



DSI-NRF Research Development Grants for  
*New Generation of Academics Programme*



## **Funding Instrument: DSI-NRF Research Development Grants for New Generation of Academics Programme (nGAP) Scholars**

### **Application Guide**

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

**Date: March 2022**

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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](mailto:Supportdesk@nrf.ac.za)

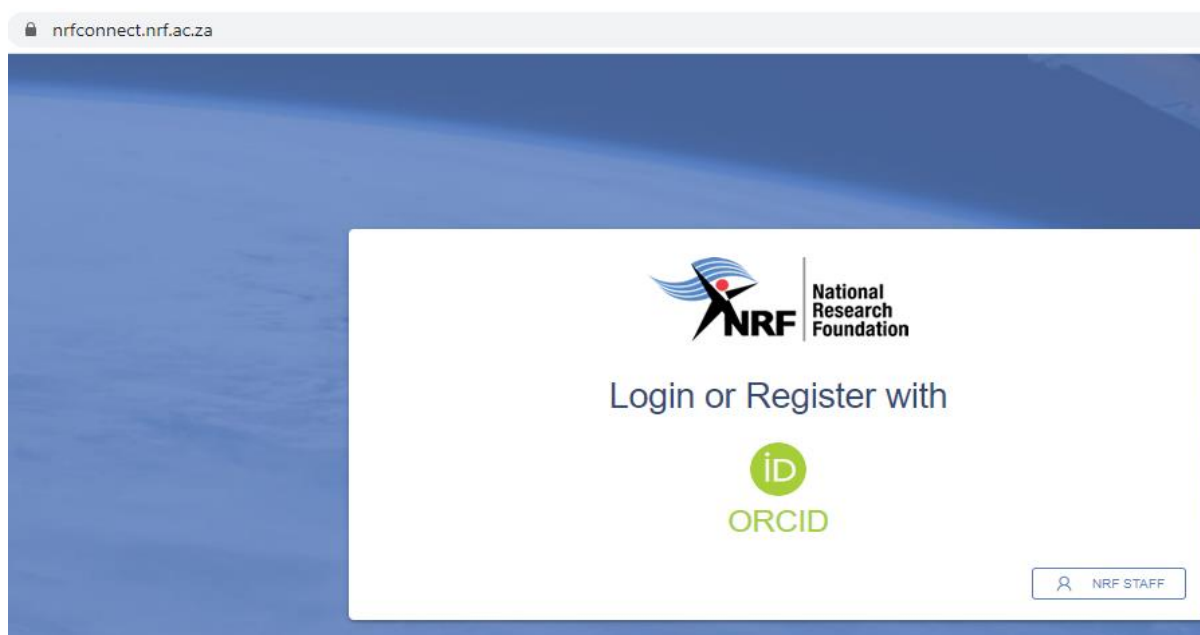
## 1. Introduction

This document serves as a guideline on how to complete the online application for the nGAP 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 nGAP Framework to the current call. The Framework will provide all the detailed information about the nGAP 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**

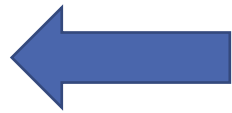
[Forgot your password or ORCID ID?](#)  
[Don't have an ORCID ID yet? Register now](#)

or

 **Access through your institution**

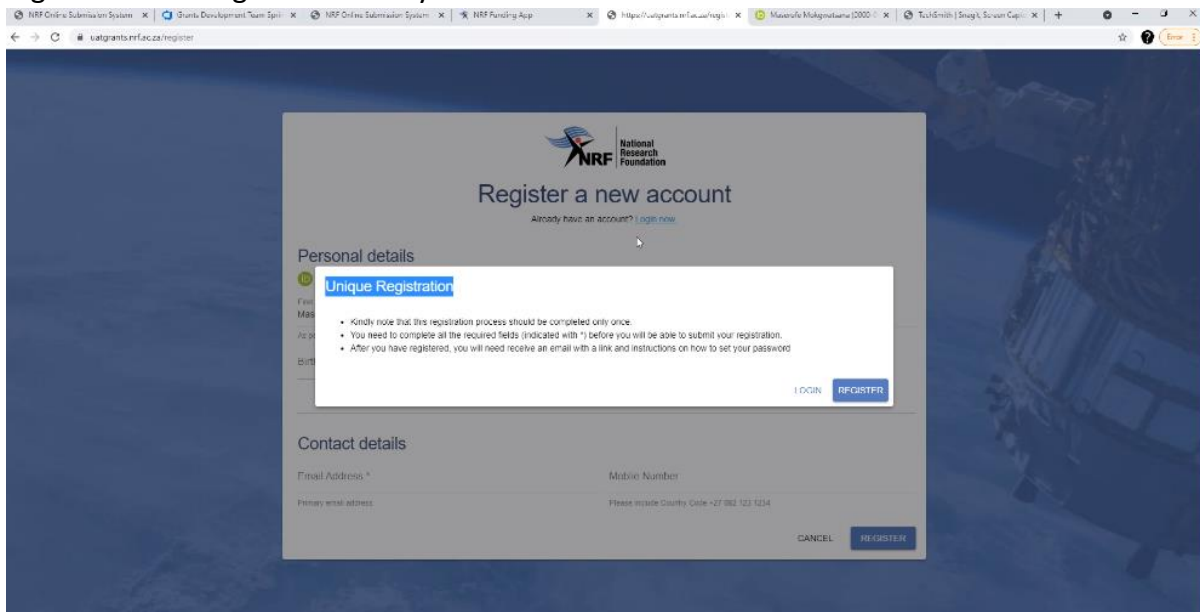
 **Sign in with Google**

 **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.



## Register a new account

Already have an account? [Login now.](#)

### Personal details

ID <https://sandbox.orcid.org/0000-0002-8226-4581>

First Name \*  
Maserufe

Surname \*  
I

As per your birth certificate

Birth Date \*

### Contact details


Email Address \*  
Primary email address

Mobile Number  
Please include Country Code +27 062 123 1234

CANCEL

### 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 yō  
to date and correct.

- South African citizens and permanent residents must attach a certified copy of your South African Identity Document. This document must be attached under the Personal Details only, **please do not attach this document under the attachment section**. If these documents are not attached, the application will be rejected.

## 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.

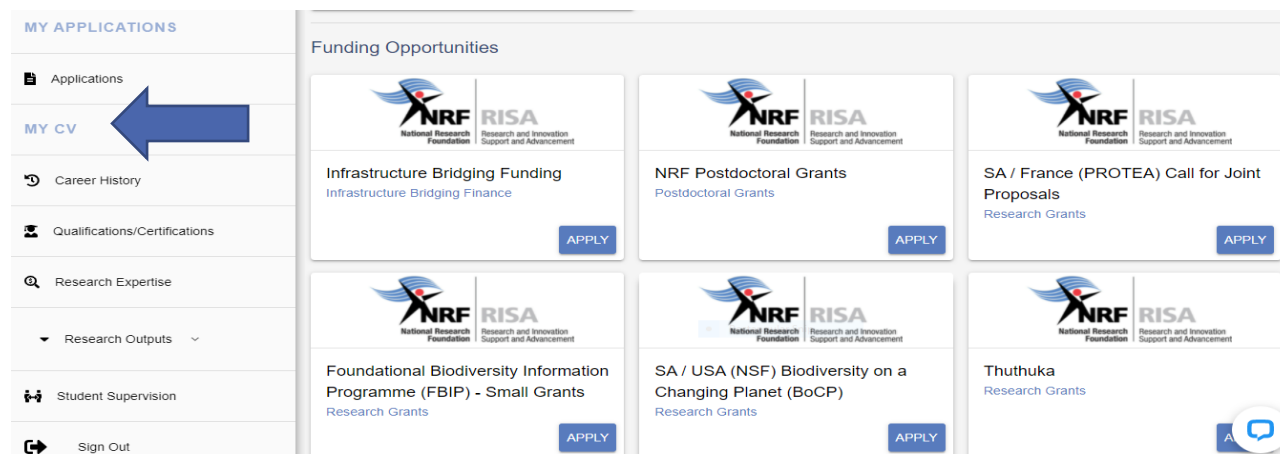
### Sync Your CV

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 nGAP funding instrument awards are limited to nGAP scholars (academic staff appointed by the DHET at their respective universities) who are in their first and second year of appointment ONLY.
- The nGAP appointment must be indicated under the Career Profile.

### 4.1.2. Qualifications / Certifications

#### PhD track

- Master's degree should be the highest qualification.
- 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

- Doctoral degree should be the highest qualification.

#### 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.

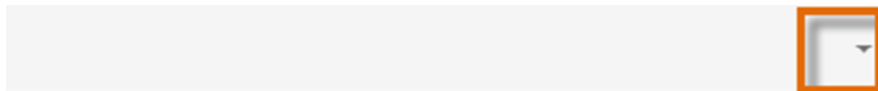
#### 4.1.5. Student Supervision

This section is for capturing the student supervision track record.

## 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

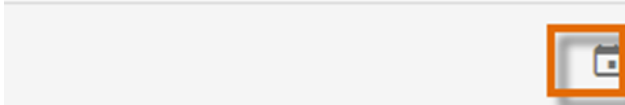
Click on the **Attachment** icon to upload required document(s).



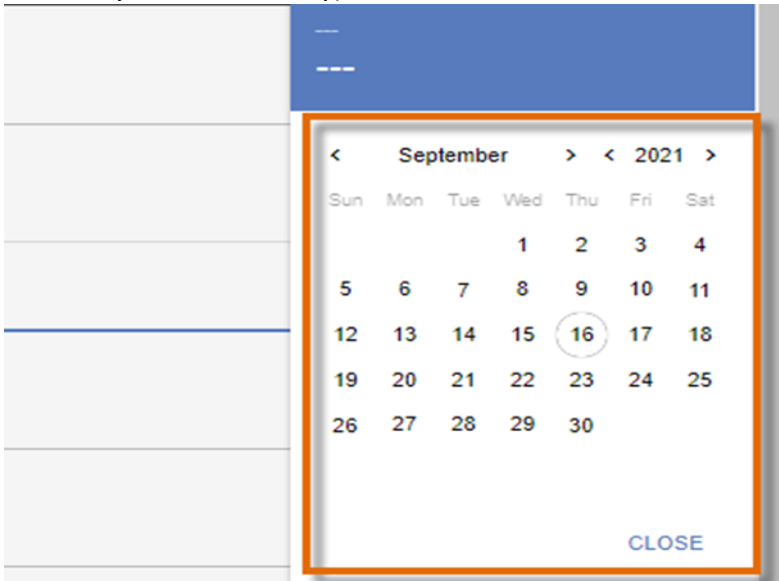
Click here to upload the relevant document \*

### 5.3 Calendar Control

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

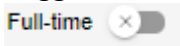


A full **Calendar** will be displayed to allow for selection of the relevant date (follow the sequence as follows: year, month, day).

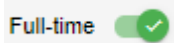


### 5.4 Toggle Control

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.

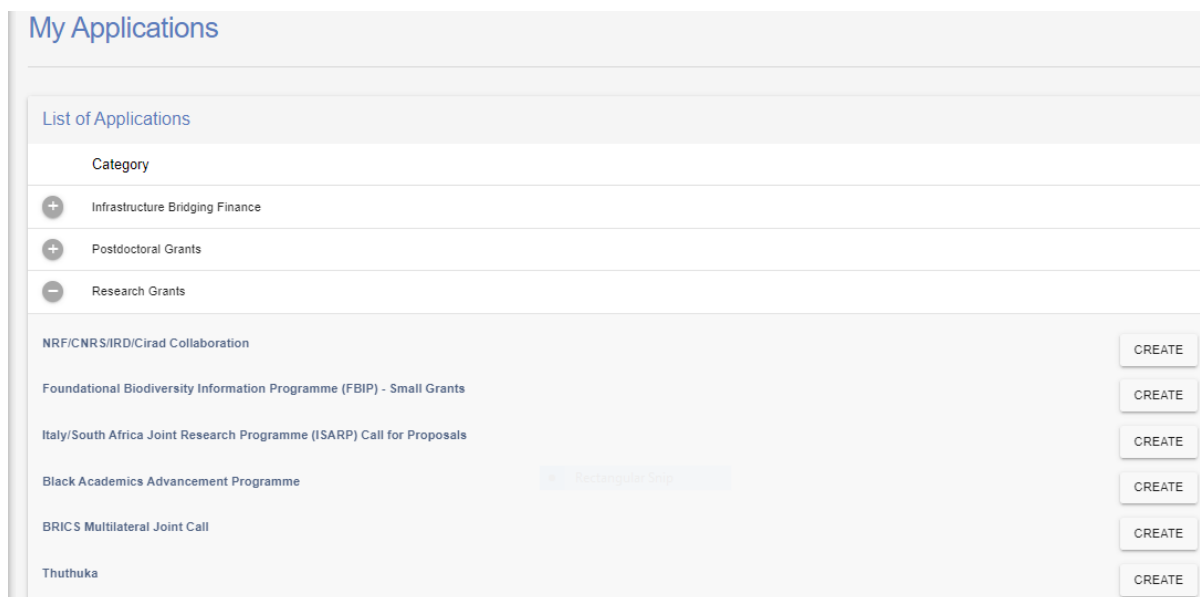
To continue working on an application, click **Edit** on the funding call you want to edit.

The screenshot shows a user interface for managing 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, each with the NRF and RISA logos. The 'My Applications' section includes: 1) 'Black Academics Advancement Programme' (BAAP2203141955008) with an 'EDIT' button highlighted in a red box; 2) 'Thuthuka' (TTK2203141955007) with an 'EDIT' button; 3) 'Research Development Grants for nGAP Scholars' (NGAF2203141955008) with an 'EDIT' button. The 'Funding Opportunities' section includes: 1) 'Infrastructure Bridging Funding' (Infrastructure Bridging Finance) with an 'APPLY' button highlighted in a red box; 2) 'NRF Postdoctoral Grants' (Postdoctoral Grants) with an 'APPLY' button; 3) 'NRF/CNRS/IRD/Cirad Collaboration' (Research Grants) with an 'APPLY' button.

### 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.



## 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 *	✓	22/02/2022	/
Career History *	✓	22/02/2022	/
Qualifications/Certifications *	✓	22/02/2022	/
Research Expertise *	✓	22/02/2022	/
Student Supervision *	✓	22/02/2022	/
Research Outputs *	✓	22/02/2022	/
Patents *	✓	22/02/2022	/
Basic Information *	✗		/
Attachments *	✗		/
Additional Information: nGAP *	✗		/
Ethical Clearance *	✗		/
Requested Financials *	✗		/
Science Engagement *	✗		/

## 6.1 Additional Information: nGAP

Please indicate the nGAP 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 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.

## 6.3 Attachments

The following attachments are required for nGAP:

- A letter from a South African public university confirming the appointment of the applicant as an nGAP scholar; or
- A signed acceptance, by the applicant, of an offer of appointment as an nGAP scholar at a South African public university.

## 6.4 Requested Financials







Please refer to the Framework for more information about the nGAP 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 nGAP.

**\*\*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 grant may be used to cover the following costs:

- Proposal development;
- Research running expenses; and
- Small research equipment.

[BACK TO APPLICATION](#)

Summary of Operating Cost				<a href="#">CREATE</a>
Year	Line Item	Sub-line item	Amount	
2022	Running expenses	Small Research Equipment	R10000	 
2022	Running expenses	Research Proposal Development	R10000	 
2022	Running expenses	Research Running Expenses	R10000	 

Records per page: 5 ▾ 1-3 of 3

Two types of awards will be provided based on the level of the nGAP scholar, namely:

- An award of R30 000 per annum for two years for nGAP scholars in the PhD track; and
- An award of R50 000 per annum for two years for nGAP scholars in the Post-PhD track.

## 6.5 Science Engagement

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