



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

Application Guide

Date: February 2024

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Contact Details

When making enquiries use “nGAP Call for 2024” in the subject line of the email.

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

Professional Officer

Ms Tshepiso Masemola

Tel: (012) 481-4336

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

For funding instrument related queries contact:

Professional Officer

Ms Edith Shikumo

Tel: (012) 481-4236

E-mail: ea.shikumo@risa.nrf.ac.za

Director

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

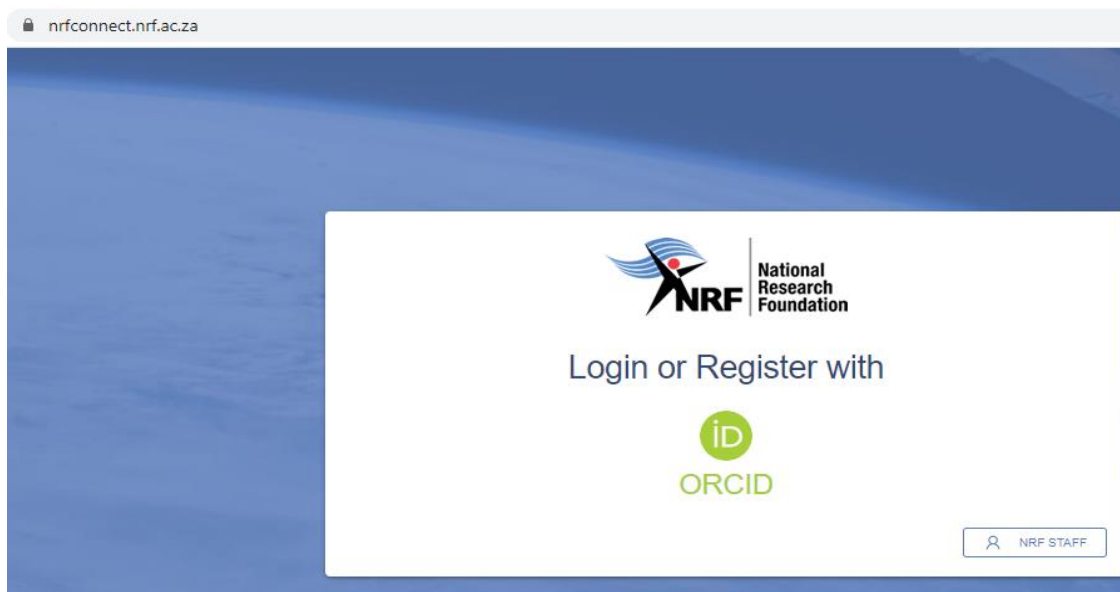
1. Introduction

This document serves as a guideline on how to complete the online application for the 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 NRF Connect 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

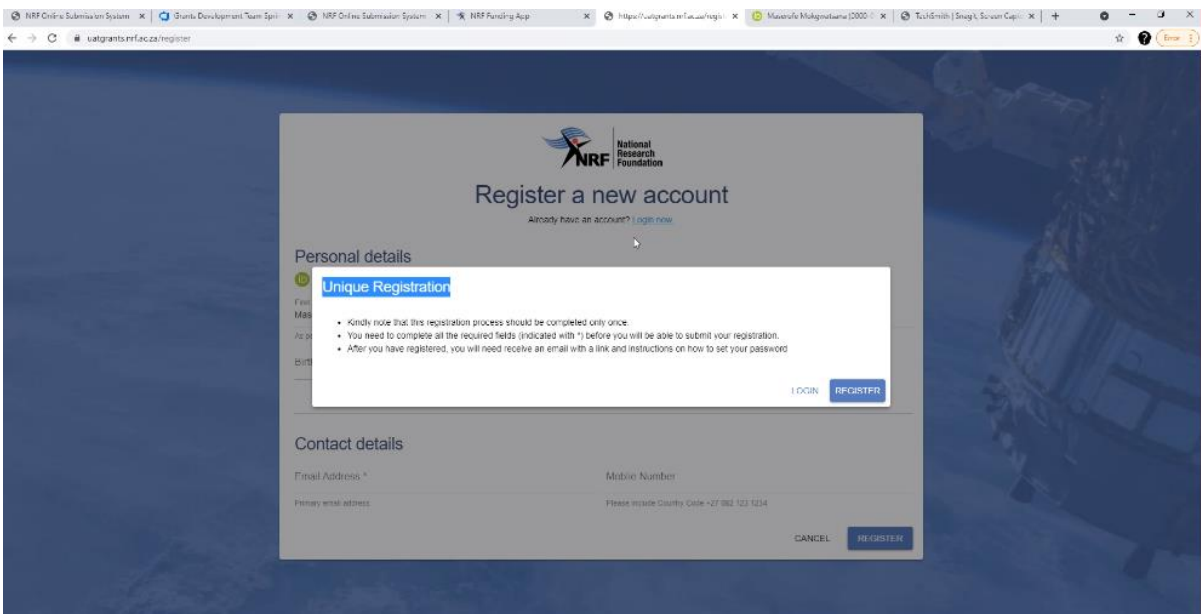
 Access through your institution

 Sign in with Google


 Sign in with Facebook



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

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

First Name *
Maserufe

Surname *
I

As per your birth certificate

Birth Date * 

Contact details

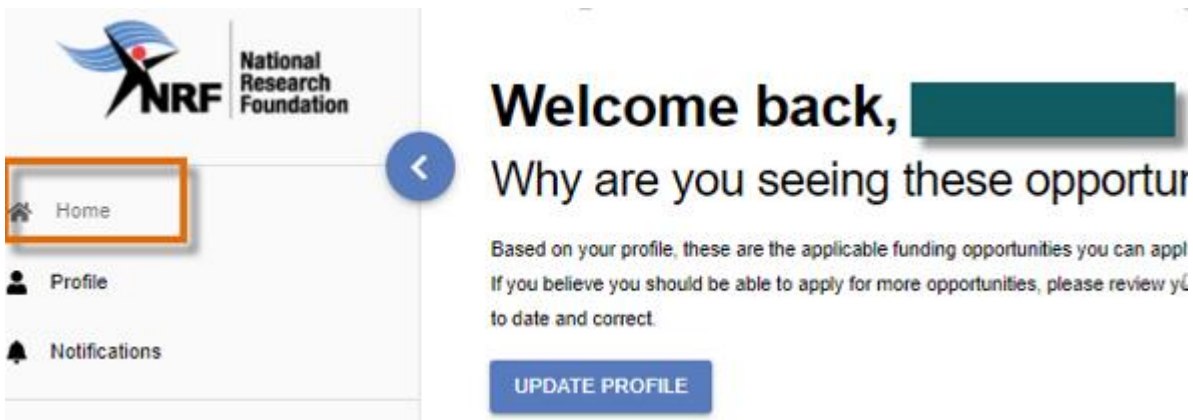
Email Address *
Primary email address

Mobile Number
Please include Country Code +27 062 123 1234

CANCEL REGISTER

3. Personal Details

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




- South African citizens and permanent residents must attach a certified copy of their South African Identity Document. This document must be attached under the Personal Details section only, **please do not attach this document under the attachments section.** If this document is 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 VERIFY

Provide the ID 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

SUBMIT

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

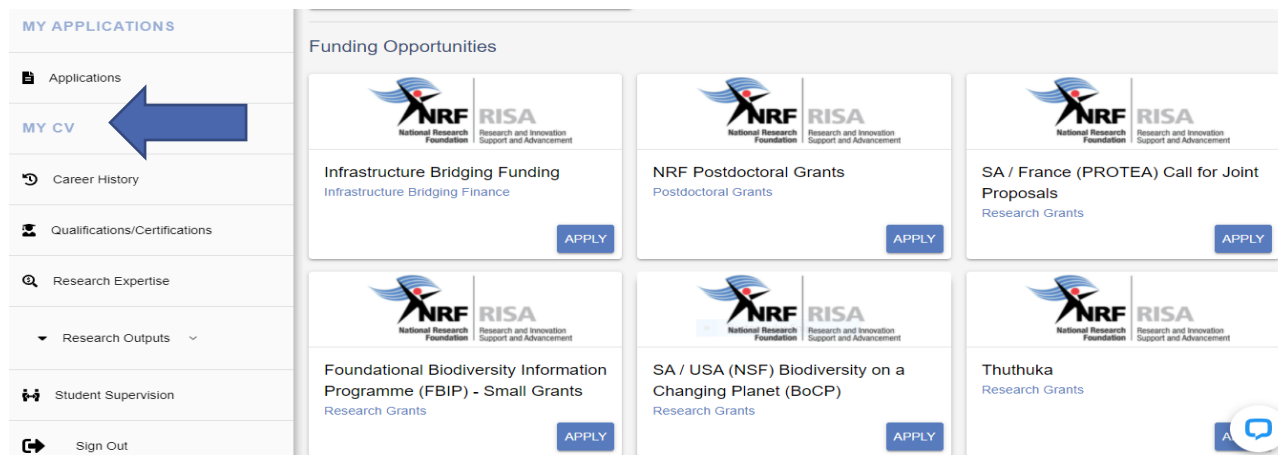
Sync Your CV

Migrate your CV from the previous system

NOT NOW SYNC 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 field from the drop-down lists. 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.

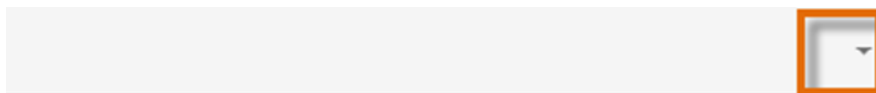
4.1.5. Student Supervision

This section is for capturing the student supervision track record.

5. Navigation and Controls

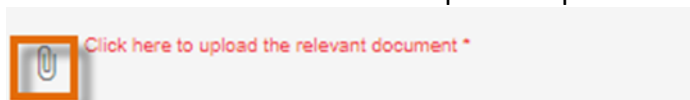
5.1. Drop-down List Control

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



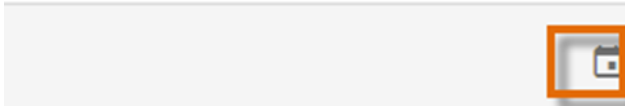
5.2 Upload Control

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

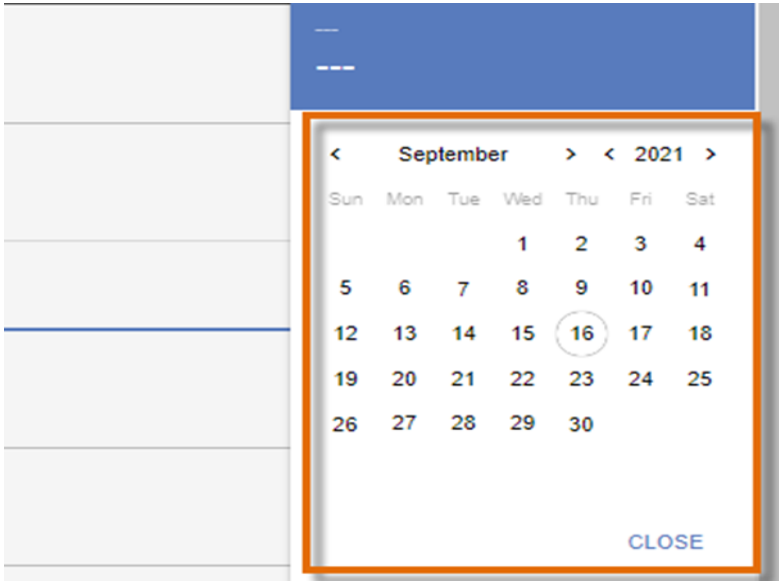


5.3 Calendar Control

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

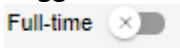


A full **Calendar** will be displayed to allow for selection of the relevant date (follow the sequence as follows: year, month, day).

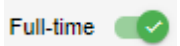


5.4 Toggle Control

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

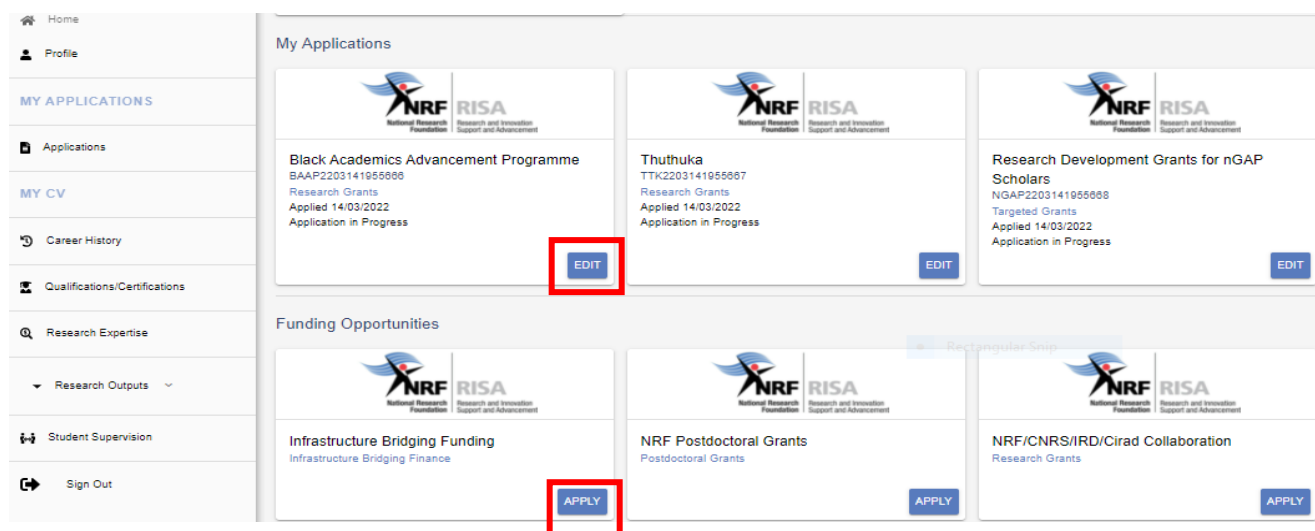
An application can be created from the **Home/Landing page** or from the **My Applications** menu.

Create Application from Home/Landing page

The Funding Opportunities listed under the 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.

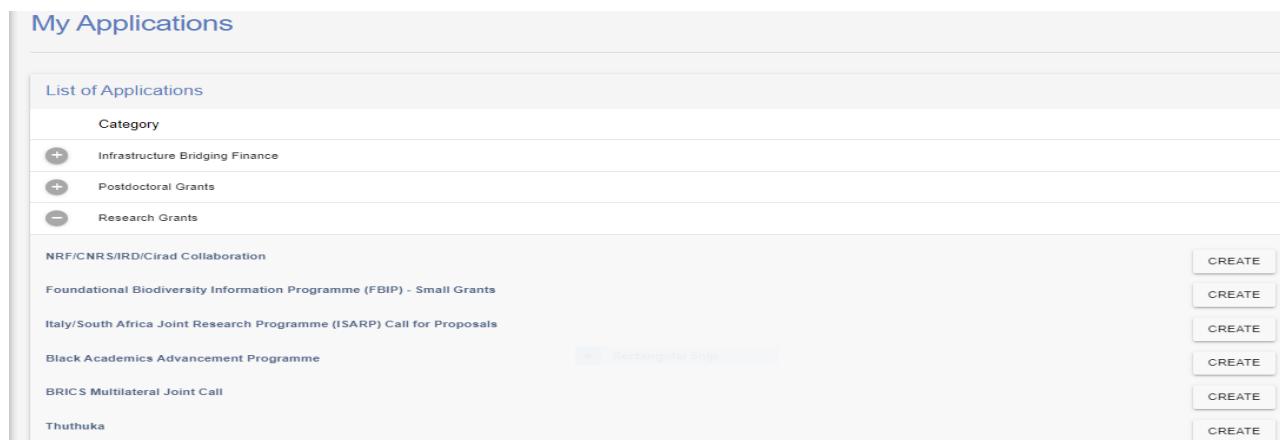


The screenshot shows a user profile interface with a sidebar on the left and a main content area. The sidebar includes links for Home, Profile, MY APPLICATIONS, Applications, MY CV, Career History, Qualifications/Certifications, Research Expertise, Research Outputs, Student Supervision, and Sign Out. The main content area is divided into two sections: 'My Applications' and 'Funding Opportunities'. The 'My Applications' section displays three cards for existing applications: 'Black Academics Advancement Programme', 'Thuthuka', and 'Research Development Grants for nGAP Scholars'. Each card includes the NRF and RISA logos, the application title, ID, category, and date applied. A red box highlights the 'EDIT' button on the 'Black Academics Advancement Programme' card. The 'Funding Opportunities' section displays three cards: 'Infrastructure Bridging Funding', 'NRF Postdoctoral Grants', and 'NRF/CNRS/IRD/Cirad Collaboration'. A red box highlights the 'APPLY' button on the 'Infrastructure Bridging Funding' card.

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 'Category' header. Below the header, there are three expandable categories: 'Infrastructure Bridging Finance', 'Postdoctoral Grants', and 'Research Grants'. The 'Research Grants' category is expanded, showing 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. A red box highlights the 'CREATE' button for the 'Black Academics Advancement Programme'.

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 instructions 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 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 selected, the application will be rejected without review.

Additional Information: nGAP

Task *

Commencement Date of Employment *

PhD

Post-PhD

CANCEL SAVE

BACK TO APPLICATION

6.2 Ethical Clearance

Indicate if ethical clearance is required for your research and if it has been obtained already. Should your research require ethical clearance the approval needs to be held by the university and provided to the NRF on request, if applicable.

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 details to the application. This will not be looked at during the funding decision 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 [CREATE](#)

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.

The final submit button will appear only if all compulsory sections are complete. Press 'OK' to submit your application. If all the compulsory sections are complete and the final submit button does not appear, select any section and re-save to refresh the application; you will then see the final submit button. **A submitted application is automatically routed to the DA in the Research Office of the institution that you selected, for internal review and validation. Late applications, additional supporting documentation or information received after the cut-off date will not be accepted or considered.**

The NRF will not process applications that are incomplete, contain insufficient or incorrect details, or fail to follow instructions. Such applications will be rejected. The application must be completed with sufficient details to allow for a comprehensive review and evaluation by external reviewers. In addition to the electronic application and required attachments, the NRF may request additional information or documentation to support an application if required. Failure to supply such information or documentation upon request may result in the rejection of the application.

7. Tracking the Application

This section explains different application statuses to assist the applicant track their application. The status of your application will determine the stage of the application. Applicants should direct queries to the Institution Research/Postgraduate Office if the application is still with the Institution i.e., not yet submitted to the NRF.

Application in progress	<ul style="list-style-type: none"> • Applicant has created an application.
Application complete	<ul style="list-style-type: none"> • Application is complete but has not been submitted to the institution yet.
Submit application to institution	<ul style="list-style-type: none"> • Application has been submitted to the selected institution.
Designated authority submission review	<ul style="list-style-type: none"> • Application received by institutional designated authority (DA) and currently under review.
Designated authority submission eligibility review	<ul style="list-style-type: none"> • DA has completed review but still needs to complete eligibility criteria check.
Internal screening submission	<ul style="list-style-type: none"> • Application has been submitted to the NRF by the DA.
Panel review	<ul style="list-style-type: none"> • Application is under peer review process (only applicable to specific funding instruments)
Internal screening approval	<ul style="list-style-type: none"> • NRF screening process to check eligibility and application requirements. • If rejected, the applicant will receive a notification with the reason for rejection
Funding decision allocation	<ul style="list-style-type: none"> • Eligible application now under awarding stage. • Unsuccessful applications will remain at this stage
Award accepted	<ul style="list-style-type: none"> • Successful application i.e., an award has been made against the application. Awardee can log into NRF Connect to accept/reject the award.

END