

BLOCK GRANTS AND GRANTHOLDER-LINKED GRANTS –
PROGRESS REPORT TUTORIAL 2022

Students, Postdoctoral Fellows and Emerging Researchers who received NRF funding in the 2022 academic year **must** complete a progress report on the NRF Online Submission System.

Those who qualify for renewal of scholarships or fellowships in 2023 should apply for renewal of their award through completing a Progress Report online.

*Please enquire with your research office / postgraduate funding office / scholarships office whether you qualify for renewal for 2023.

The Progress Report will act as a “*final report*” for students/fellows/researchers who have already received the maximum NRF funding for the current level of study or grant cycle. *Failure to submit a “final report” may affect any future awards received from the NRF.

Note: Grantholders with only Carry Forwards under their grants for 2022 have to submit a Progress Report.

It is the responsibility of the grantholder to submit the Progress Report by the stipulated deadline (**15 February 2023**). It is advisable to submit prior to the closing date to avoid any system overloads.

Should you require any technical assistance please contact:

Supportdesk

Tel: 012 481 4050/4072/4155

Email: Supportdesk@nrf.ac.za

The Progress Report process outlined in this document applies to the following funding instruments:

Block Grants and Grantholder-linked Grants
Professional Development Programme (PDP)
Integrated Biodiversity Information Masters Scholarships (SANBI)
Collaborative Postgraduate Research Training Programme (students only)
Block Grants Masters and Doctoral
Manus and MatSci Grants
Integrated Biodiversity Information Programme

Step 1:

Log on to the NRF Online Submission System at <https://nrfs submission.nrf.ac.za> with your ID/Passport number.

NRF National Research Foundation | **RISA** Research and Innovation Support and Advancement

NRF Online Submission System

- Home
- New Registration
- Reset Password

[Home](#) [Support](#)

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 Reset Password link on the left-hand menu.**
- For technical online enquiries, please contact the Support Desk (Mondays to Fridays from 08h00 to 16h30) on:
Tel: +27 12 481 4202
E-mail: supportdesk@nrf.ac.za
- **To access call related documents, please refer to the Open Calls block below. Click on the [icon] icon next to the relevant call to show a list of document(s). To open the document, click on the relevant link.**

Log In

ID/Passport/Unique Number:

Password: Show Password

[Reset password.](#)

[Not registered? Click here to register.](#)

Please ensure that you are using Internet Explorer or Mozilla Firefox or Google Chrome for best results. Downloads

Open Calls

- Call for evaluation and rating of individual researchers 2017
- NRF Freestanding, Innovation and Scarce Skills Development Fund Honours' and Final year B Tech Block Grant Bursaries 2017
- SA-NAM Bilateral Research Chair (SARChI) 2017

ACCESSING THE PROGRESS REPORT

Step 2:

On the left hand side of the screen under **Quick Links**, select **Grantholder Tools**.

The screenshot displays the NRF Online Submission System interface. At the top, the header includes the NRF logo (National Research Foundation) and RISA logo (Research and Innovation Support and Advancement), followed by the text "NRF Online Submission System".

On the left side, there is a navigation menu with the following items: My Profile, My Applications, My Progress Reports, Tools, Designated Authority, Reports, Research Outputs Summary, and Logout. Below this menu is a "Quick Links" section with a red circle icon. The "Quick Links" section contains several items, with "Grantholder Tools" highlighted in red and a yellow arrow pointing to it from the left. Other items include "Institution Facilities", "Panel Meetings", and "Application and Output History (NRF Online)".

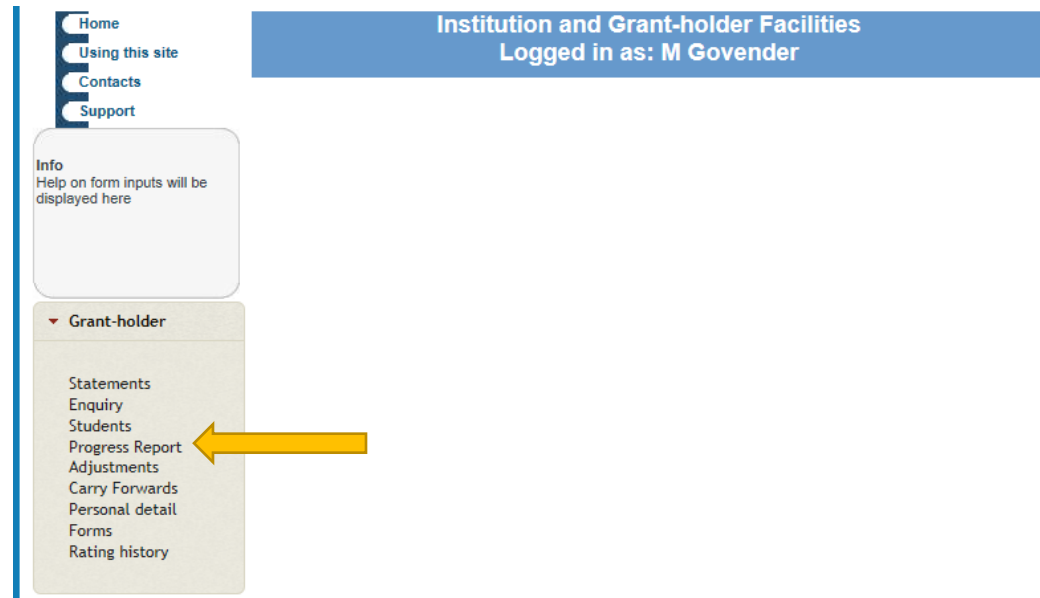
The main content area is titled "Landing" and includes a welcome message: "Welcome Mrs Melissa Govender Support". Below this is a blue header bar labeled "Landing Page". Underneath is an "Information" section with three bullet points:

- The summary of research outputs from the previous application system has been moved to the menu on the left. Please go to this summary if you have still not approved the migration of these outputs to this system.
- The noticeboard below will be used to make announcements regarding upcoming calls, posting of outcomes, etc. Please look out for these.
- The summary of applications listed below is for quick reference to where in the process an application is. For more detail on the history of the application, go to "View History".

Below the information section is another blue header bar labeled "Tracking of Applications". Underneath is a table with the following columns: Call, Reference, Description, Applied Date, Status, Complete, and History. The table currently displays "No records to display."

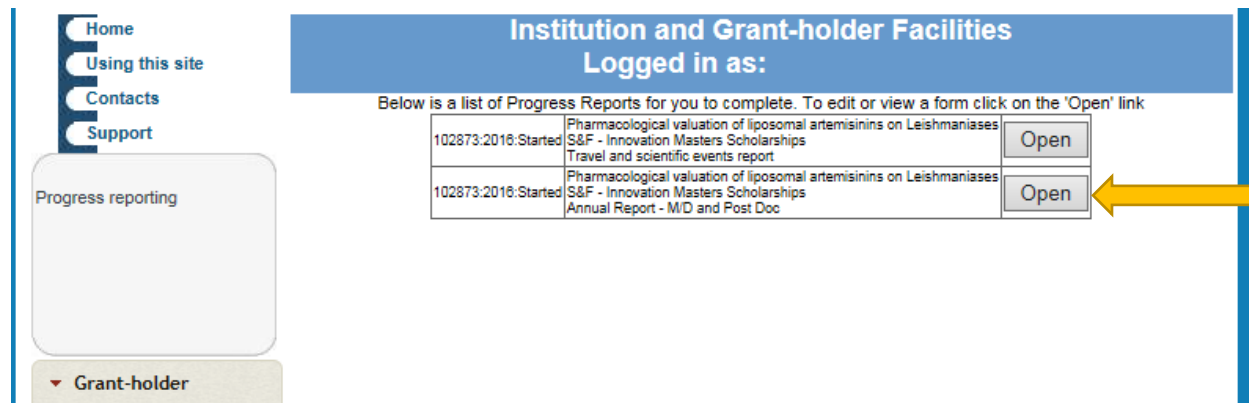
Step 3:

Select **Progress Report** on the left hand side of the screen.



Step 4:

To complete or view a Progress Report click on the '**Open**' link for the **Annual Report – M/D and Post Doc**.



<ul style="list-style-type: none"> Home Logout Using this site Progress report menu Check form completeness Submit form View/Print form <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center;">Help</p> <p>Help on form inputs will be displayed here when hovering mouse over menu sections or input labels where help information has been defined</p> </div>	<p style="color: blue;">Main Menu</p> <p>*Check completeness - Submit form* Main Menu</p> <p style="color: red;">Closing date: 31 March 2017</p> <p> MANUALS STUDENT/POST DOC FELLOW DETAILS SUPERVISOR OR HOST OF RESEARCH PROGRESS ATTACHMENTS </p>
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Please click on the links to access various sections of the Progress Report.

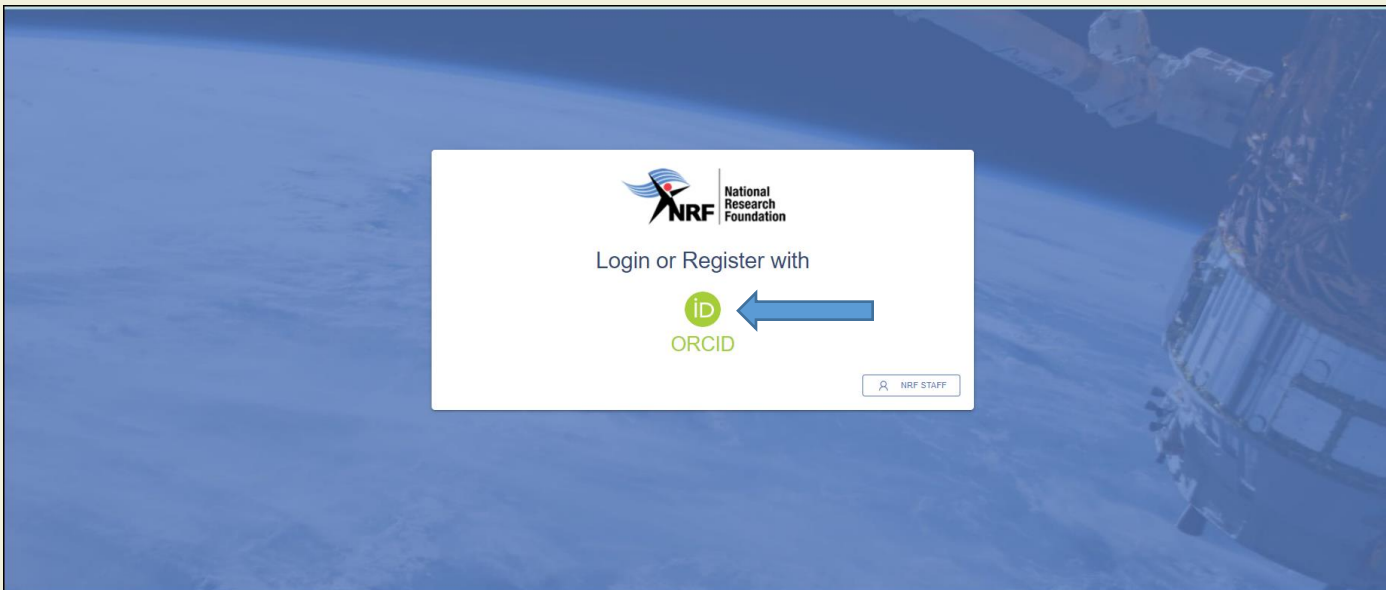
Each section is guided by instructions.

All **Progress** sections of the report must be completed.

<ul style="list-style-type: none"> Home Logout Using this site Progress report menu Check form completeness Submit form View/Print form <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Please click this link to associate outputs listed in your CV to this reporting period. Only outputs indicated in the same year for which this report is relevant will be listed for selection.</p> <p>If you have not updated your CV, please click on the link below to access the NRF Submission system CV section directly.</p> </div>	<p style="color: blue;">Main Menu</p> <p>*Check completeness - Submit form* Main Menu</p> <p> RESEARCH PROJECT TITLE* RESEARCH DESCRIPTION* PROGRESS TO DATE* PROPOSED RESEARCH PLAN FOR REQUESTED FUNDING PERIOD EQUIPMENT (*APPLICABLE TO POSTDOCTORAL FELLOWS) ASSOCIATE OUTPUTS LISTED IN MY CV TO THIS REPORTING PERIOD EDIT MY CV </p>
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The “edit my CV” link will not work as the CV sections on NRF Online Submission has been locked due to the introduction of the NRF Connect system (<https://nrfconnect.nrf.ac.za/>). If there are any major changes to your CV, any updates will have to be done on NRF Connect.

Follow the prompts on the login page to register or login to NRF Connect.



Sign in


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


Password

SIGN IN

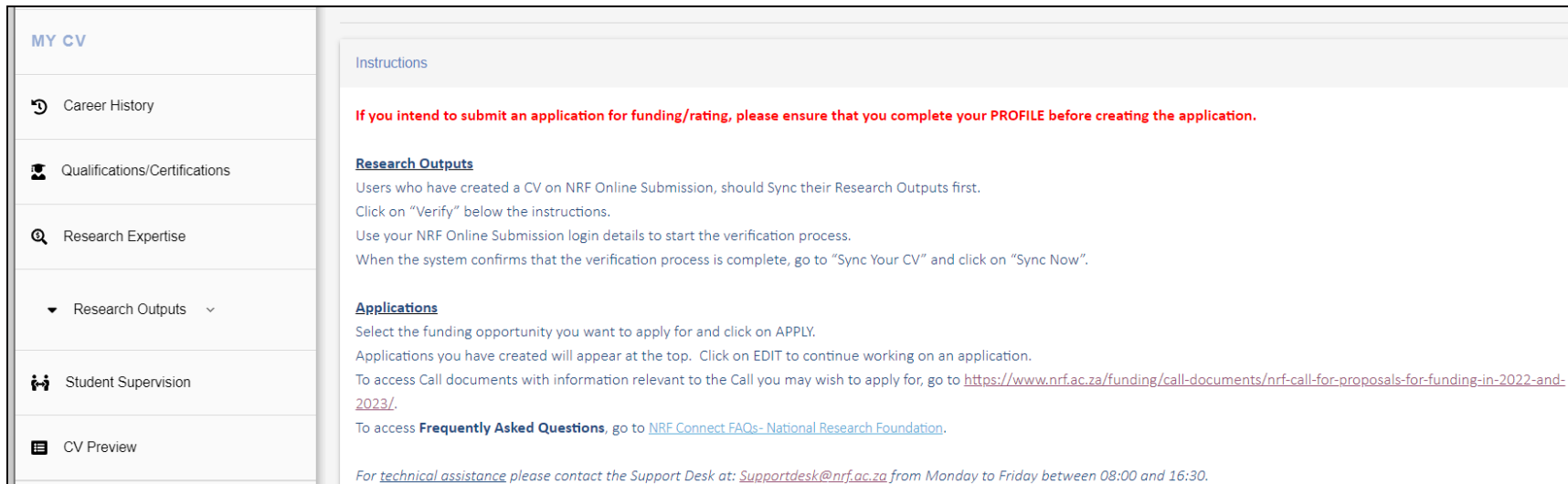
Forgot your password or ORCID ID?
Don't have an ORCID ID yet? [Register now](#)

or

 **Access through your institution**

 **Sign in with Google**

Once logged in, update your Profile and complete/update the CV, download the CV Preview and upload it as an attachment to your progress report.

A screenshot of a web dashboard titled 'MY CV'. On the left is a sidebar menu with options: 'Career History', 'Qualifications/Certifications', 'Research Expertise', 'Research Outputs' (with a dropdown arrow), 'Student Supervision', and 'CV Preview'. The main content area is titled 'Instructions' and contains the following text:

If you intend to submit an application for funding/rating, please ensure that you complete your PROFILE before creating the application.

Research Outputs
Users who have created a CV on NRF Online Submission, should Sync their Research Outputs first.
Click on "Verify" below the instructions.
Use your NRF Online Submission login details to start the verification process.
When the system confirms that the verification process is complete, go to "Sync Your CV" and click on "Sync Now".

Applications
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.
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/>.
To access **Frequently Asked Questions**, go to [NRF Connect FAQs - National Research Foundation](#).

For technical assistance please contact the Support Desk at: Supportdesk@nrf.ac.za from Monday to Friday between 08:00 and 16:30.

Step 5:

Please provide sufficient details under your **Proposed Research Plan** for the renewal period under the **Progress** section. Reports with insufficient content in this section will not be considered for renewal.

Home	Proposed Research Plan for requested funding period			
Logout	Please indicate all proposed research activities for the requested funding period. All research activities must include: (a) Work plan (start date and end date) and (b) Expected output			
Using this site	Previous Menu			
Progress report menu	Add new line			
Check form completeness	Activity	Start date	Target date	Actions
Submit form				
View/Print form				

Step 6:

Once you have completed all sections of the Progress Report, please add your supervisor's/research host's details and ensure that the e-mail address is correct. Click on the **Invite** button to invite him/her to submit a progress report.

***Please note that Progress Reports cannot be considered for renewal without a supervisor/host supporting report.**

Home	Supervisor or Host of Research							
Logout	Please add only one entry and complete all the fields. Click the invite button once you have completed your progress report to ensure that your supervisor/host also has access to your comments. You will not be able to complete your report until your supervisor has submitted her/his response.							
Using this site	Main Menu							
Progress report menu	Add new line							
Check form completeness	Title	Initials	Surname	Organisation	Department	Email address	Status	Actions
Submit form								
View/Print form								

An automatic e-mail will be sent to your supervisor/host to complete a progress report in support of the renewal of your scholarship/fellowship. This email will only be sent once you have submitted your Progress Report. Do not remove or change your supervisor's name in the report once he/she has been invited to submit a report. The supervisor/host will not be able to complete their report if information is changed or removed in their details.

Step 7:

Proof of registration for the 2023 academic year needs to be uploaded as an attachment to the Progress Report. This can be done either by the grantholder or the Designated Authority at the institution.

***For postdoctoral fellows**, proof of continuation of research (in the form of a letter from the institution) for the 2023 academic year is required for renewal. The letter should be uploaded as an attachment to the Report or submitted separately to the NRF via the Institutional Research Office.

The screenshot shows a navigation menu on the left with the following items: Home, Logout, Using this site, Progress report menu, Check form completeness, Submit form, View/Print form, and a highlighted item: Proof of registration and/or other supporting documents. On the right, there is a 'Main Menu' section with a highlighted link: '*Check completeness - Submit form*'. Below this, it says 'Closing date: 31 March 2017' and lists menu items: MANUALS, STUDENT/POST DOC FELLOW DETAILS, SUPERVISOR OR HOST OF RESEARCH, PROGRESS, and ATTACHMENTS. A yellow arrow points from the highlighted menu item to the 'ATTACHMENTS' link.

The screenshot shows the 'Attachments' page of the National Research Foundation. It features a header with 'NATIONAL RESEARCH FOUNDATION' on the left and 'Attachments' on the right. Below the header is a large empty rectangular box for document uploads. To the right of the box, the text reads: 'Proof of registration and/or other supporting documents. Please use the buttons below the list of attachments for input options. Click on 'New' to attach a new document. Don't forget to give your attachment an appropriate name, and then click "Save".' At the bottom of the page, there are four buttons: 'View', 'New', 'Delete', and 'Exit'.

Step 8:

Once all sections of the Progress Report have been completed, submit your progress report by or before **15 February 2023**.

Remember that scholarships and fellowships are awarded for one year, renewable on submission of the Progress Report.

Please ensure that all criteria as set out in the signed Conditions of Grant and Award letter, as well as in the Funding Instrument Framework and Funding Guide, are met before submitting the Progress Report.

Step 9:

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 responded to the NRF online request for progress and once the proof of registration/proof of continuation of research for the 2023 academic year has been attached. Institutional offices are required to recheck funding eligibility before processing the Progress Report for the NRF consideration.

It is the responsibility of the student to ensure that the Progress Report is submitted to the institution's DA for screening and submission to the NRF. Progress reports with insufficient reporting and without the correct attachment/s will be rejected.

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 Progress 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.

***It is the responsibility of the student to follow-up with the supervisor/host of research for submitting their report.**

If you are studying abroad, a notification e-mail must be sent to Ms Zodwa Mahlangu (zodwa.mahlangu@nrf.ac.za) once you have submitted your Progress Report.

The NRF Emerging Researchers Section within Grant Management and Systems Administration (GMSA) looks forward to receiving your completed Progress Reports for 2022.