

- Review for eligibility, completeness and correctness before submitting to NRF.
- Ensure that all required attachments are correct and uploaded.
- Reopen for editing if/when required.

### 9. Requests for Grant Adjustments – Institution Facilities

- Maintain awareness of broad rules for adjustments (moving funds, extra funds, etc.) as per NRF financial rules.
- Advise grantholders on requests for adjustments to funding line items on the system.
- Advise grantholders of the rules to be followed for expenditure according to the NRF as well as institution.
- Review and endorse requests for adjustments submitted by grantholders.
- Re-open requests for editing if they feel changes should be made to the motivation/request.

### 10. Requests for Carry Forward (CF) of unspent funds – Institution Facilities

- Ensure that grantholders submit their claims to the research office on time so that CF requests are minimised.
- Process claims through the institutional finance office timeously.
- Encourage grantholders to spend as much of the funds as possible on their grant before the end of the grant year.
- Be aware of the CF rules in order to advise grantholders appropriately.
- Remind grantholders of the dates and the rules for CFs.
- Review motivations for CFs and if approved,

submit to the NRF (the Financial Officers of the institution must ensure that the unspent funds motivated for are correct).

### 11. Student Completion Data

- Update student completion data through the NRF Online Submission System (Institution Facilities).
- Ensure that the electronic Thesis or Dissertation has been updates as per CoG/Student Agreements.
- Alert the NRF when students discontinue their studies.

### 12. Compliance

- Ensure that all aspects of the CoG, Master Funding Administration Agreements (MFAAs) and Student Agreements have been met.

### 13. Appeals

- Review appeals submitted by applicants.
- Advise applicants appropriately of the validity of an appeal.
- Assess the reasons for appeals and, if valid, submit to NRF.
- Decline an appeal if the reasons are not valid.

*The relevant NRF contact persons as indicated in Call Documents should be contacted when more information is required regarding a Call.*

**For technical problems:  
NRF Support Desk can be contacted at  
(012) 481 4202.**



**THE ROLE OF**  
the Designated Authority  
**(DA)**

**D**esignated Authorities (DAs), as defined by the National Research Foundation (NRF), are the link between researchers/students/applicants and the funder. They facilitate the timeous dissemination of information from the NRF to potential applicants, thus enhancing the possibilities for their institutions to leverage funding in order to conduct research. In addition they are the gatekeepers of quality applications to the NRF and safeguard the reputation of their institutions in accessing funding.

This is a summary of the role that the DAs play both internally at their institutions as well as conduits between applicants, grantholders and the NRF.

The following are some of the aspects that the DAs are engaged in fulfilling their role:

## 1. Communication with the NRF

- Raise awareness of NRF funding opportunities at own institutions
- Communicate/disseminate all information received from the NRF within their institutions including the following:
  - Calls for Proposal
  - Processes
  - Financial rules
  - Dates for submission of documentation
- Engage the NRF in:
  - Streamlining processes to assist with own workflows
  - Enhancing electronic systems to facilitate quick turnaround times
- Advise the NRF on:
  - Institutional policies and processes
  - Possible hindrances in the execution of the

- duties of the DA
- Conflicting deadlines

## 2. Assist researchers/students/applicants with queries

- Understand the NRF Call requirements and assist potential applicants, thus saving time for all concerned.
- Provide guidance and advice to potential applicants, researchers and students.
- Become the first port of call when researchers/students/applicants experience problems with NRF systems or have funding instrument queries.
- Ensure that they source information from the NRF should they not be able to respond to a query from a potential applicant.

## 3. Prepare internal Call for Proposals

- Develop proposal writing guidelines in line with the NRF's assessment criteria.
- Interpret the Call for Proposals (as issued by the NRF) that must include the internal institutional requirements.
- Disseminate a summary of the Call for Proposals, together with the NRF Call documents and proposal writing guidelines, to their institution's potential applicants.

## 4. Proposal writing training sessions

- Coordinate training sessions for applicants to assist with proposal writing, especially for early-career researchers.

## 5. Validation of applications on the NRF Online Submission System – Application Review

- Review applications for completeness and

correctness before submission to the NRF. This includes checking that all compulsory attachments are uploaded and are correct.

- Open applications for amendment if/when required.
- Decline applications that do not comply with the eligibility criteria and provide feedback to the applicant.

## 6. Uploading of Conditions of Grant (CoG) and other documents – Institution Facilities

- Send successful applicants (grantholders) a next-step document of what is expected from them.
- Ensure that CoGs and other mandatory documents are uploaded on the system via the Institution Facilities portal.
- Ensure that grantholders meet important deadlines as announced by the NRF.
- Complete block grant bursaries and Student Nomination Form.

## 7. Student Nomination Forms

- Review student nomination forms for completeness and correctness.
- Upload copy of ID/passport and ensure that this documents are correct.
- Upload signed Student Agreement.
- Upload Proof of Registration.
- Ensure that all required and relevant documents are uploaded as per CoG.

## 8. Validation of Reports – Institution Facilities

- Develop step-by-step guidelines on how to complete the Reports and the process to be followed.
- Remind grantholders to submit their progress reports when the Report requests open.