



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA



FirstRand
FOUNDATION



RISA
Research and Innovation
Support and Advancement

Research Grants: Black Academics Advancement Programme (BAAP)

Application Guide

Directorate: Grants Management and Systems Administration (GMSA)

Date: March 2022

Table of Contents

1. INTRODUCTION.....	5
2. REGISTERING AND ACCESSING THE SYSTEM.....	5
3. PERSONAL DETAILS.....	7
4. CV SECTION	9
4.1. Sections of the CV	10
4.1.1. Career History	10
4.1.2. Qualifications / Certifications	11
4.1.3. Research Expertise	11
4.1.4. Research Outputs - Primary and Secondary Outputs and Patents	11
5. NAVIGATION AND CONTROLS	12
5.1. Drop-down List Control	12
5.2 Upload Control.....	12
5.3 Calendar Control.....	12
5.4 Toggle Control	13
6. CREATING THE APPLICATION	13
6.1 Additional Information: Research Grants (BAAP)	15
6.2 Details of Research	16
6.3 Attachments	16
6.3 Ethical Clearance	16
6.4 Reviewers – Possible Reviewer and Excluded reviewer	17
6.5 Preferred Panel	17
6.6 Requested Financials	17
6.7 Other sources of funding	19
6.9 National Infrastructure Platforms	19

6.10	Science Engagement	19
6.11	Application Support Input	20
6.11.1	DVC Nomination.....	20
6.11.2	Doctoral supervisor.....	20
6.12	Participating Members	21

Contact Details

When making enquiries use “BAAP Call for 2022” in the subject line of the email.

For NRF online application and grants management related queries please contact:

Professional Officer: GMSA

Ms Thandeka Mthethwa: BAAP

Tel: (012) 481-4163

E--mail: T.Mthethwa@risa.nrf.ac.za

For funding instrument related queries contact:

Professional Officer: HICD

Ms Maphuti Madiga: BAAP

Tel: (012) 481-4150

E--mail: MC.Madiga@risa.nrf.ac.za

Director: GMSA

Ms Thashni Pillay: Emerging Researchers

Tel: (012) 481-4241

E--mail: T.Pillay@risa.nrf.ac.za

For technical online enquiries, please contact the NRF Support Desk during office hours (08:00-16:30) Monday to Friday on:

E--mail address: Supportdesk@nrf.ac.za

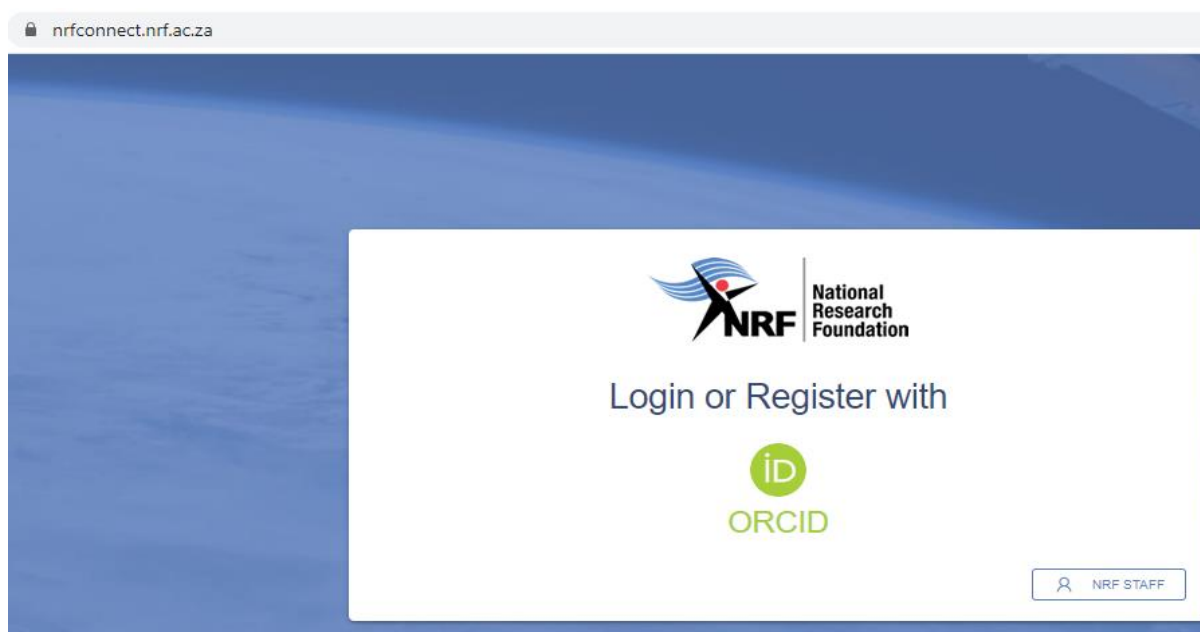
1. Introduction

This document serves as a guideline on how to complete the online application for the Black Academics Advancement Programme (BAAP) Funding Instrument. An understanding of the application process is critical to successfully submitting your application. This guide provides an overview of the application process and funding guidelines.

This document should be read together with the attached BAAP Framework to the current call. The Framework will provide all the detailed information about the BAAP Funding Instrument including eligibility criteria, funding principles as well as the review scorecard.

2. Registering and accessing the system

The application must be completed on the online system: <https://nrfconnect.nrf.ac.za>, using the ORCID (Open Researcher and Contributor ID) credentials.



If not registered on ORCID, click Register now and follow the steps. Continue with the ORCID registration as prompted. If users are already registered on ORCID, they must sign in using one of the following options:

1. ORCID iD
2. Email address linked with your ORCID profile
3. GMAIL account linked with your ORCID
4. Facebook account linked with ORCID

Sign in


Email or 16-digit ORCID iD
example@email.com or 0000-0001-2345-6789


Password


SIGN IN


[Forgot your password or ORCID ID?](#)
[Don't have an ORCID iD yet? Register now](#)

or

 **Access through your institution**

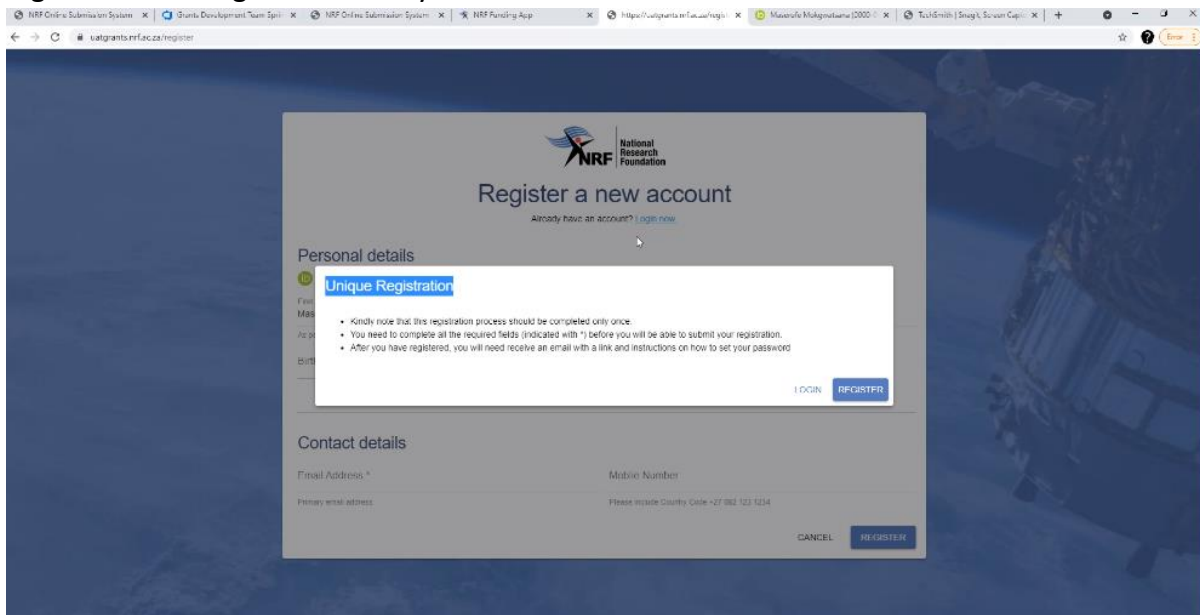
 **Sign in with Google**

 **Sign in with Facebook**

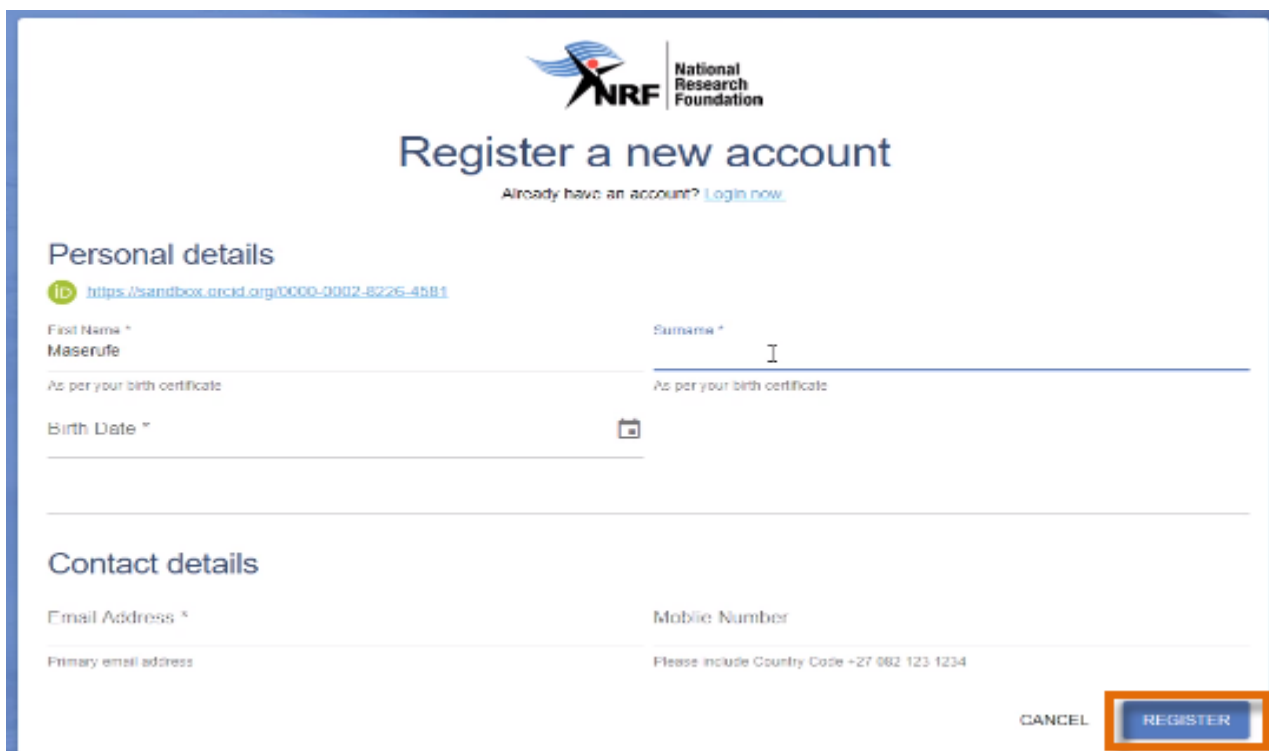


If you currently registered on the NRF Online Submission System, the system would automatically log in with the ORCID profile.

When the ORCID registration process is complete, new users will be redirected to NRF Connect login screen to register on the system.




Complete the missing fields and click Register to complete the process and the system will automatically log the user in.



3. Personal Details

After logging in, please click on the Update Profile button to update or complete the profile details.



Home
Profile
Notifications

Welcome back, [REDACTED]

Why are you seeing these opportur

Based on your profile, these are the applicable funding opportunities you can appl
If you believe you should be able to apply for more opportunities, please review y
to date and correct.

UPDATE PROFILE

- Only black South African Citizens or South African Citizens with disabilities may apply under this call. A certified copy of your South African Identity Document must be attached under the Personal Details only, **please do not attach this document under the attachment section.** If this document is not attached, the application will be rejected.
- Applicants should not be older than forty five (45) years of age at the time of application.
- **Applicants must hold a permanent, full-time academic appointment at one of the 26 public universities in South Africa. The BAAP call is a close call to the universities, so only applicants who are based at the universities will be able to apply. Please include the institution under the personal details section in order to access the call.**


Personal details

Title *	Initials *	First Name *	Surname *
	As per your birth certificate	Please fill in your Name	Please fill in your Name
Maiden Name	Birth Date * 1993/03/05	Citizenship Status *	Country *
		South African Citizenship Status	Country of Birth
Country *	Institution *	Country *	Field of Specialisation *
Current Country		Country of Institution	Field of Specialisation
Position/Designation	Race *	Gender *	Identity *
ID/Passport Number *	Identity Document	Are you disabled in any way? <input checked="" type="checkbox"/>	Specify Disability
As per your Identity document	Upload Identity document of less than 2 MB. 0 (0.0B)		Field is required 0 / 200
Proof of Disability	Upload proof of disability document of less than 2 MB. 0 (0.0B)		

4. CV section

Migrating the CV from the NRF Online Submission System

Should the user be an existing user on the NRF Online Submission System, there is functionality to migrate the CV from the previous system. Click **Verify** to link to the relevant account on the NRF Online Submission System.



Link Submission ...

Connect your old nrf submission profile

NO THANKS

Provide the ID/Passport number and password used on the NRF Online Submission System.

Enter your Old Nrf Submission Details

ID Number *

ID/Passport

Password *

Your Old Password

CANCEL

Once the verification of the two accounts has been completed, confirmation will show at the bottom of the screen.

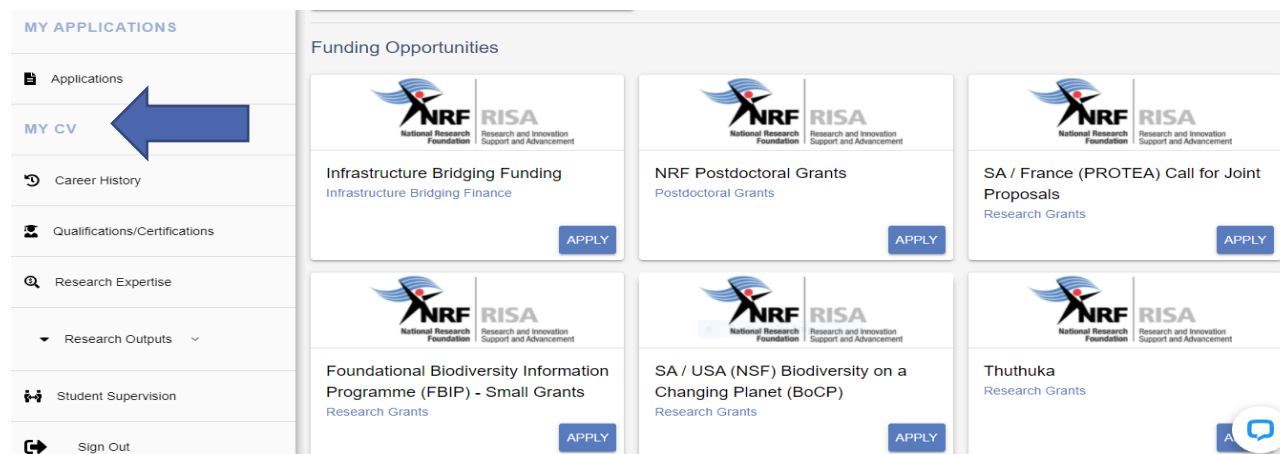
Sync Your CV

Migrate your CV from the previous system

NOT NOW

For new users

The CV can be updated by clicking on the tabs under the CV banner on the left-hand side of the screen.



4.1. Sections of the CV

The CV includes the following sections:

4.1.1. Career History

- The BAAP funding instrument awards are limited to academics at the 26 NRF recognised public universities in South Africa.
- Applicants must hold a permanent, full-time academic appointment or, a fixed-term appointment that extends for the full grant period plus one additional year.
- Applicants in an nGAP appointment are not eligible to apply for BAAP funding.
- The term “academic” relates to lecturing duties as part of their job. If any of the following “positions” (current career) are indicated under the Career Profile section of your CV, your application will be deemed ineligible:
 - Doctoral student
 - Postdoctoral fellow
 - Lab technician
 - Coordinator

- Administrator
- Research Fellow
- Tutor

4.1.2. **Qualifications / Certifications**

PhD track

- Master's degree should be the highest qualification.
- If the Master's degree is "in progress", then the date of completion should be before February 2023.
- Applicants who received previous freestanding and/or grantholder-linked doctoral scholarships are not eligible to apply for further funding under the same level.

Post-PhD track

- Applicants should have obtained a Doctoral degree no more than five (5) years prior to the date of first application.
- If the Doctoral degree is "in progress", then the date of completion should be before February 2023. *Please include the Doctoral degree under this section and indicate the anticipated date of completion.*

4.1.3. **Research Expertise**

Select the relevant primary research field, secondary research from the drop-down list. To search for a field of specialisation, please start typing any part of the word in the appropriate space.

4.1.4. **Research Outputs - Primary and Secondary Outputs and Patents**

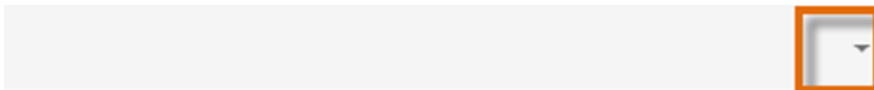
Click on **Research Outputs Menu** to select the relevant output type.

Should the outputs have been Synched with NRF Submission, a list of outputs will be available for editing or deletion.

5. Navigation and Controls

5.1. Drop-down List Control

Click on the arrow on the drop-down to see a list of options. Then click on the relevant option(s) to select.



5.2 Upload Control

Click on the **Attachment** icon to upload required document(s).



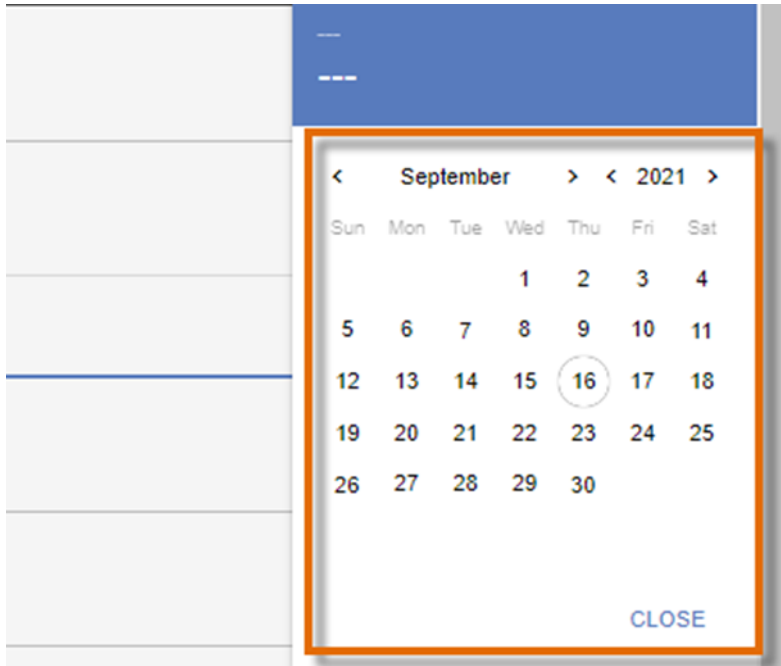
Click here to upload the relevant document *

5.3 Calendar Control

Click on the **Calendar** icon to select the date, where a date is required.

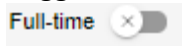


A full **Calendar** will be displayed to allow for selection of the relevant date (follow the sequence as follows: year, month, day).

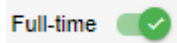


5.4 Toggle Control

Toggle to indicate **No**.



Toggle to indicate **Yes**.



Are you disabled in any way?

Please make sure that the toggle has fully marked no or yes based on your selection. Toggle not fully selected will not allow the section to complete.

6. Creating the application

An application can be created from the **Home/Landing page** or from the **My Applications** menu.

Create Application from Home/Landing page

The Funding Opportunities listed under your profile will be those that the applicant might be potentially eligible to apply for based on the information captured under the CV section.

Click Apply on the funding call for which you are applying to create an application.

To continue working on an application, click **Edit** on the funding call you want to edit.

The screenshot shows a user interface for 'My Applications'. On the left is a navigation menu with options: Home, Profile, MY APPLICATIONS, Applications, MY CV, Career History, Qualifications/Certifications, Research Expertise, Research Outputs, Student Supervision, and Sign Out. The main content area is divided into two sections: 'My Applications' and 'Funding Opportunities'. Each section contains three cards. The 'My Applications' cards are for 'Black Academics Advancement Programme', 'Thuthuka', and 'Research Development Grants for nGAP Scholars'. The 'Funding Opportunities' cards are for 'Infrastructure Bridging Funding', 'NRF Postdoctoral Grants', and 'NRF/CNRS/IRD/Cirad Collaboration'. Each card has an 'EDIT' or 'APPLY' button, with the 'EDIT' buttons in the 'My Applications' section highlighted with a red box.













Create Application from My Applications Menu

Click the expand icon next to the relevant Category to see the Calls associated with the Category. Then Click **Create** next to the relevant Funding Opportunity to create a new application.

The screenshot shows the 'My Applications' menu. It features a 'List of Applications' section with a table of categories. The categories are: Infrastructure Bridging Finance, Postdoctoral Grants, and Research Grants. Below this, there is a list of funding opportunities: NRF/CNRS/IRD/Cirad Collaboration, Foundational Biodiversity Information Programme (FBIP) - Small Grants, Italy/South Africa Joint Research Programme (ISARP) Call for Proposals, Black Academics Advancement Programme, BRICS Multilateral Joint Call, and Thuthuka. Each funding opportunity has a 'CREATE' button next to it.

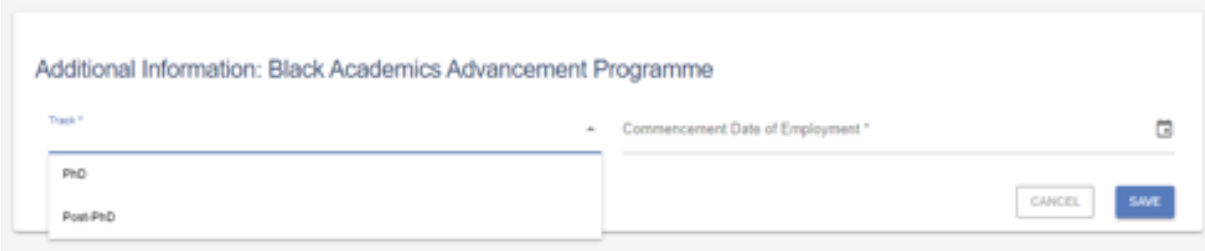
Sections of the application

- Please note that some sections (e.g Personal Details, CV Details) will be pre-populated, if they were completed on Update Profile and MY CV sections.
- Most application screens have application specific instructions to help you work through the section. Please read the instruction carefully before completing the section.
- Completed sections will be indicated by a green tick on the main menu, while incomplete sections will have a red cross. Please ensure that you press the “save” button after completing information in a section, before returning back to the application.
- All sections marked with a red asterisk (*) are compulsory sections in the application. These sections must be completed for the final submit button to be active.

Section	Complete	Updated	Edit
Personal Profile *	✓	14/03/2022	
Qualifications/Certifications *	✗		
Research Expertise *	✓	14/03/2022	
Student Supervision	✗		
Career History *	✓	14/03/2022	
Research Outputs *	✗		
Patents *	✗		
Top Research Outputs *	✗		
Basic Information *	✗		
Additional Information *	✗		
Additional Information: Black Academics Advancement Programme *	✗		
Details of Research *	✗		










6.1 Additional Information: Research Grants (BAAP)

Please indicate the BAAP track (PhD or Post-PhD) you are applying for. If the incorrect track has been indicated, the application will be rejected without review.



6.2 Details of Research

The details of research section is one of the most important part of the application and is looked at during the review process (please refer to the detailed review scorecard in the Framework document). This section is made up of multiple sub-sections that must be completed with as much detail as possible. Character limitations are indicated in each sub-section.

Section	Complete	Updated	Edit
Problem Statement *	x		
Aims and Objectives *	x		
Rationale and Literature Review *	x		
Proposed Activities/Methodology/Work Plan *	x		
Anticipated Outputs *	x		
Potential Impact and Outputs *	x		
Transformation *	x		
Alignment to National Imperatives	x		
Data Management and Utilisation	x		

6.3 Attachments

The following attachments are required for BAAP:

- A self-motivation from the applicant detailing his/her academic and research career plan, the benefits and intended outcomes to be achieved from the time off period.

6.3 Ethical Clearance

Indicate if ethical clearance is required for your research and if it has been obtained already.

*Note: If your application is successful and if ethical clearance is required for your research, then the ethical clearance certificate must be sent to the NRF together with the signed Conditions of Grant. Without this certificate, funds cannot be released.

6.4 Reviewers – Possible Reviewer and Excluded reviewer

Please indicate potential subject experts who would be suitable to review your application. A minimum of six (6) reviewers are required. Applicants are given the opportunity to identify reviewers (not exceeding three) who the NRF should not approach. Please use the appropriate 'tab' to enter relevant information.

You can search for the reviewer on the system by typing part of their email address.

Possible reviewer Excluded reviewer

Search for the email address or part of the name of the reviewer

5 or more characters

Should a reviewer not be found, please select the not found tab to add the reviewer details.

6.5 Preferred Panel

Indicate the most suitable panel that your project should be evaluated under.

6.6 Requested Financials

Please refer to the Framework for more information about the BAAP granting rules, financial control and categories supported. Please note that some of the running expenses sub-categories listed under the template are not supported under BAAP.

****Please include all financial details (i.e., budget breakdown) in the space provided in the application. Do not add attachments with the required detail to the application. This will not be looked at during the funding decisions process. **Only indicate the NRF contribution under this section.**

The three (3) distinct budget categories supported by the NRF and the maximum amount that will be awarded per category are indicated in Table 1.

Table 1: Financial categories supported and maximum amounts funded.

No.	Category of Support	Maximum amount (NRF contribution)
1.	Running Expenses <ul style="list-style-type: none"> • International conferences • Materials and supplies • Local conferences • Local travel • Research equipment • Research/technical/ad hoc assistants • Science Engagements 	R50 000 for 6 months R100 000 per annum
2.	Lecturer Replacement Costs	R200 000 per annum
3.	International Travel (Mobility) *Applicable to Postdoctoral track only	R100 000 per annum

NRF Exclusions for Financial Support:

- Indirect costs (overheads);
- Registration fees for enrolment;
- Basic office equipment;
- General stationery, photocopying and printing costs;
- Journal publications; journal subscription costs and textbooks;
- Telephone, fax and internet costs;
- Personal laptops, computer hardware, net books, hand-held notebooks and personal digital assistant (PDA) devices;
- Purchase or renewal of software licenses unless for specialised equipment;
- Any funding line item that is listed as: “miscellaneous”, “other” or “etc.”;
- Visa and permit fees;
- Events not attached to the conference;
- Presentation of the same work at multiple conferences; or
- Attendance of more than one conference abroad per year;

- Meetings, workshops, networking and collaboration events;
- Administrative and/or secretarial support.

Note: Applicants must include a detailed and well-motivated budget for each of the years in the grant application. Budget requests and motivations that are NOT consistent with the permissible funding categories will NOT be considered in the Funding Decision process. Budget requests must be well-motivated according to the requirements of the BAAP Funding Instrument. Budget requests that are not according to the requirements of the BAAP Funding Instrument will not be approved for funding.

The application must include a detailed well-structured project plan which outlines the following:

- Project schedule/Work Breakdown Structure (WBS) with the work divided into manageable activities linked to specific time-bound outcomes (i.e. list of tasks/activities/objectives linked to timelines and expected outputs) and
- Project budget - listing activities, costs and motivation towards efficient use of resources (refer to Application and Funding guide for more information).

6.7 Other sources of funding

To realistically gauge the full extent of the proposed research, details of other sources of financial support for the research must be submitted in the application budget. This in no way compromises or disadvantages the proposal; instead, knowledge of the commitment and contribution of other contributors (where applicable) serves to better understand the feasibility of the proposed research project.

If there are no other sources of funding, please select “add” under the section, then select “N/A” from the dropdown list under “source”. You can then enter 0 values for the different years.

6.9 National Infrastructure Platforms

Indicate the infrastructure platform (i.e., planned equipment or data) that will be accessed outside your own institution during the grant.

6.10 Science Engagement

List any science communication or public engagement activities that will take place during the grant.

6.11 Application Support Input

6.11.1 DVC Nomination

A nomination and a strong motivation from the DVC Research (or equivalent) at the university where the academic is employed is required under this programme. The motivation must detail the reasons for nominating the candidate, the alignment with the university research and academic staffing plan and any strategic partnership with other universities for proposal development, co-supervision and/or support for emerging research development.

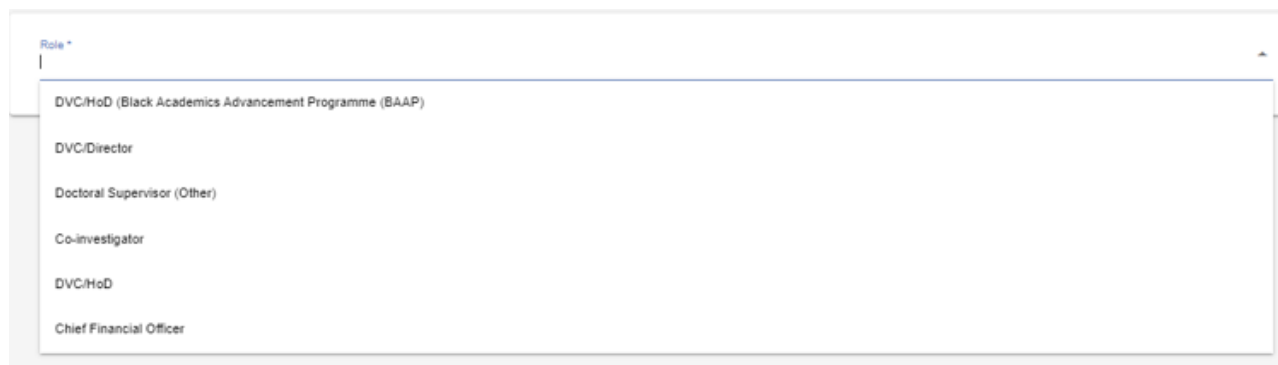
Once the application has been submitted, **an e-mail will be generated requesting the DVC Research (or equivalent) to complete the form electronically.** Please ensure that they are aware you will be submitting the form for them to complete and submit. The form is compulsory and if not submitted, the application will not be considered for funding

6.11.2 Doctoral supervisor

Applicants under the PhD track must add their supervisor's details in this section. Once the application has been submitted, an e-mail will be generated requesting the supervisor to complete the reference report electronically. Please ensure that the contact details provided in the application are correct.

*The supervisor's report is compulsory and without this the application will not be considered for funding.

There are NO compulsory references required for applicants under the Post-PhD track. Applicants can add the details of any academic referees who may be able to comment on their work.



The image shows a screenshot of a web form's dropdown menu for the 'Role' field. The dropdown is open, displaying a list of six options. The first option is 'DVC/HoD (Black Academics Advancement Programme (BAAP))', which is highlighted in blue. The other options are 'DVC/Director', 'Doctoral Supervisor (Other)', 'Co-investigator', 'DVC/HoD', and 'Chief Financial Officer'. The dropdown menu has a light blue border and a small upward-pointing arrow on the right side.

6.12 Participating Members

Add the details of additional people e.g., collaborators, who will be involved in the research project.