NRF Online Submission System

THUTHUKA RESEARCH GRANT

Quick Reference Guide
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About the National Research Foundation Online Submission System

The NRF Online Submission System allows potential applicants to apply for funding through an internet web interface using Internet Explorer or Mozilla Firefox browser software to access the online submission system. Logins and passwords are required. If you do not have a password you can register by completing all the compulsory fields (indicated with *) on the NRF Online Submission System and create a password that is at least 6 characters long, contains small letters, capital letters and numerals.

To access the NRF Online Submission System, enter the following URL in your browser's address bar: https://nrfsubmission.nrf.ac.za.

Should you experience any problems, please click on the 'Support' link in the top right-hand corner of all screens. You will then have the option to search through the Frequently Asked Questions. Should you not find information relevant to your query, please click on the Support button and capture the relevant information. Once you click on Send, a call will be logged with the NRF Support Desk.

For more information, e-mail Supportdesk@nrf.ac.za or call the Help Desk at 012 481 4202 between the hours of 08:00 and 16:30 Monday through Friday excluding public holidays. Alternatively, contact Bettie de Beer on 012 481 4034 or Pinkie Matjeka on 012 481 4072.

PLEASE NOTE: A timeout occurs 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. The application can be completed in more than one session - remember to click on save after each entry.
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Setting up an Application

Before attempting to apply online, you must thoroughly read the documents indicated with an arrow in the table below. Visit the Human and Institutional Capacity Development (HICD) website to access the documents: http://hicd.nrf.ac.za.

ICP Downloads

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Alternatively, please navigate to https://nrfsubmission.nrf.ac.za. Under the Open Calls ribbon, click on the selection box next to an open Thuthuka call to access the Call Information Documents.

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 Forgotten Password link on the left-hand menu.
- For technical online enquiries, please contact the Support Desk (Mondays to Fridays from 09h00 to 15h30) on:
  Tel: (012) 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.
**Thuthuka Policy Framework:** This document outlines the context, organisation and operational procedures with regards to the Thuthuka Research Grant. It is intended to give the research community a clear representation of the workings of the grant which will enable them to access funding opportunities, to engage in research and to contribute towards the knowledge economy. The Framework also informs the Thuthuka Manual that will give researchers a clear understanding of how to participate in the programme. Noticeably, the framework deals with underlying principles, application procedures, funding mechanisms, research project organisation, monitoring and evaluation and reporting regimes.

**Thuthuka Manual:** This informs potential and existing Thuthuka grantees on the operational procedures for participation in the funding instrument. It should be read in conjunction with the Framework Document. The manual covers a short overview of the Thuthuka funding instrument, issues around eligibility, funding tracks, application submission and review procedures.

**Thuthuka Pocket Guide:** This briefly outlines the funding rules, eligibility criteria, types of support, financial categories, proposal review process, application and award process, managing changes during the project life cycle and the obligations of the grant holder.

**Sample Budget:** This serves as an example to applicants on how to complete their budgets and how a Thuthuka budget should ideally be completed.

**Thuthuka Institutional Support Form:** This serves to confirm the institution's commitment to support the applicant within the context of NRF support. This support is a mandatory condition for an award to be made and constitutes part of the institution's contractual obligation to the NRF with regards to grant recipients in its employ.
Using the NRF Online Submission System

The NRF Online Submission System allows you to process actions using a workflow design. Workflow provides the technical mechanisms to assign task(s) to the appropriate user based on the roles assigned to the user's profile.

Step 1: Register on the NRF Online Submission System

A.1 New Applicants

New users must register on the NRF Online Submission System by clicking on https://nrfsubmission.nrf.ac.za.

Click the "Not registered? Click here to register" link.

You must complete all of the compulsory fields (indicated with *) on the NRF Online Submission System and create a password that is at least 6 characters long, contains small letters, capital letters and numerals. Click on Save.

After you have successfully registered, you can login to the system by using the ID/passport number and password you have provided during the registration process.
A.2 Current Users: Forgotten your Password?

Please note: If you were registered on the old NRF Online before February 2012, please use your existing login details to access this system. If you have registered before and cannot remember your password, please use the "Forgotten Password" button to reset your password.

- Navigate to https://nrfsubmission.nrf.ac.za and click on "Forgotten Password" on the menu.
- Enter your unique ID/Passport Number.
- Click on the submit button.
- Click on the "Send E-mail" button.
- An email will be automatically sent to you with a link to reset your password.
- Add your password.
- Confirm your password.
- The system will then confirm that your password has been changed.
- Click on "HOME" to log in to the NRF Online Submission System.
Once you have logged in and entered the system, the landing page screen appears. Click on the Guidelines and instructions link for the approval of research output records.

The Research Outputs Summary comprises of:

- A list of all the various research output types that existed on the old NRF Online system. Each output type is a hyperlink which, when clicked, will navigate to the relevant section of the CV where records can be reviewed and processed.

- An indication of how many records, per output type, need to be reviewed/validated (To be Reviewed).

- An indication of how many records, per output type, have been reviewed and approved as correctly cleaned up (Record Approved).

- An indication of how many records, per output type, have been flagged as no longer relevant to the CV (To be Removed).

- An indication of how many records, per output type, have been flagged due to feedback being sent back to the NRF (Feedback Provided).

- The total number of records per output type (Total Records).
Verification of Research Output Records

- This section provides guidelines on using the functionality for reviewing and/or approving cleaned-up research output records.

- Click on the relevant Output Type hyperlink (for example, Chapters in Books) where there are records to be reviewed.

- When the relevant screen loads, click on the icon under the heading **Cleaned-up research output records from NRF Online** at the bottom of the screen. This will expand the panel to show all the cleaned-up records under that research output type.

- In order to view the cleaned-up data for a record, click on the icon next to the relevant record. This will display the new fields with the cleaned-up data. Some of the fields will not be populated as these are additional fields for which there was no data on the old NRF Online system.

- In order to compare the cleaned-up data with the original old NRF Online data, a link has been provided to display the original record. **Click here to view original NRF Online data.**

- Once the cleaned-up data has been reviewed, click on Save. This will mark the record as approved and it will be moved to the top grid on the screen. If further editing needs to be done on the record, it can be done from the top grid.

- Once the record has been verified/approved, it will be added to the CV. Records which have not been verified/approved yet, will not be included in the CV.

- In order to flag a record to be removed from the list, click on the icon next to the relevant record. Provide relevant feedback in the Feedback to NRF block and select To be Removed from the Status drop-down list. This will mark the record in yellow on the grid.

- In order to provide feedback to the NRF, click on the icon next to the relevant record. Provide relevant feedback in the Feedback to NRF block and select Feedback Provided from the Status drop-down list. This will mark the record in red on the grid.

- On the Feedback screen, both the cleaned-up data and old NRF Online data can be viewed by clicking on the relevant link.