



GUIDELINES TO COMPLETE BI-ANNUAL PROGRESS REPORTS FOR 2022 POSTGRADUATE SCHOLARSHIPS VIA NRF CONNECT

Masters and Doctoral students who received funding under the new DSI-NRF Postgraduate Student Funding Policy from 2021 onwards, at either full cost of study or partial cost of study, **must** complete a bi-annual progress report. Reports will be accessed via **NRF Connect** (<https://nrfconnect.nrf.ac.za>).

It is the responsibility of the grantholder to submit the mid-year Progress Report by the stipulated deadline (**31 August 2022**). It is advisable to submit the report prior to the closing date to avoid any system overloads.

Note: Grantholders who were registered in the first semester of 2022 who fail to comply and do not complete a mid-year progress report will be in breach of the conditions of grant. These grantholders will not be eligible for further funding and will have to return any NRF funding that has already been paid to them. Please see the Conditions of Grant for more information.

Should you require any technical assistance please contact:

Supportdesk

Email: Supportdesk@nrf.ac.za

PROGRESS REPORT GUIDELINES

Note: The NRF has started using a new system called **NRF Connect** (<https://nrfconnect.nrf.ac.za>). Progress reports will be accessed via NRF Connect – the system will then re-route the grantholder to the NRF Online Submission System. The CV sections on NRF Online Submission are no longer active. Should there be any major updates to your CV, please update your CV on NRF Connect.

Step 1: Login or Register

- When accessing NRF Connect (<https://nrfconnect.nrf.ac.za>), the grantholder will be directed to a Login (for registered users) and Register (for new users) page.
- All grantholders are required to be registered on the NRF Connect system to make use of the relevant functionality.

Grantholders must click the **ORCID (Open Researcher and Contributor ID)** icon to login or register.



Step 2: Signing in with ORCID iD

Grantholders already registered on ORCID, must sign in using one of the following options:

- ORCID iD
- Email address linked with your ORCID profile
- GMAIL account linked with your ORCID
- Facebook account linked with ORCID

When clicking on **Sign In**, the system will redirect you to the NRF Connect login page and automatically log you in.

Sign in

example@email.com or 0000-0001-2345-6789

SIGN IN

[Forgot your password or ORCID ID?](#)

Don't have an ORCID iD yet? [Register now](#)

or



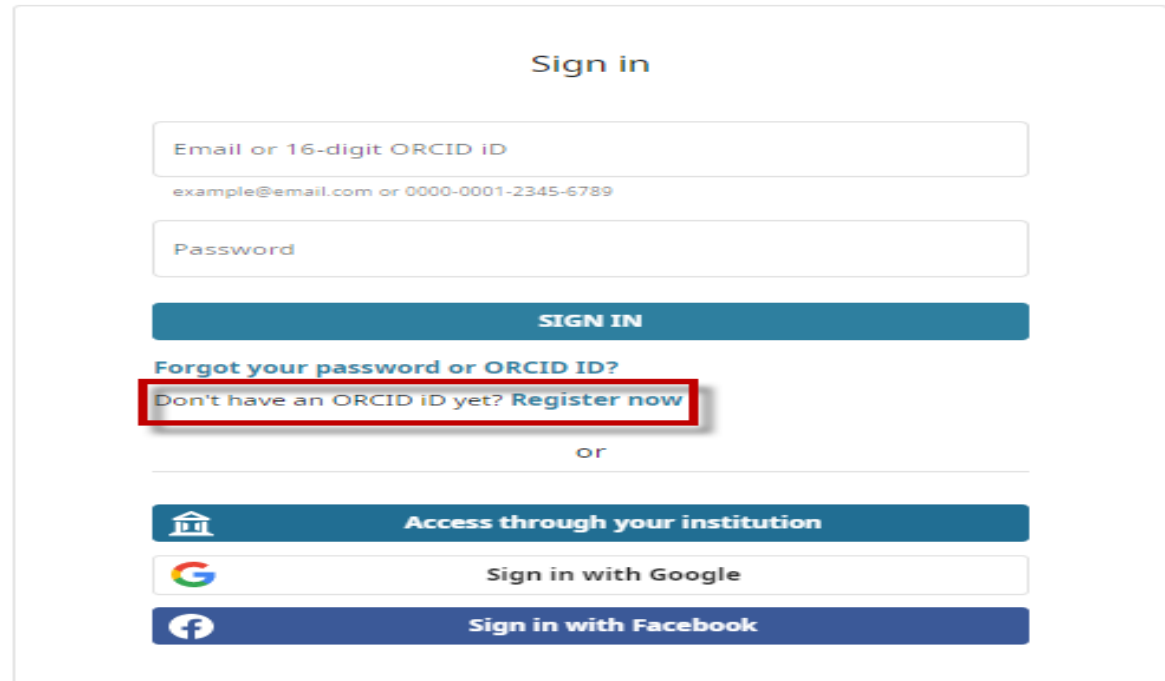
Access through your institution



Sign in with Google

Step 3: Creating the ORCID iD

- Grantholders that are not registered on ORCID, must click “**Register now**” and follow the steps to create an ORCID profile.



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

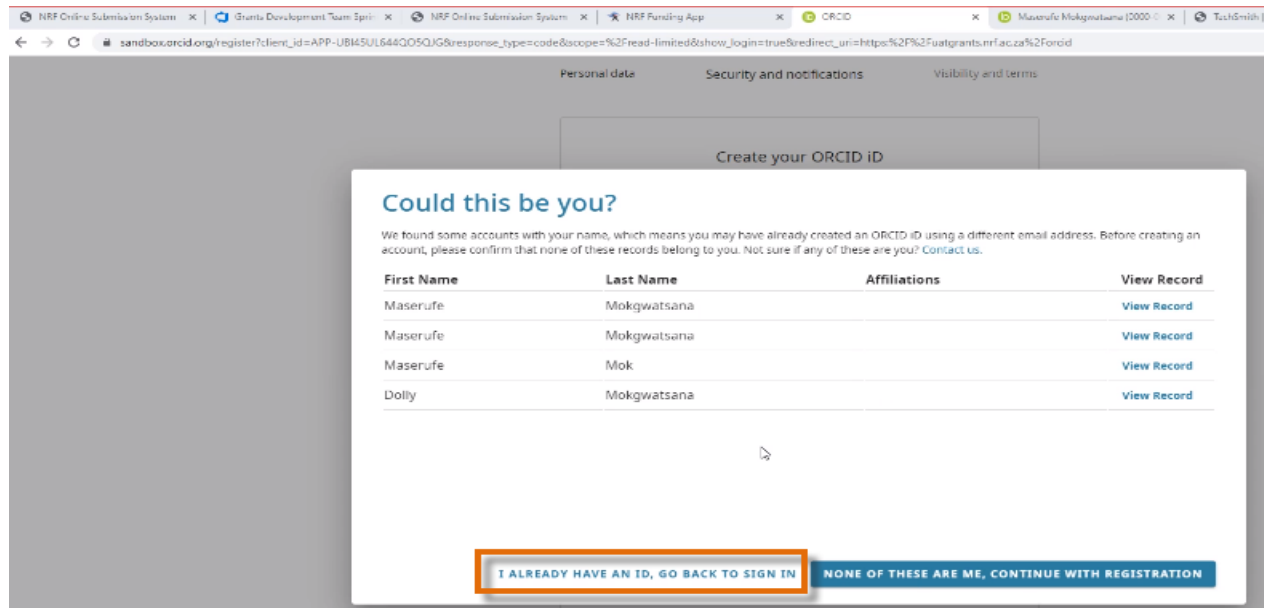
 **Access through your institution**

 **Sign in with Google**

 **Sign in with Facebook**

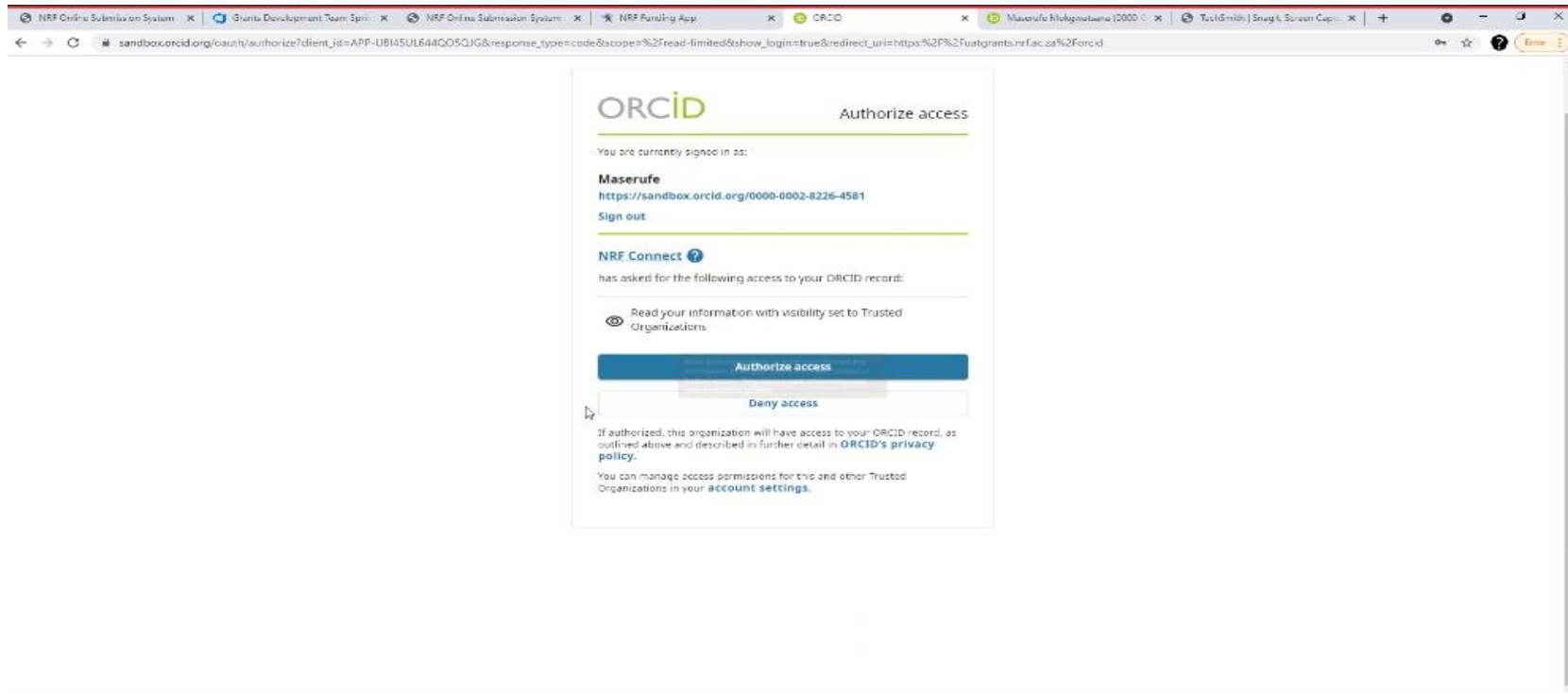
Step 4: Existing ORCID Profiles

- On clicking 'Register Now', the system will return the following message: *"We found some accounts with your name, which means you may have already created an ORCID iD using a different email address. Before creating an account, please confirm that none of these records belong to you. Not sure if any of these are you?"*
- If any of the listed profile(s) belong to you, click *"I already have an ID, go back to sign in"*.
- If none of the profiles are yours, click *"None of these are me, continue with registration"*.



Step 6: Authorize Access

Continue with the ORCID registration as prompted.



Step 7: Register on NRF Connect

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

NRF National Research Foundation

Register a new account

[Already have an account? login now](#)

Personal details

Unique Registration

- Kindly note that this registration process should be completed only once.
- You need to complete all the required fields (indicated with *) before you will be able to submit your registration.
- After you have registered, you will need receive an email with a link and instructions on how to set your password

LOGIN REGISTER

Contact details

Email Address * Mobile Number

Primary email address Please include Country Code +27 82 123 1234

CANCEL REGISTER

Step 8: Grantholders with NRF Online Submission Profiles

Grantholders who are currently registered on the NRF Online Submission System, will be automatically logged in to NRF Connect with the ORCID profile.

NRF National Research Foundation

Register a new account

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

Personal details

Unique Registration

- Kindly note that this registration process should be completed only once.
- You need to complete all the required fields (indicated with *) before you will be able to submit your registration.
- After you have registered, you will need receive an email with a link and instructions on how to set your password.

LOGIN REGISTER

Contact details

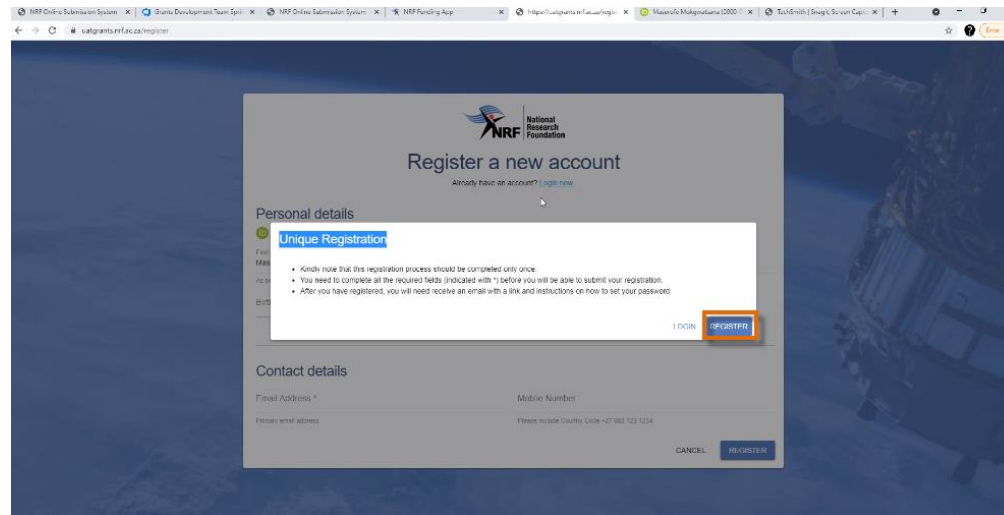
First Address *
Primary email address

Mobile Number
Please include Country Code +27 362 123 1234

CANCEL REGISTER

Step 9: Grantholders without NRF Online Submission Profiles

If you're not registered on NRF Online Submission system, click **'Register'** to register and create a profile on the new NRF Connect system.



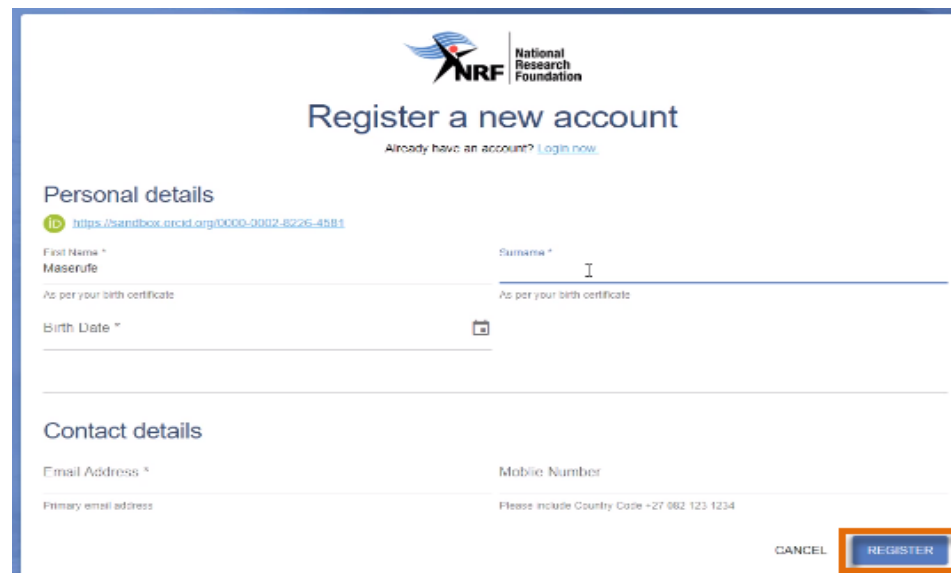
The screenshot shows a web browser window with the URL <https://nrfconnect.org/register>. The page title is "Register a new account" and it features the NRF logo. A modal box titled "Unique Registration" is displayed, containing the following text:

- Kindly note that this registration process should be completed only once.
- You need to complete all the required fields (indicated with *) before you will be able to submit your registration.
- After you have registered, you will need receive an email with a link and instructions on how to set your password.

Below the modal box, there are "LOGIN" and "REGISTER" buttons. The "REGISTER" button is highlighted with an orange box. At the bottom of the registration form, there are "CANCEL" and "REGISTER" buttons, with the "REGISTER" button also highlighted with an orange box.

Step 10: Login on NRF Connect

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



The screenshot shows the NRF Connect registration page with a blue border. The page title is "Register a new account" and it features the NRF logo. The "Personal details" section includes the following fields:

- IC: <https://sandbox.ncrd.org/0000-0002-8226-4881>
- First Name *: Maserufe
- Surname *: [Empty]
- Birth Date *: [Empty]

The "Contact details" section includes the following fields:

- Email Address *: [Empty]
- Mobile Number: [Empty]

At the bottom right, there are "CANCEL" and "REGISTER" buttons, with the "REGISTER" button highlighted with an orange box.

ACCESSING THE BI-ANNUAL PROGRESS REPORT

Step 1:

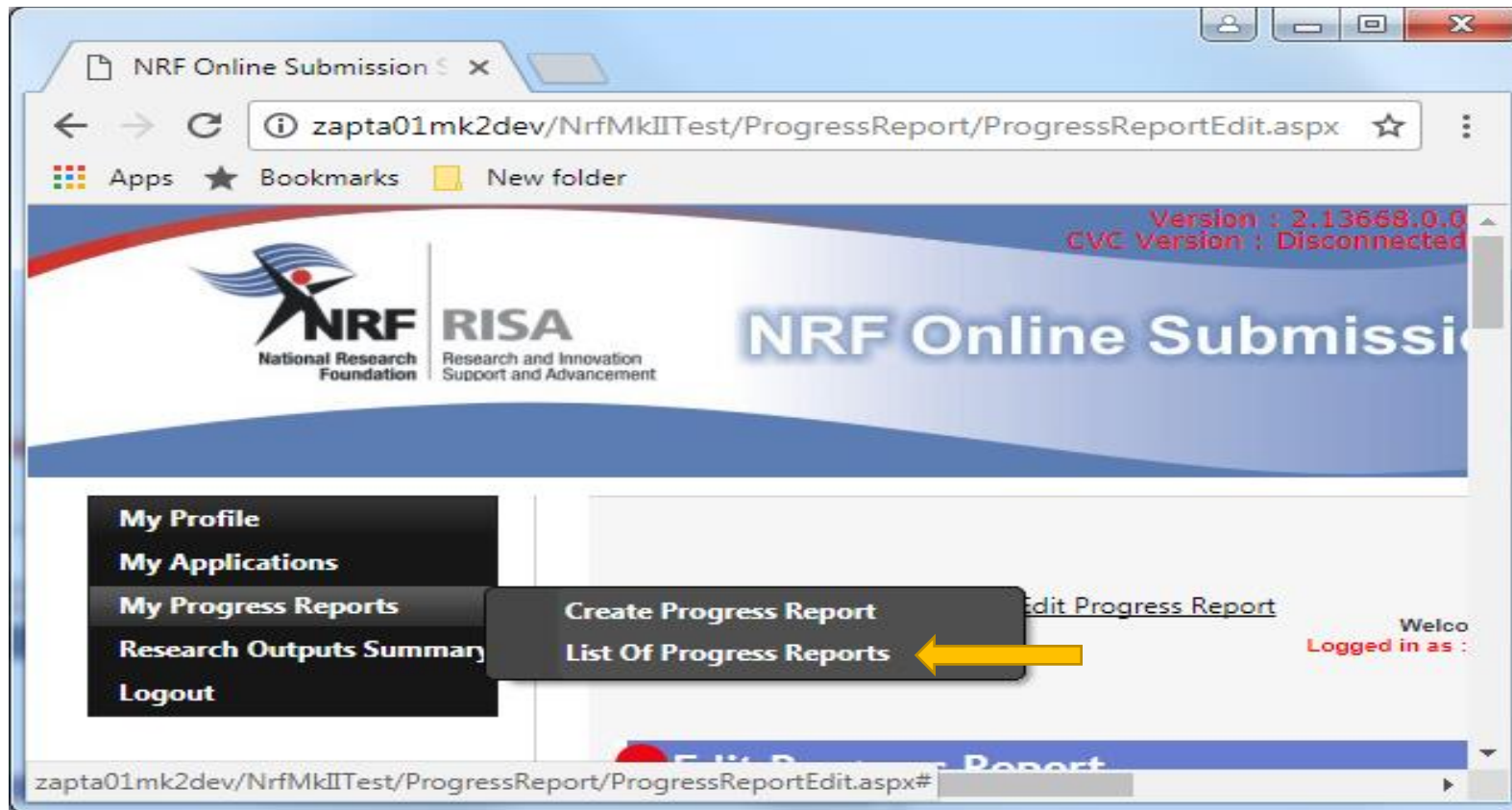
Once logged into NRF Connect, on the homepage, please click on “connect” under the Bi-Annual Progress Report tab. This will take you to the NRF Online Submission system to complete the Progress Report.

The screenshot shows the NRF Connect homepage. At the top, there is a dark blue header with the text "NRF Connect" and a hamburger menu icon. Below the header, there is a white box containing instructions for users who have created a CV on NRF Online Submission, advising them to sync their Research Outputs first. The instructions include: "Click on 'Verify' below the instructions.", "Use your NRF Online Submission login details to start the verification process.", and "When the system confirms that the verification process is complete, go to 'Sync Your CV' and click on 'Sync Now'." Below these instructions, there is a section titled "Applications" with the text: "Select the funding opportunity you want to apply for and click on APPLY.", "Applications you have created will appear at the top. Click on EDIT to continue working on an application.", and "To access Call documents with information relevant to the Call you may wish to apply for, go to <https://www.nrf.ac.za/funding/call-documents/nrf-call-for-proposals-for-funding-in-2022-and-2023/>." At the bottom of this white box, there is a note: "For technical assistance please contact the Support Desk at: Supportdesk@nrf.ac.za from Monday to Friday between 08:00 and 16:30."

Below the white box, there are two white cards. The first card is titled "Link Submission Profile" and contains the text "Connect your old nrf submission profile". It has a "NO THANKS" button and a "VERIFY" button. The second card is titled "Bi-Annual Progress R..." and contains the text "Connect to NRF Submission to complete Bi-Annual Progress 2022". It has a "CONNECT" button. A yellow arrow points to the "CONNECT" button on the second card.

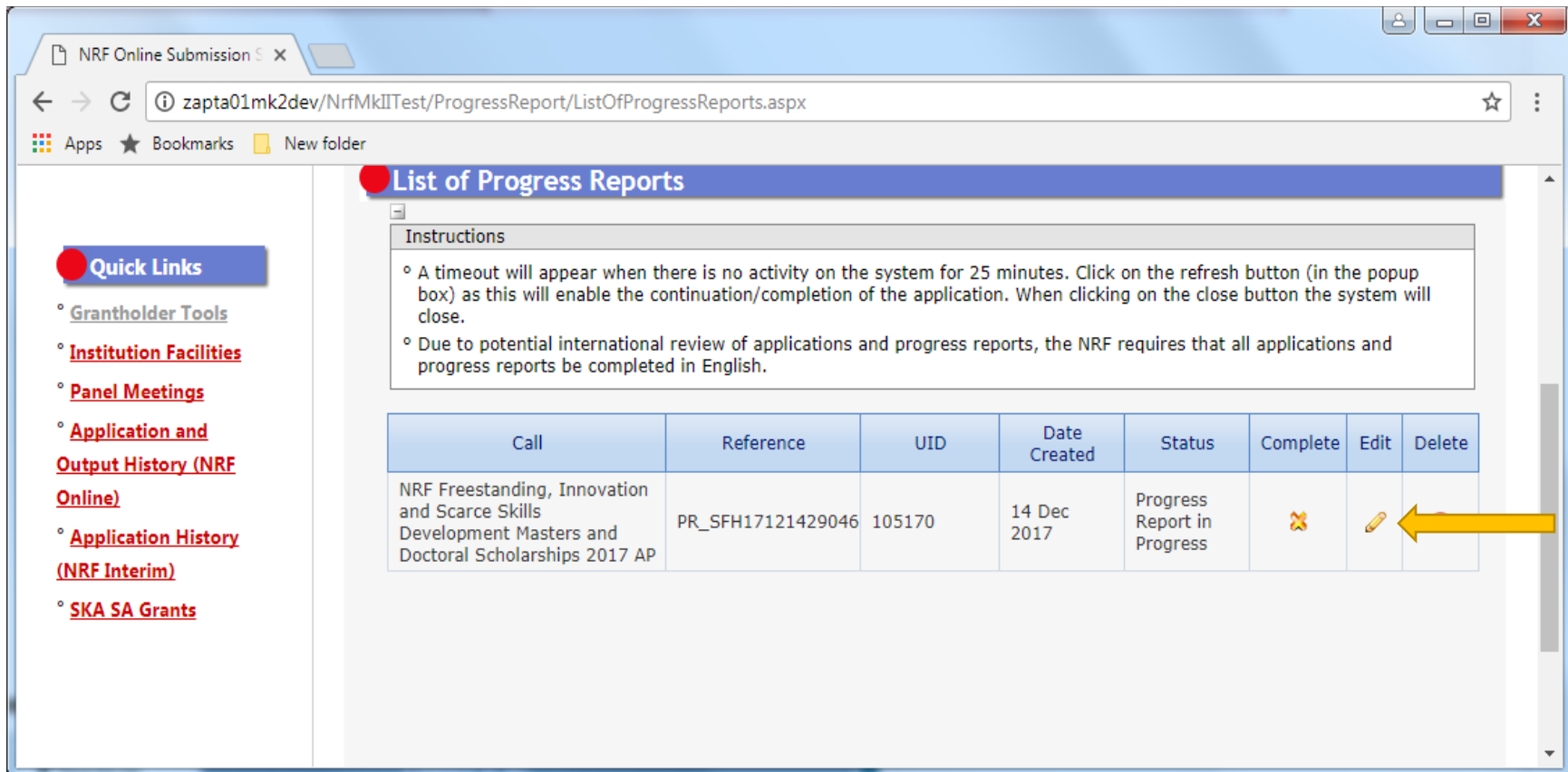
Below the cards, there is a section titled "My Applications" which contains four identical logos for the National Research Foundation (NRF) and Research and Innovation Support and Advancement (RISA). Each logo consists of a stylized figure holding a torch, with the text "NRF" and "RISA" next to it, and "National Research Foundation" and "Research and Innovation Support and Advancement" below it.

Once the system has re-routed you to NRF Online Submission, on the left hand side of the screen click on **My Progress Reports** and select **Create Progress Reports** to access the REPORT.



Step 2:

Once the Progress Report has been created, you can complete and submit the report. If you do not complete the report immediately, you need to log into the system again and you can access the report by going to **My Progress Reports - List of Progress Reports**.




The screenshot shows a web browser window with the URL `zapta01mk2dev/NrfMkIITest/ProgressReport/ListOfProgressReports.aspx`. The page title is "List of Progress Reports". On the left, there is a "Quick Links" sidebar with several menu items. The main content area contains an "Instructions" box and a table of progress reports. A yellow arrow points to the "Edit" icon in the table.

Quick Links

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

Instructions

- 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.
- Due to potential international review of applications and progress reports, the NRF requires that all applications and progress reports be completed in English.

Call	Reference	UID	Date Created	Status	Complete	Edit	Delete
NRF Freestanding, Innovation and Scarce Skills Development Masters and Doctoral Scholarships 2017 AP	PR_SF17121429046	105170	14 Dec 2017	Progress Report in Progress	✘		

Step 3:

***Each section is guided by instructions.**

All sections of the report must be completed. A green tick indicates that the section is complete, however you can still update or change the sections marked as 'complete' by clicking on the 'edit' button.

The screenshot shows a web browser window titled "NRF Online Submission System" with the URL "zapta01mk2dev/NrfMkIIITest/ProgressReport/ProgressReportEdit.aspx". The main content is a table with the following columns: "Section", "Complete", "Date Updated", and "Edit". A yellow arrow points to the "Complete" column for the "Qualifications" row.

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)		14 Dec 2017	
Registration Details *		14 Dec 2017	
Contact Details *		14 Dec 2017	
Qualifications *		10 Aug 2017	
Research Expertise *		10 Aug 2017	
Career Profile *		30 Jul 2014	
Grant Details *		14 Dec 2017	
Aims And Objectives *		14 Dec 2017	
Proposed Research Plan towards Completion *		14 Dec 2017	
Supervisor/Host of Research Details *		14 Dec 2017	
Research Outputs *		14 Dec 2017	
Alignment to National Imperatives *		14 Dec 2017	
Collaboration *		14 Dec 2017	
Science Engagement *		14 Dec 2017	
Geographical Area *		14 Dec 2017	
National Infrastructure Platforms *		14 Dec 2017	
Grant Administration Survey		14 Dec 2017	
Attachments		14 Dec 2017	
Print Preview		14 Dec 2017	

©NRF Online Submission System

Step 4:

Once you have completed all sections of the Report, please add your main supervisor's details and ensure that the e-mail address is correct and save the information. An automatic e-mail will be sent to your supervisor **when** you submit the Report.

Please note that Reports cannot be considered without the supervisor input. It is the responsibility of the grantholder to follow up and ensure that the supervisor has submitted the report.

The screenshot shows a web browser window with the following details:

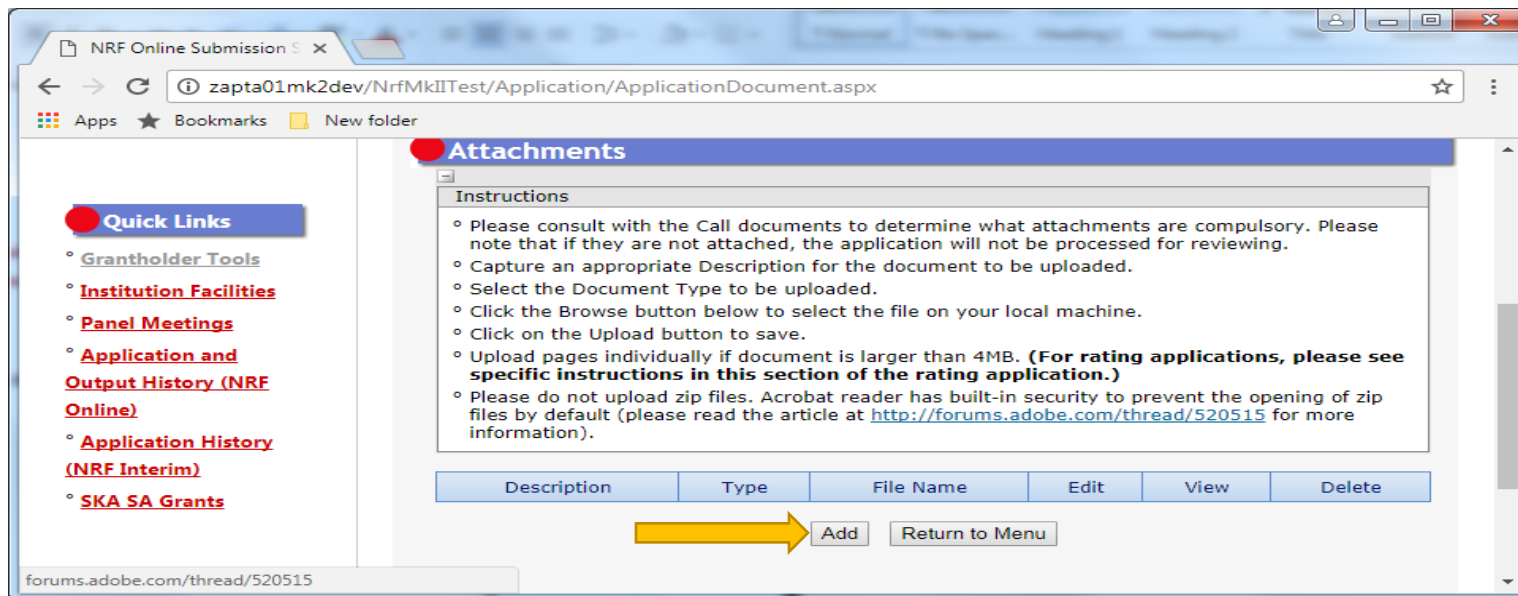
- Browser tab: NRF Online Submission S x
- Address bar: zapta01mk2dev/NrfMkIITest/ProgressReport/SupervisorHostResearchDetail.aspx
- Page title: Supervisor/Host of Research Details
- Left sidebar: Quick Links
 - Grantholder Tools
 - Institution Facilities
 - Panel Meetings
 - Application and Output History (NRF Online)
 - Application History (NRF Interim)
 - SKA SA Grants
- Main content area: Supervisor/Host of Research Details
 - Instructions: To be provided.
 - Title: Select an option *
 - Initials: *
 - Surname: *
 - Organisation: Select an option * (New button)
 - Department: *
 - Email Address: *
 - Telephone Number: Code () Number *
 - Responded: No
 - Buttons: Save, Return to Menu

Step 5:

The following attachments are required:

1. Copy of the signed memorandum of understanding (MoU) between the student and the supervisor. Masters students registered for coursework in the first year of study, should submit the agreed and signed MoU with their year-end reports due by mid-February 2023.
2. Ethical clearance certificate (if applicable to the research and if available at time of progress report submission)
3. Proof of higher degrees approval i.e. proof that your research project/topic has been approved. Please check with your institution on where to obtain this document as it differs amongst institutions.
4. List of Academic Support Activities undertaken or to be undertaken. These must be signed off by the supervisor. This can also form part of the MoU. For more information on the academic support activities, please refer to the NRF Statement of Expectation for Postgraduate Training which can be accessed via: <https://www.nrf.ac.za/dsi-nrf-postgraduate-student-funding-for-the-2023-academic-year/>.

NB: If at the time of reporting there is no MoU, the student and supervisor/HoD must indicate the reasons and timeline for submission.



Step 6:

Once all sections of the Progress Report have been completed, submit your progress report on or before **31 August 2022**.

A Progress Report is still required even if the Grant is awarded late in the year.

Please ensure that all criteria as set out in the signed Conditions of Grant and Letter of Award, as well as in the Funding Framework and the Application and Funding Guidelines documents, are met before submitting the Report.

Step 7:

Once you have submitted your Progress Report online, it is routed to your institutional office for validation. The institutional office can only validate the Progress Report once the supervisor has submitted the report on your progress. Institutional offices are required to recheck funding eligibility before processing the Report for NRF consideration.

Progress Reports from abroad grantholders will be submitted directly to the NRF.

Designated Authority (DA) Checks

- Completeness and sufficient information provided by the student.
- Check eligibility of student for subsequent funding.
- Check that MoU, ethical clearance certificate (if applicable) and proof of higher degrees approval is attached to the report.
- Supervisors have to “recommend” continued funding in order for the progress report to be submitted to the NRF.

Should you want to make changes to your report after it has been submitted to the institution for screening, please contact your institutional research office / postgraduate funding office / scholarships office to open the report for amendment. Should you have any enquiries or would like to know the outcome of your Progress Report, please contact the institutional research office / postgraduate funding office / scholarships office for assistance.

If you are studying abroad, a notification e-mail must be sent to Ms Lenor Tommy (lenor.tommy@nrf.ac.za) once you have submitted your Progress Report.

Note: It is the responsibility of the Grantholder to follow up with the supervisor for submitting their report.

The Grant Management and Systems Administration (GMSA) looks forward to receiving your completed Bi-annual Progress Reports.