



**GUIDELINES TO COMPLETE A PROGRESS REPORT FOR SCHOLARSHIPS, FELLOWSHIPS AND
RESEARCH GRANTS IN 2022
NRF ONLINE SUBMISSION PROGRESS REPORT**

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**. The progress report will include a travel grant report for those **scholarship- and fellowship-**holders who accessed the **travel grant component** of their awards.

Those who qualify for renewal of scholarships, fellowships or research grants 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

Email: Supportdesk@nrf.ac.za

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

Scholarships and Fellowships
Postgraduate Scholarships (new Postgraduate Policy)
NRF Freestanding Scholarships and Fellowships
DST Innovation Scholarships and Fellowships
Scarce Skills Development Fund Scholarships and Fellowships
DAAD/NRF Joint In-country Scholarships
Southern African Systems Analysis Centre Doctoral Scholarships
Extension Support for Masters and Doctoral
TWAS Doctoral Scholarships
NRF Doctoral Abroad Scholarships
NRF-Nuffic Doctoral Scholarships
F'SATI Scholarships and Fellowships
Desmond Tutu Doctoral Training Programme
Professional Development Programme Doctoral Scholarships (awarded in 2021 and 2022)
National Astrophysics and Space Science Programme (NASSP) (awarded in 2021 and 2022)

Grantholders of the following research grants must complete Progress Reports on NRF Online Submission.

A similar process as outlined in this document applies.

Research Grants
Thuthuka
Black Academics Advancement Programme
Research Development Grants for nGAP Scholars
Collaborative Postgraduate Research Training Programme (researchers/grantholders only)

*Please refer to the “*Block Grants – Progress Report Tutorial 2022*” for detailed information about the Progress Report process associated with 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

NRF ONLINE SUBMISSION PROGRESS REPORT

Step 1:

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



- 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 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.](#)

Open Calls

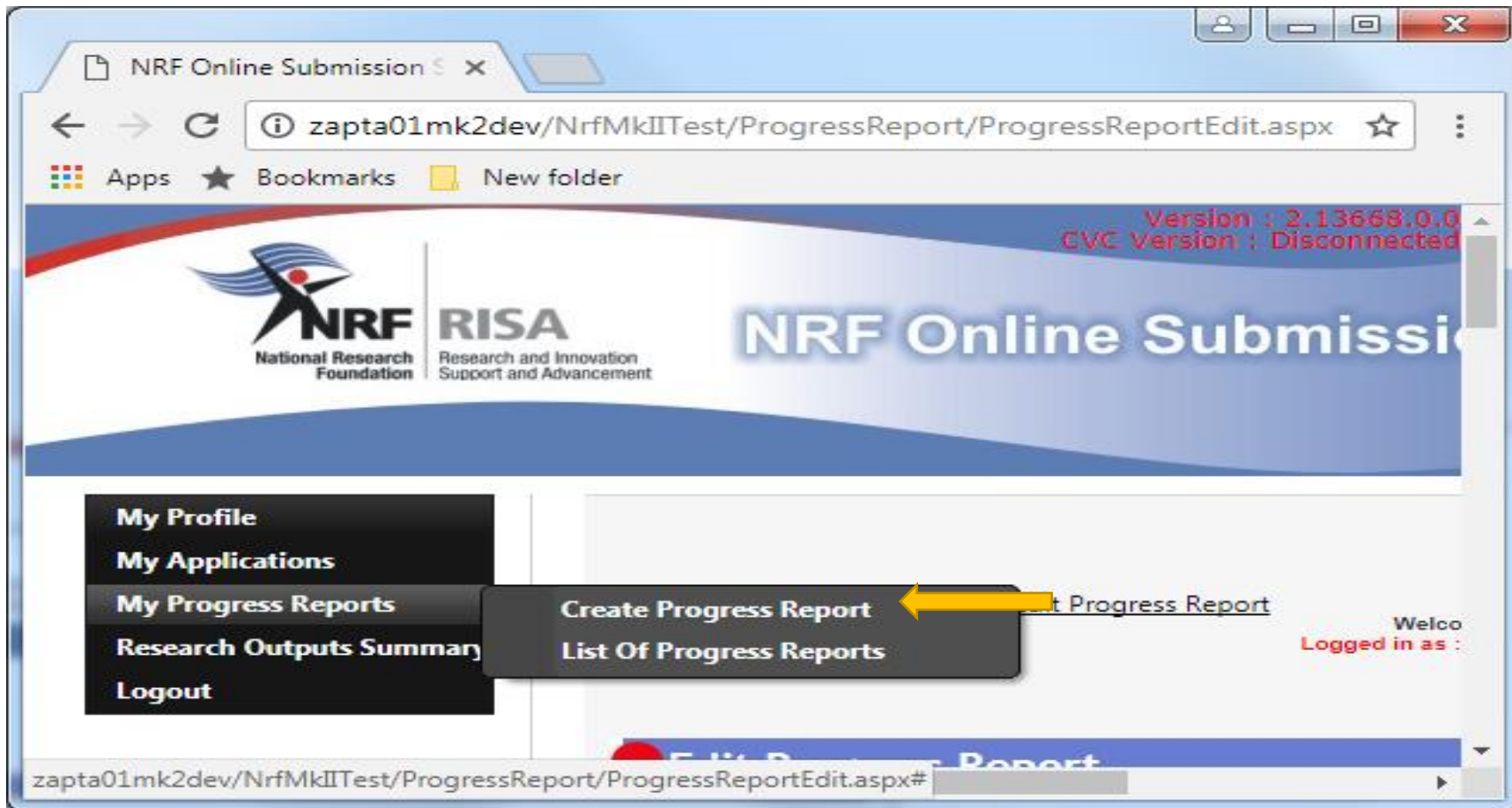
- Call for evaluation and rating of individual researchers 2017
- NRF Freestanding, Innovation and Scarce Skills Development Fund Honours' and Final year B Tech Block Grant Bursaries 2017
- SA-NAM Bilateral Research Chair (SARChI) 2017

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

ACCESSING THE PROGRESS REPORT

Step 2:

On the left hand side of the screen click on **My Progress Reports** and select **Create Progress Reports** to access the REPORT.



Step 3:

Once the Progress Report has been created, but you did not complete and submit, you can continue with completing the report by going to **My Progress Reports - List of Progress Reports**.


The screenshot shows a web browser window with the URL `zapta01mk2dev/NrfMkIIITest/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 features 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

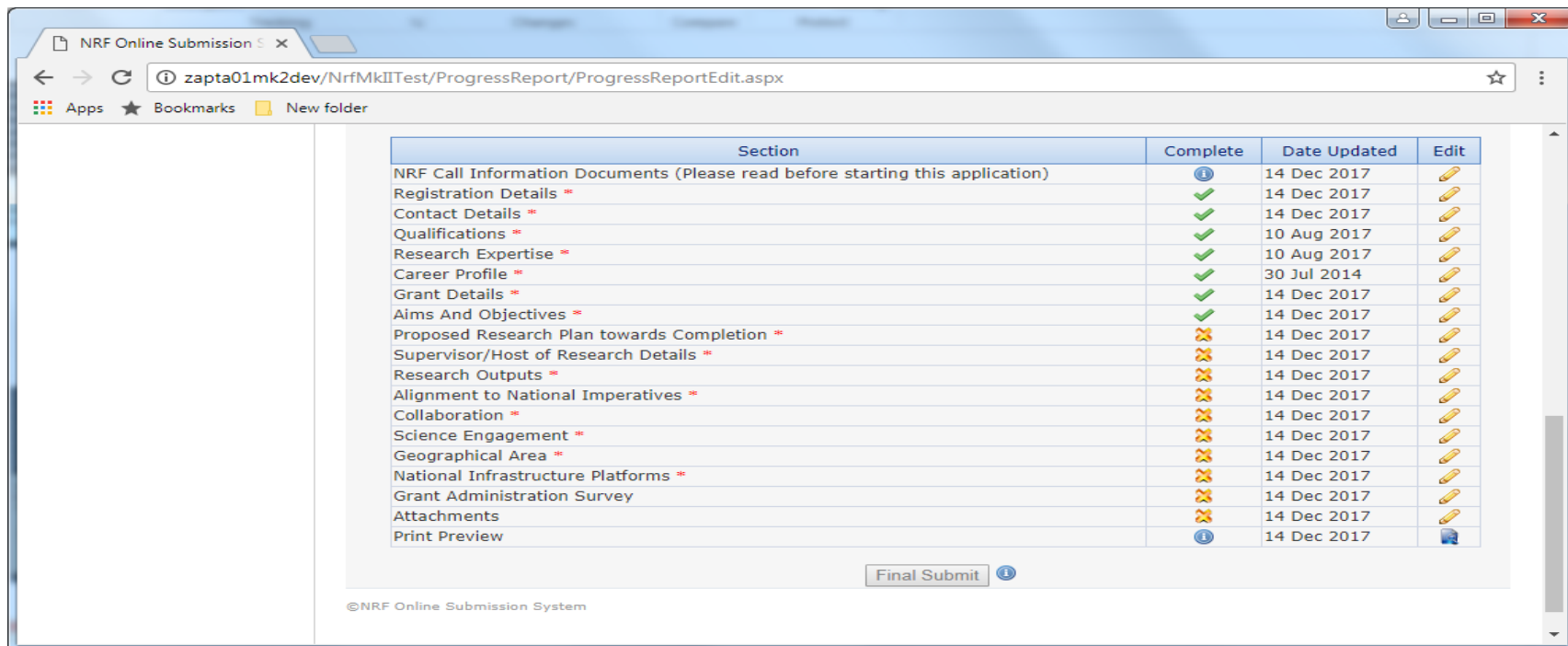
- A timeout will appear when there is no activity on the system for 25 minutes. Click on the refresh button (in the popup box) as this will enable the continuation/completion of the application. When clicking on the close button the system will close.
- Due to potential international review of applications 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 4:

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

All compulsory sections (marked with a red asterisk*) of the report must be completed. A green tick indicates that the section is complete, whereas a yellow cross indicates an incomplete section. Click on the edit icon to update/complete the compulsory sections of the report.



The screenshot shows a web browser window titled "NRF Online Submission" with the URL "zapta01mk2dev/NrfMkIITest/ProgressReport/ProgressReportEdit.aspx". The main content is a table with the following columns: "Section", "Complete", "Date Updated", and "Edit". The table lists various sections, some of which are compulsory (marked with a red asterisk). The completion status is indicated by a green checkmark (complete) or a yellow cross (incomplete). The "Edit" column contains a pencil icon for each row. At the bottom of the table, there is a "Final Submit" button with an information icon.

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

The CV section on NRF Online Submission has been locked due to the introduction of NRF Connect (<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. Once logged in, you can update your CV, download the CV preview and add this as an attachment to your progress report.

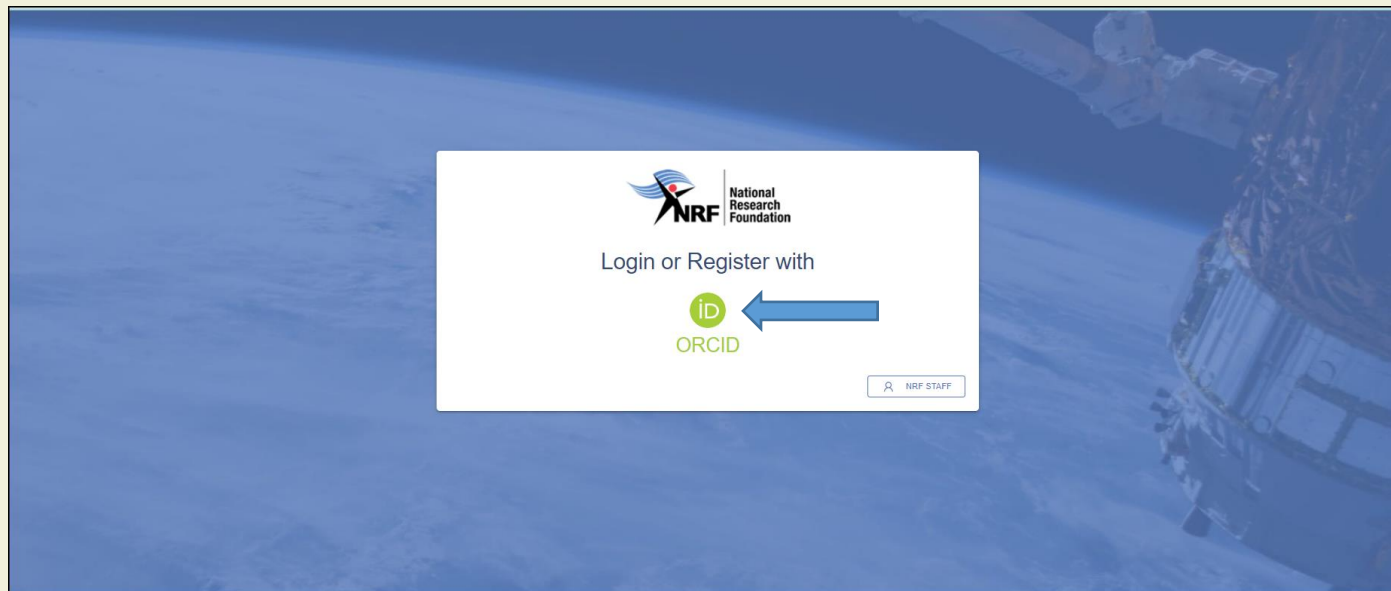
The CV comprises of the following sections:

- **Qualifications**
- **Research Expertise**
- **Student Supervision Record**
- **Personal Profile/Registration Details**
- **Absence from Research**
- **Career Profile**
- **Research Outputs**

The above sections on the progress report have been made non-compulsory in 2022 and therefore do not have to be completed in order for your report to be submitted. Only the compulsory sections (marked with a red asterisk*) should be completed.

Logging into 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.



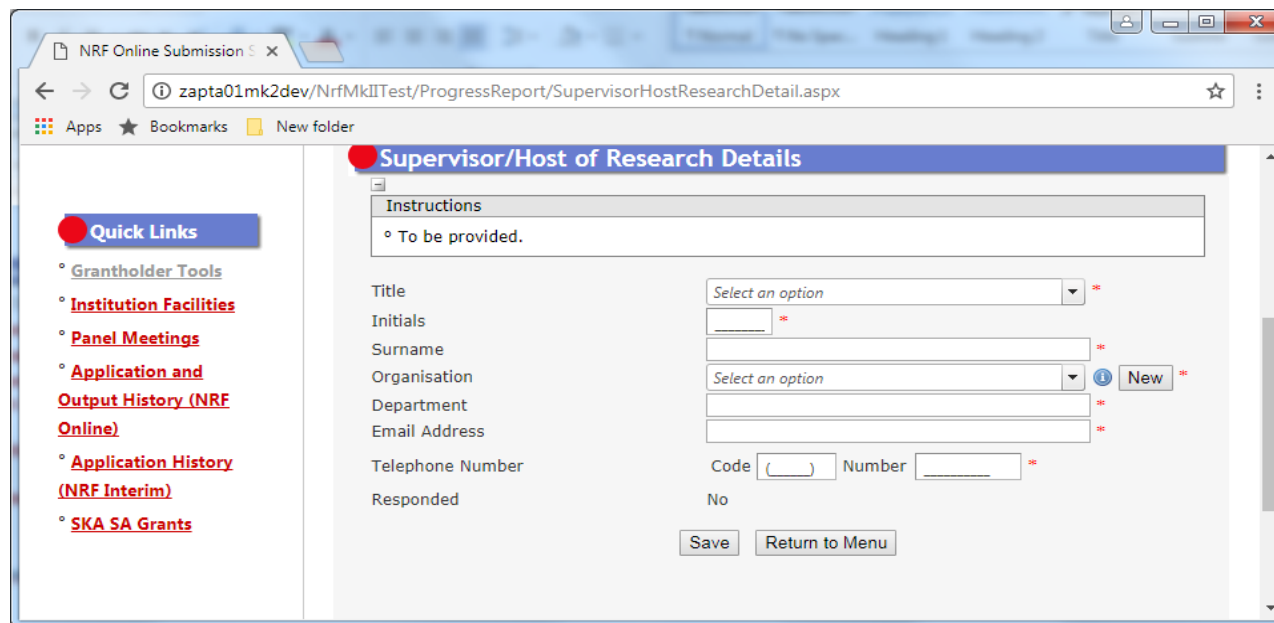
MY CV	
Career History	
Qualifications/Certifications	
Research Expertise	
▼ Research Outputs ▼	
Student Supervision	
CV Preview	
	<p>Instructions</p> <p>If you intend to submit an application for funding/rating, please ensure that you complete your PROFILE before creating the application.</p> <p>Research 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”.</p> <p>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.</p> <p><i>For technical assistance please contact the Support Desk at: Supportdesk@nrf.ac.za from Monday to Friday between 08:00 and 16:30.</i></p>

Step 5:

Once you have completed all sections of the Report, please add your main supervisor/host of research/postdoctoral mentor'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 once you have submitted the Report.

*This also applies to those in the PhD track under the nGAP, Thuthuka and Black Academics Advancement Programme funding instruments.

Please note that Reports cannot be considered without the supervisor/host 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 titled 'NRF Online Submission'. The address bar contains the URL 'zapta01mk2dev/NrfMkIIITest/ProgressReport/SupervisorHostResearchDetail.aspx'. The page title is 'Supervisor/Host of Research Details'. On the left, there is a 'Quick Links' menu with the following items: Grantholder Tools, Institution Facilities, Panel Meetings, Application and Output History (NRF Online), Application History (NRF Interim), and SKA SA Grants. The main content area contains an 'Instructions' box with the text 'To be provided.' Below this is a form with the following fields: Title (dropdown menu with 'Select an option'), Initials (text input), Surname (text input), Organisation (dropdown menu with 'Select an option' and a 'New' button), Department (text input), Email Address (text input), Telephone Number (split into 'Code' and 'Number' text inputs), and Responded (radio button labeled 'No'). There are 'Save' and 'Return to Menu' buttons at the bottom of the form.

Step 6:

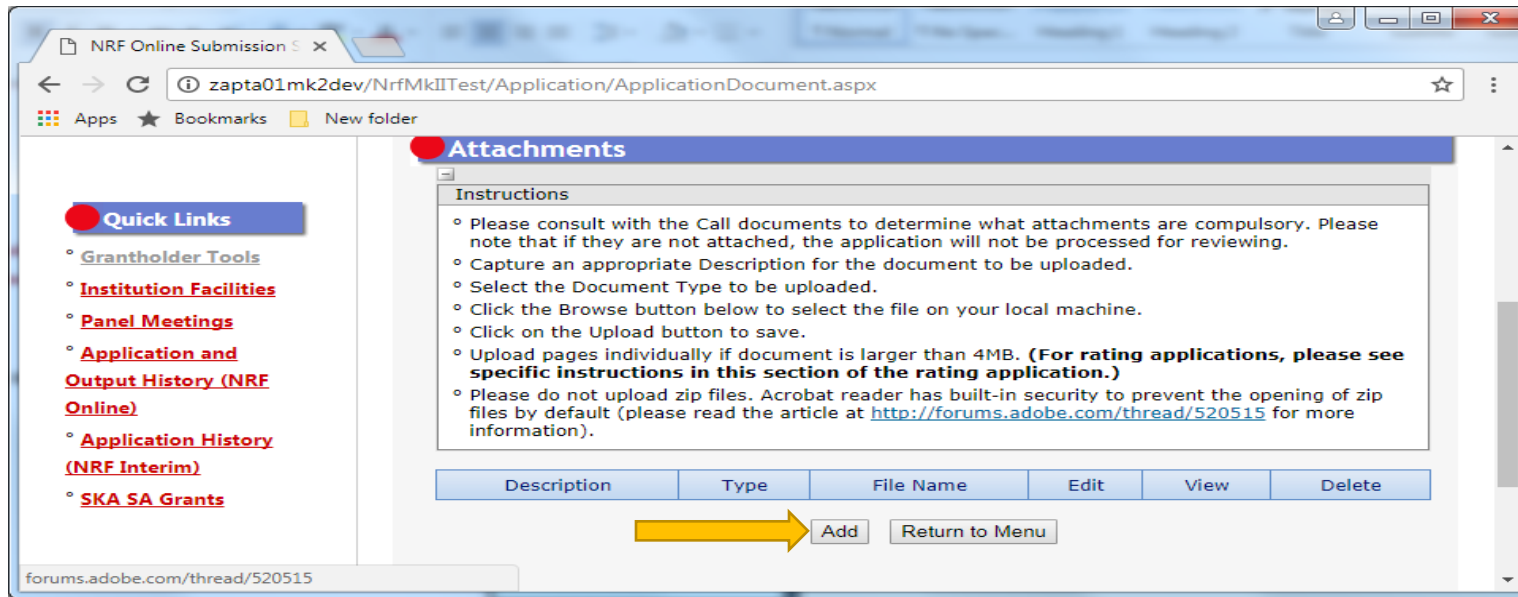
Proof of registration for the 2023 academic year needs to be uploaded as an attachment to the Report should you be eligible for renewal. This applies to all students as well as those in the PhD track under Thuthuka, Black Academics Advancement Programme and nGAP. This can be done either by the grantholder before submitting the Progress Report or the Designated Authority at the institution after you have submitted your Progress Report. Abroad grantholders must submit the proof of registration directly to the NRF, if it is not uploaded as an attachment to the report.

If Proof of Registration is not available when submitting the Progress Report, it should be submitted to the NRF via the Institutional Office as soon as possible.

For Master's and Doctoral students awarded in 2021 and 2022 under the **new Postgraduate Policy**, the following additional attachments are required (if not submitted with the mid-year report):

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 end of year reports due by mid-February of the following year.
2. Proof of higher degrees approval i.e. proof that the research project/topic was approved (check with your institution on where to obtain this document as it differs amongst institutions).
3. List of Academic Support Activities undertaken or to be undertaken (see the Statement of Expectations document available at <https://www.nrf.ac.za/postgraduate-grants-documents> for more information on academic support activities). These must be signed off by the supervisor. These can also form part of the MoU.

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



Please note:

- **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.**
- **For Black Academic Advancement Programme**
 - **A report from the International Host, in cases where the grantholder has undertaken an international visit;**
 - **After the final visit by the visiting mentor, reports by both the host and mentees must be attached.**
- **Ethical Clearance not submitted with the Conditions of Grant has to be submitted in the Attachments section of the Progress Report. Failing which release of future funds will be affected.**

Step 7:

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

A Progress Report is still required even if the Grant is awarded late in the year. Remember that scholarships and fellowships are awarded for a year and are only 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 Report.

Step 8:

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. Proof of registration/continuation of research for the 2023 academic year should be provided to the institutional office as soon as you have registered because the scholarship/fellowship cannot be renewed without the proof of registration or proof of continuation of research.

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

Designated Authority (DA) Checks

- Completeness and sufficient information provided by the student/fellow.
- Check eligibility of student/fellow and note year of study in the DA comments.
- Indicate in the DA comments if progress report is for renewal or if it is a final report.
- If student/fellow received a travel grant during 2022, the travel grant section should be completed in the progress report.
- Proof of registration/continuation of research should be attached (if available) for renewing students/fellows.
- Supervisors/mentors reports/input have to be submitted in order for the progress reports to be submitted to the NRF.
- Requested Carry Forwards (applicable to research grants only) need to be completed in line with the NRF Carry Forward Guidelines and the rules of the specific Funding Instrument.

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 Zodwa Mahlangu (zodwa.mahlangu@nrf.ac.za) once you have submitted your Progress Report.

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

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