed/Non-peer Reviewed Journals		09 May 2016	
Other Significant Conference Outputs		09 May 2016	
Technical/Policy Reports		29 Jun 2012	
Products		09 May 2016	
Artefacts		09 May 2016	
Prototypes		09 May 2016	
Other Recognised Research Outputs		09 May 2016	
Disability *		09 May 2016	
Academic Information *		09 May 2016	

All compulsory sections will guide the applicant with error messages at the top of the screen. Follow these messages to complete each section correctly. Most screens have screen- and application-specific instructions to guide the applicant through the sections. It is important to read these instructions carefully before completing the sections.

Step 6: The **Academic Information** section is one of the evaluated sections in your application. The applicant must ensure that the supervisor's email address is correct as the application will be automatically forwarded to him/her after the application is submitted. The supervisor's report is confidential to the applicant and the comment is taken into consideration when evaluating the application (see also 5.3).




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Academic Information

Instructions

Please ensure that all sections are fully completed and that your supervisor details are provided, including his/her email address.

Applicant's Institution	<input type="text"/>	 *
Level of Study	<input type="text"/>	*
Title of Master's/Doctoral Study	<input type="text"/>	*
Discipline	<input type="text" value="Select an option"/>	*
Date of Commencement of Master's/Doctorate	<input type="text" value="2012"/>	*
Anticipated Date of Completion of Master's/ Doctorate	<input type="text" value="2017/09"/>	 *
Proposed Date of Submission of Master's/Doctoral Dissertation	<input type="text" value="2017/04"/>	 *
Supervisor's Name	<input type="text"/>	*
Supervisor's Email Address	<input type="text"/>	*
Supervisor Responded	No	
Previous funding programme under which support was given	<input type="text" value="Select an option"/>	*
Value of the NRF award in 2015	<input type="text"/>	*

Step 7: Sections under **Details of Research** are all compulsory. The applicant should follow the instructions and provide a detailed description of the project; the achievements to date versus the initial project objectives; and include the research work that is still outstanding. Also include details of manuscripts under preparation or that were submitted for publication. For more details on what is required under *Details of Research*, please also see section on Ranking of Applications: NRF scorecard assessment below.

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Feedback Support

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 Description *	✓	09 May 2016	
Progress to Date *	✓	09 May 2016	
Proposed Research Plan for Requested Funding Period *	✓	09 May 2016	
Reason for not completing this study in the minimum prescribed time *	✓	09 May 2016	

The information above is thoroughly assessed by external panel members who are experts in the different disciplines. In the section **Reason for Non-completion of Study**, the student must detail challenges that were encountered with the project that led to the non-completion of the degree.

One of the important sections under section 8 above is the **Proposed Research Plan** section which requires applicants to indicate the **start and end dates** of each category listed below. Applicants must note the importance of supplying this detail of the work plan which is assessed based on the supervisor's comment as well as the feasibility of the timelines, the appropriateness of the research to be conducted and the details of activities planned.

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Details of Research : Proposed Research Plan for Requested Funding Period

Instructions

- Please indicate all proposed research activities for the requested funding period. All research activities must include start and end dates:
 - Writing of dissertation
 - Submission of Manuscript
 - Submission of Thesis
 - Corrections to dissertation
 - Envisaged graduation date
- Indicate whether extension will be completed in 6 or 12 months



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Save Return to Menu

Step 8: The attachment section provides specific instructions for uploading attachments. Click on **Add** and type in the name of the document you are uploading. In the section you are required to upload your ID document / passport, a certified copy of the transcript and a Master's certificate if you are a doctoral applicant. If you indicated that you have a disability, you may also upload a medical certificate in support of your disability.

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Feedback  Support 

Attachments

Instructions

- 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).

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- All document types must be uploaded before the section will mark as complete.

Description	Type	File Name	Edit	View	Delete
<div style="display: flex; justify-content: center; gap: 20px;"> Add Return to Menu </div>					

Step 9: Applicants must ensure that they adhere to their institution's internal closing date for submission of their application to allow for internal institutional screening and review. The internal closing date will be determined by the respective research offices or Post Graduate Office and is usually at least two weeks prior to the NRF's closing date.

Institutions are requested to screen and approve all proposals through internal institutional processes **before** being submitting applications to the NRF. The NRF assumes that the respective DAs are satisfied with the standard of all proposals validated and submitted and, that the institution approves and supports the application.

Step 10: The final submit button will only appear when all compulsory sections are complete. If all the compulsory sections are complete and the final submit button does not appear, please select any section, re-save to refresh the application, and you should see the final submit button. Once you have selected final submit, the application will be routed to your hosting institution for validation and later, for consideration by the NRF.

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

The NRF will reject applications that are late or incomplete, contain insufficient or incorrect detail, or fail to follow instructions. The application must be completed in sufficient detail to allow for a comprehensive review and evaluation process by internal and external reviewers. In addition to the electronic application and required attachments, the NRF may request additional information or documentation to support an application, if required. Failure to supply such information or documentation upon request may result in the rejection of the application.

5. Screening and Review Processes

5.1 Overview of the Screening Process

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

5.2 Overview of the Review Process

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

Panel Review

Panel members are selected from the NRF database and other sources, which is updated on a continuous basis. In making the selection of the panel, the expertise and experience of individuals in application adjudication are taken into account. In assessing the application, agreed assessment criteria are applied in the form of a scorecard.

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

5.3 Ranking of Applications

The purpose of the scoring system is to evaluate applications, based on funding instrument criteria, in order to identify applicants that are most deserving of the limited funds available. All research proposals submitted to the NRF for funding are evaluated according to a number of predetermined criteria. Applications are assessed and ranked on the basis of criteria as listed in the table below. Each area is weighted to indicate its relative importance. Kindly consult the table below for details on the criteria used.

NRF Scorecard for the Assessment of Extension Support for Master’s and Doctoral Students Funding

Assessment Category	Description
Causes of delays in project completion	This is an important section which details the initial proposed project objectives and challenges encountered that led to the delays in project completion.
Progress to date	This section refers to a detailed and comprehensive account of progress achieved to date. It also looks at the originality and contribution to new knowledge, interdisciplinary or multi-disciplinary aspects; and utilisation of existing knowledge and methodologies.
Work plan to complete the degree	Research objectives to match aims of study – reviewers will assess whether the research objectives are clearly stated and whether they are appropriate to meet the aims of the study; are sound but have inconsistencies and can be refined; are appropriate but only partially address the aims of the study; or are not appropriate to meet the aims of the study. Research methodology to match research objectives – Reviewers will comment on whether the research methodology is appropriate to meet objectives of study; is sound but has inconsistencies and can be refined; is appropriate but only partially addresses study objectives; or not appropriate to meet objectives of study. Students to provide a thorough work plan towards completion of study. They should also give feasible timelines and methodical project activities.

Supervisor's support	<p>Supervisor's recommendation for an extension bursary is important to provide an academic account of the student's progress in relation the project as well as the proposed project plan. The supervisor is required to endorse the proposed plan for completion as well as submission of the dissertation and manuscripts for publication.</p> <p>The reviewers will look for consistencies in the supervisor's report versus the student's motivation, as well as support for the applicant and the submission of the dissertation or manuscripts for publication.</p>
Research outputs and publication plan	Particular attention is paid to proposals with the potential to contribute to the strategic goals of the knowledge economy.

6. 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 applications emanating from the call for applications on the NRF website, www.nrf.ac.za; thereafter, successful applicants will receive a letter of award. The application status on the NRF Submissions system will not indicate whether the application has been supported for funding. This funding instrument does not provide feedback to unsuccessful applicants; if your name does not appear on the list you have not been supported.

Should an unsuccessful applicant require feedback, they are requested to follow the process and query via their institutional office. The NRF does not provide feedback to all unsuccessful applicants due to the high volume of applications received across all NRF funding instruments.

Unsuccessful applicants that wish to appeal the funding decision taken must follow the appropriate Appeals Process of the NRF. Appeals will only be considered for this funding instrument within a five (5) month period after the official date of publishing of the results on the NRF website.

7. Awardee Responsibilities

7.1 Reporting

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

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 30 days before the proposed changes occur. The request must have institutional DA endorsement and be submitted to the NRF via the Research Office / Post graduate funding Office for approval prior to the change.

7.2.1.2 Changes in project scope, supervisor or institution

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

8. Scientific Compliance

8.1 Methodology

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

8.2 Intellectual Property Rights

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

8.3 Ethics

The student is required to maintain the highest ethical and safety standards in conducting the research, particularly when human and animal subjects are involved. It remains the responsibility of the project leader to comply with all relevant regulations in this regard, including those of the institution at which the research is carried out. An ethical clearance certificate (where applicable) must be submitted to the NRF in respect of successful applications before funding can be released.

Application and Funding Guide for 2017 – Extension Scholarships for Masters and Doctoral Students

List of References

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