

General Progress Report Guide 2024

Postgraduate Grants

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Summary of System Controls

	Upload functionality: Click on the + icon to upload documents. Where the control then shows a  icon, click this to finalise the upload.
	Toggle: Move the slider to the right for a positive response and left for a negative one.
	Click to expand a pane.
	Click to hide a pane.
	Click to edit a record/item.
	Click to delete a record/item.
	Expand sub-menu items.
	Hide sub-menu items.

1. Background

This document serves as a guideline on how to complete progress reports on NRF Connect.

2. Who should submit a report?

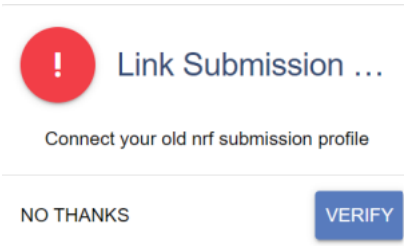
Students, Postdoctoral Fellows and Researchers who received NRF funding in the 2024 grant year **must** complete a progress report on the NRF Connect system.

3. How to submit your Progress Report

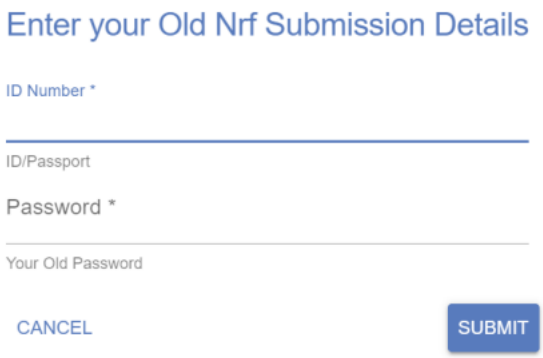
Progress Reports must be submitted electronically on the *NRF Connect* system at https://nrfconnect.nrf.ac.za unless otherwise indicated.

Instructions to grant holders:

- Go to https://nrfconnect.nrf.ac.za
- Login using your ORCID credentials.
- If your CV has not been updated, you can sync it from the previous system. Click **VERIFY** to link to the relevant account on the NRF Online Submission System.



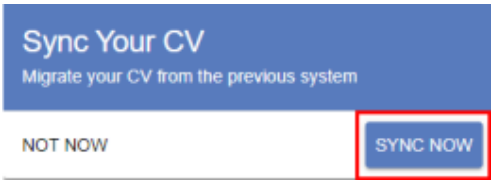
- Provide the ID/passport number and password used on the NRF Online Submission System.



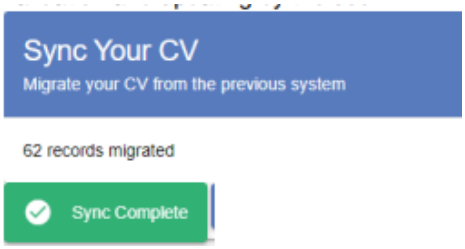
- Once the verification of the two accounts has been completed, confirmation will show at the bottom of the screen.



- You now have the option to sync/migrate your CV from the NRF Online Submission System to NRF Connect. Click **SYNC NOW** to do this.



- Once this is done, the relevant information will be copied over to NRF Connect and be available for validation and updating by the user.

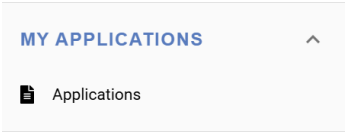


- Please ensure that the CV is updated before completing the progress report.
- After logging in, you must click on the **PROFILE** button to update your details.

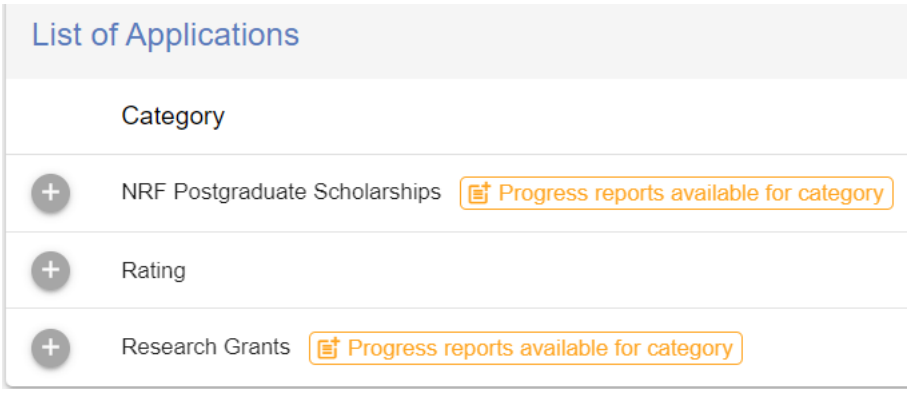
4. How to access your Progress Report

To access a progress report, go to:

- **MY APPLICATION**.
- Click on **Applications**.



- Expand the relevant **Category** that the application falls under by clicking the plus (+) sign.



Rather use screenshot where there is a progress report available

- Next to the relevant application, expand to display the progress report.

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5. Progress Report Template Sections

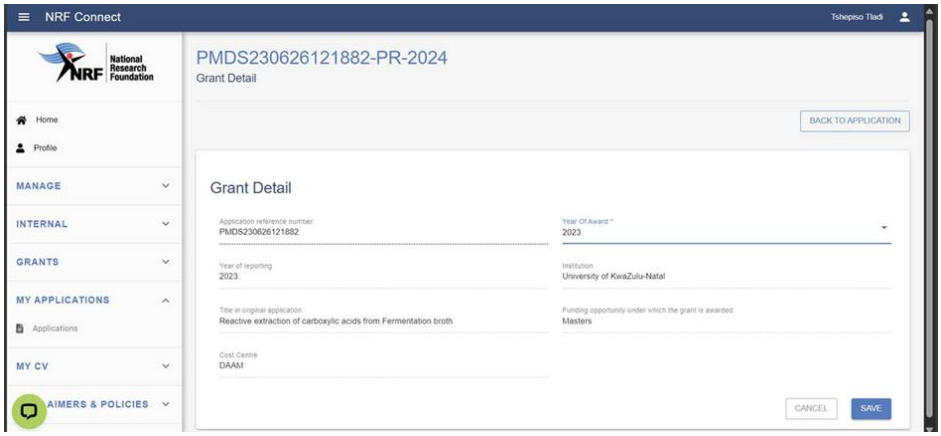
Sections	Compulsory
Personal Profile	Yes
Qualifications/Certifications	Yes
Research Expertise	Yes
Career History	Yes
Grant Details	Yes
Aims and Objectives	Yes
Research Highlights	Yes
Impact of the Research	Yes
Challenges Related to Research/Project	Yes
Proposed Research Plan Towards Completion	Yes
Application Support Input	Yes
Research Output	Yes
Alignment to National Imperative	Yes
Collaboration	Yes
Science Engagement	Yes
Geographical Area	Yes
National Infrastructure Platform	Yes

Proposed Research Plan Towards Completion	Yes
Challenges Related to Research	Yes
Travel Grant Feedback	No
Attachments	No

6. Screenshots of Progress Report Sections

6.1 Grant Details

6.1.1 Screenshot

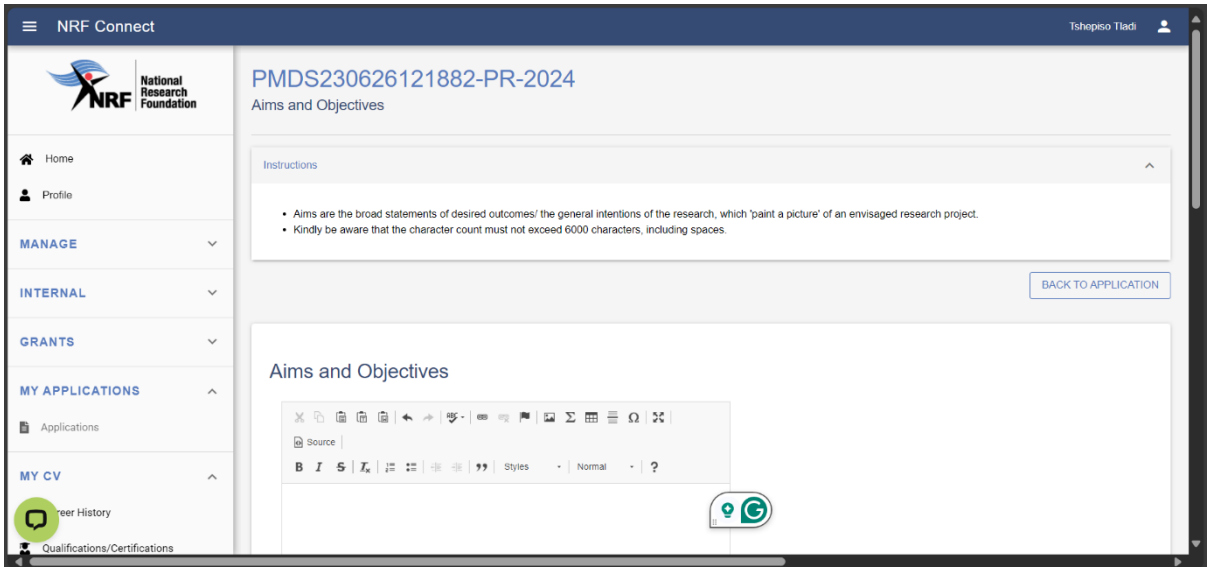


6.1.2 Specific Instructions for Section

Year of Award: Refers to the year in which the first award was received

6.2 Aims and Objectives

6.2.1 Screenshot



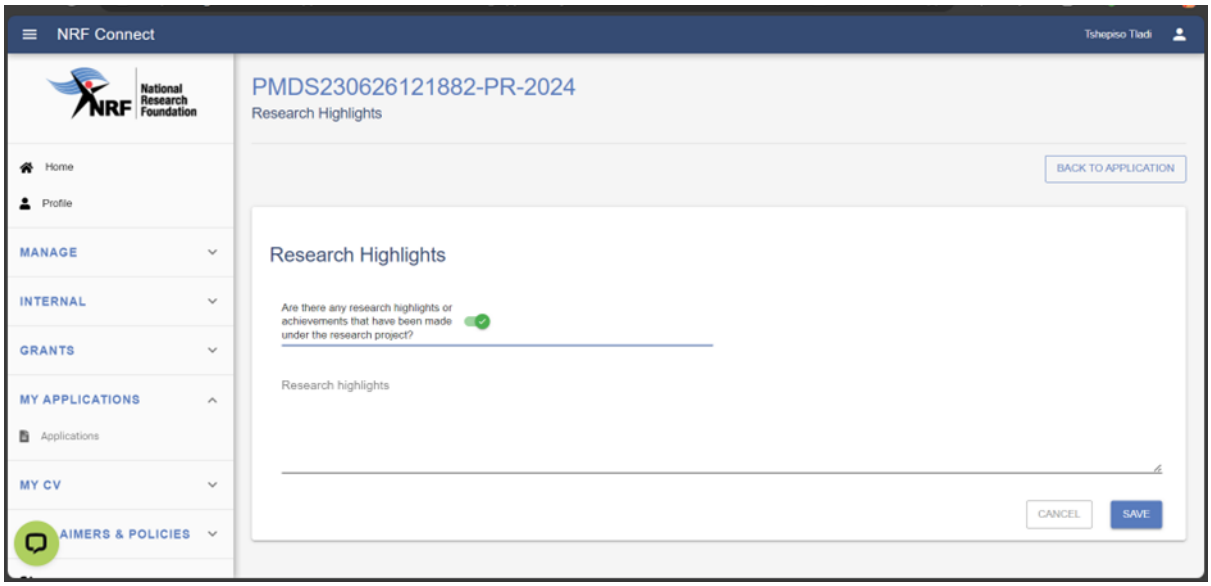
6.2.2 Specific Instructions for Section

The original aims and objectives are pulled from the initial application and displayed in this section. No changes can be made to the original information.

If there are any amendments to the original and specified aims and objectives, use the toggle button to make amendments.

6.3 Research Highlights

6.3.1 Screenshot

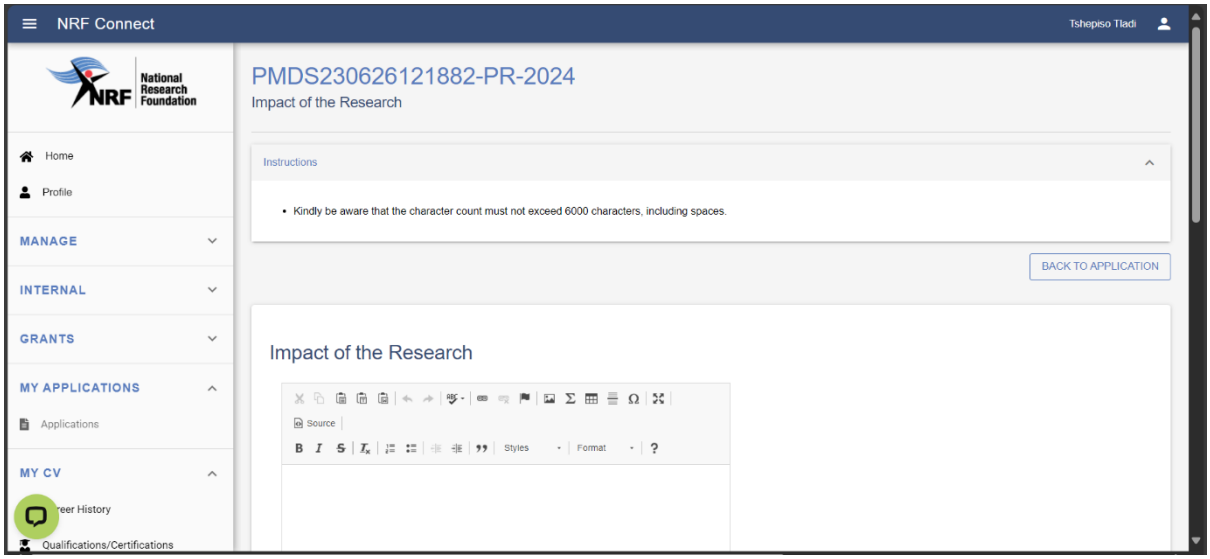


6.3.2 Specific Instructions for Section

Add information related to the highlights of your research.

6.4 Impact of the Research

6.4.1 Screenshot

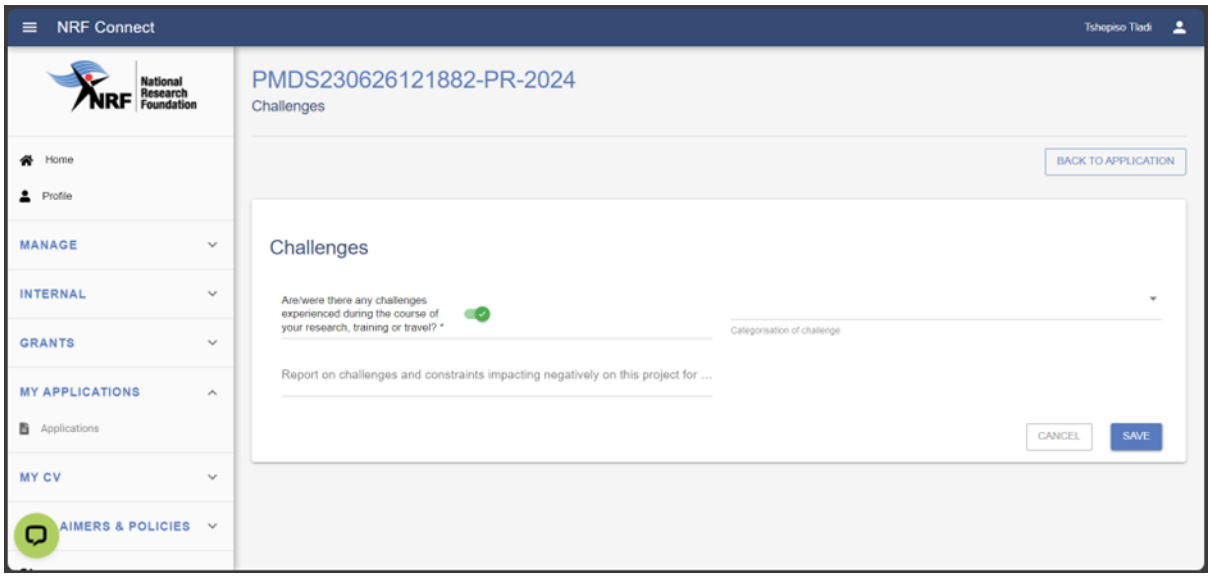


6.4.2 Specific Instructions for Section

Indicate if any aspects of the original impact have been achieved.

6.5 Challenges Related to Research/Project

6.5.1 Screenshot

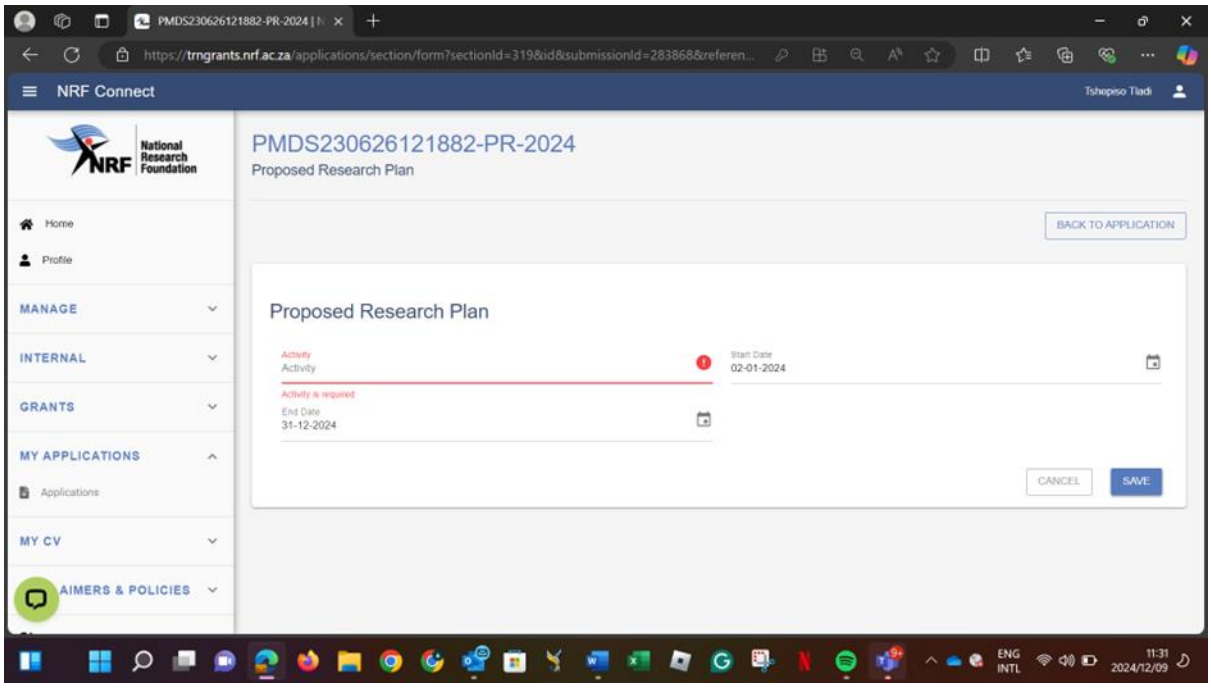


6.5.2 Specific Instructions for Section

Report on any challenges and constraints impacting negatively during the course of this research.

6.6 Proposed Research Plan Towards Completion

6.6.1 Screenshot

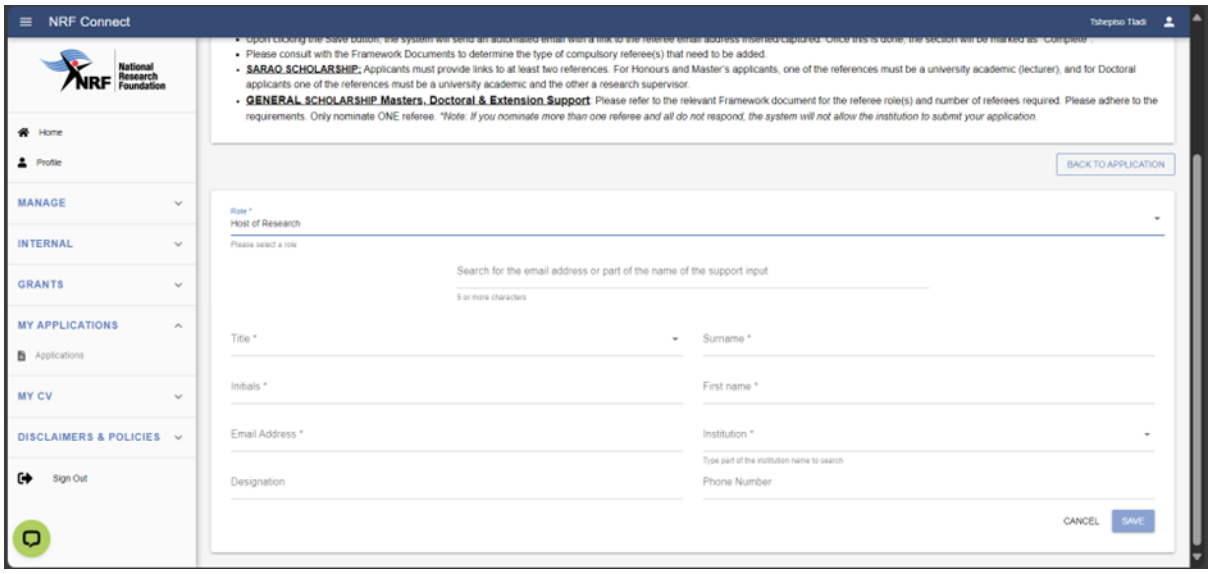


6.6.2 Specific Instructions for Section

If the research is still ongoing, provide a detailed workplan regarding how you intend to complete the research within the required timeframe.

6.7 Application Support Input

6.7.1 Screenshot

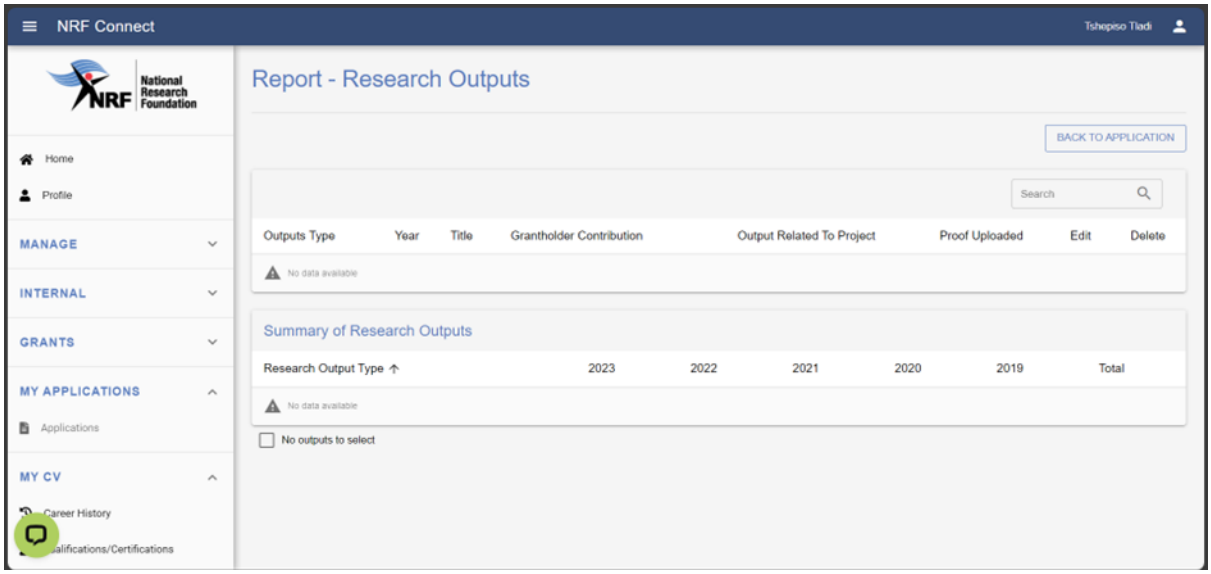


6.7.2 Specific Instructions for Section

Master's and Doctoral grant holders must add the details of their supervisor in this section. Once the Progress Report has been submitted, a report will become available on your supervisor's NRF Connect profile for them to complete. Continuing funds for 2025 cannot be released without the supervisor report.

6.8 Research Output

6.8.1 Screenshot

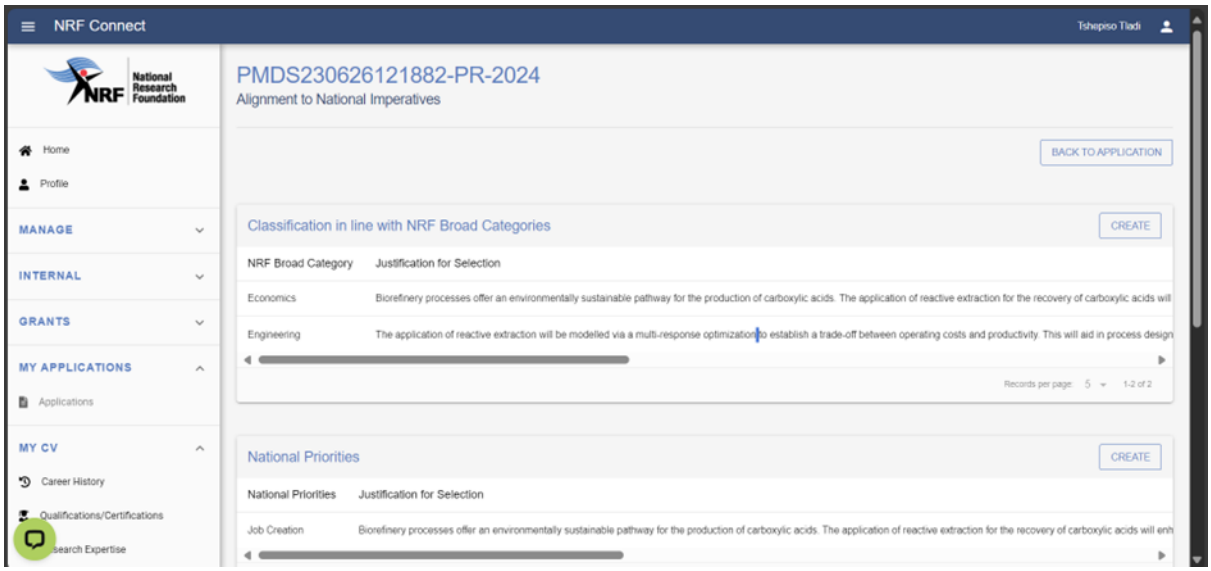


6.8.2 Specific Instructions for Section

Grant holder must update the research outputs in the CV section for the information to reflect on the report.

6.9 Alignment to National Imperative

6.9.1 Screenshot



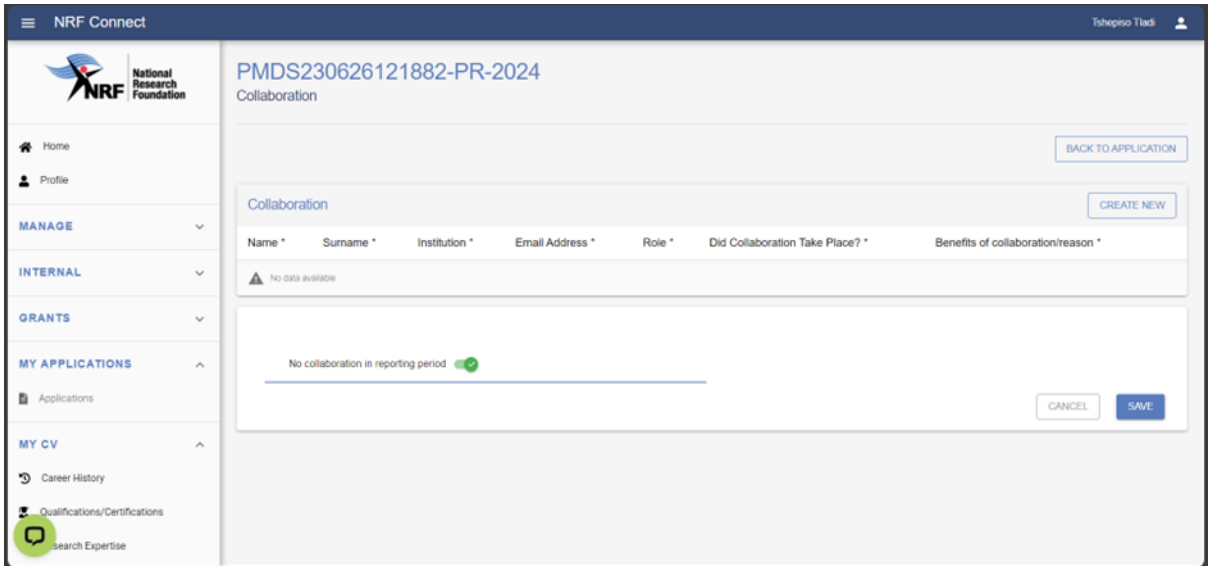
6.9.2 Specific Instructions for Section

Grant holder must complete the **COMMENTS** section before this section can be saved/marked as complete.

There is a character limitation of 500 for the **JUSTIFICATION** section. If the number of characters exceeds 500, the section will not save/mark as complete.

6.10 Collaboration

6.10.1 Screenshot

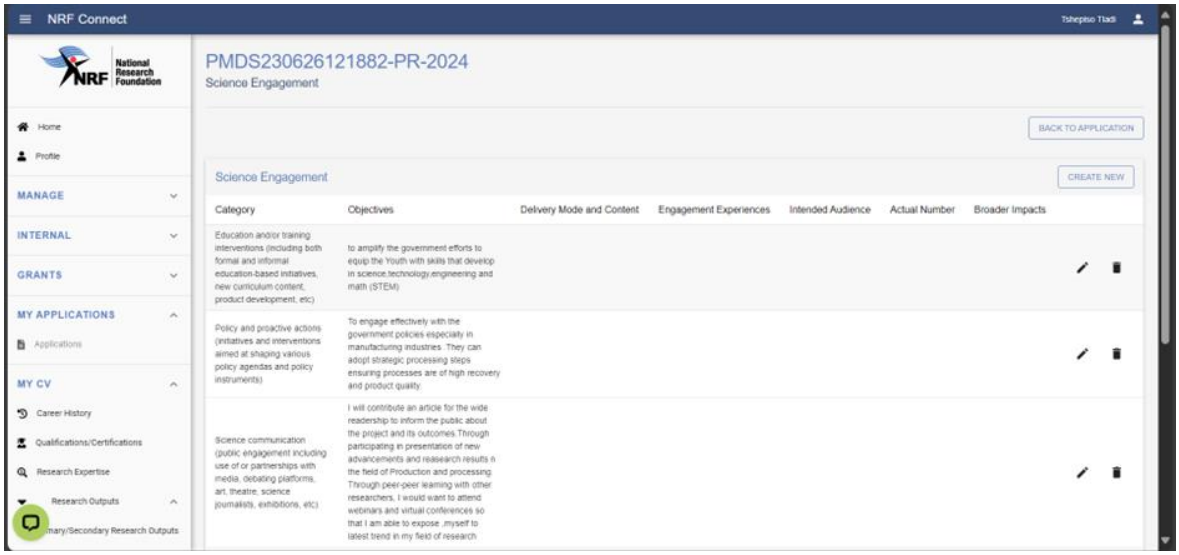


6.10.2 Specific Instructions for Section

Add details of any research collaboration that took place during the reporting period.

6.11 Science Engagement

6.11.1 Screenshot

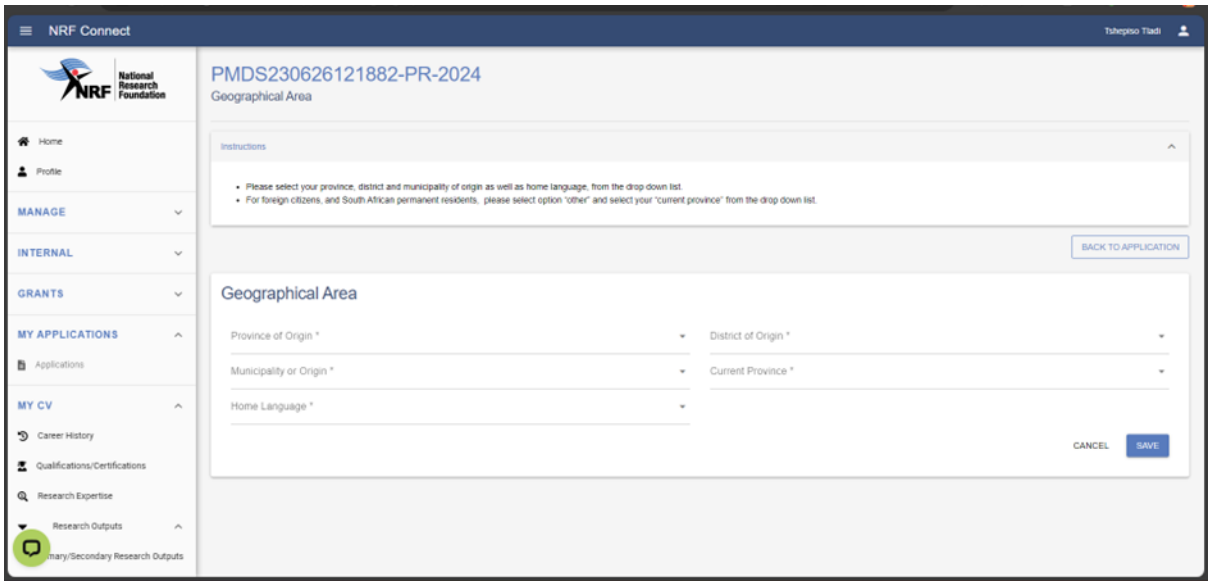


6.11.2 Specific Instructions for Section

Provide details of any science engagement activities related to your research that took place during the reporting period.

6.12 Geographical Area

6.12.1 Screenshot



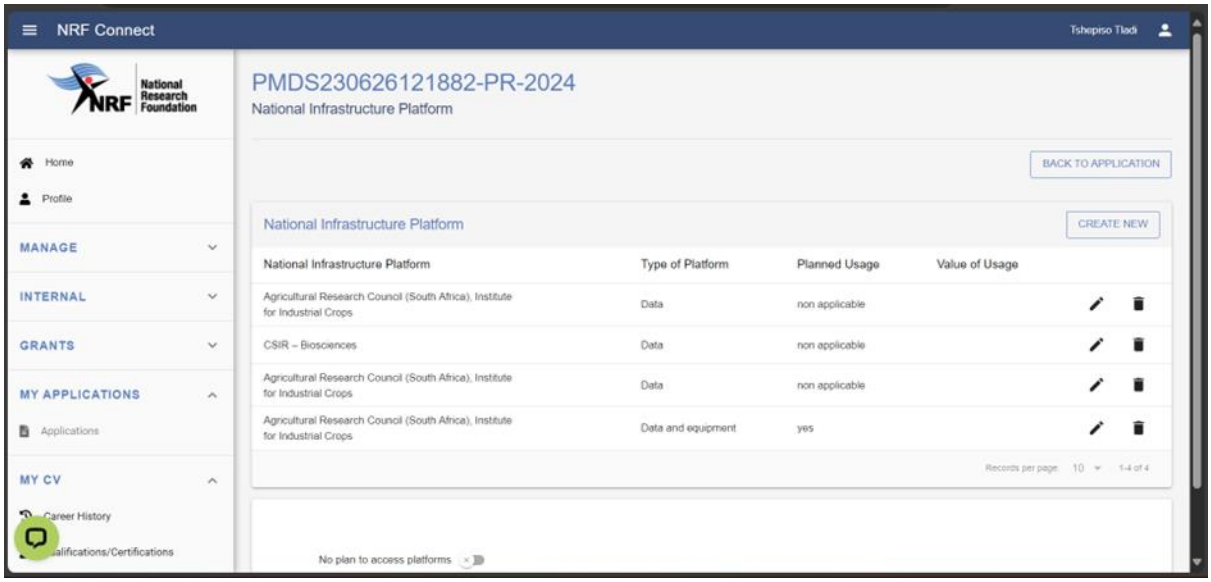
6.12.2 Specific Instructions for Section

Please select your province, district and municipality of origin as well as home language, from the drop-down list.

For Non-South Africans and South African permanent residents, please select option “0ther” and select your “current province” from the drop-down list.

6.13 National Infrastructure Platform

6.12.1 Screenshot

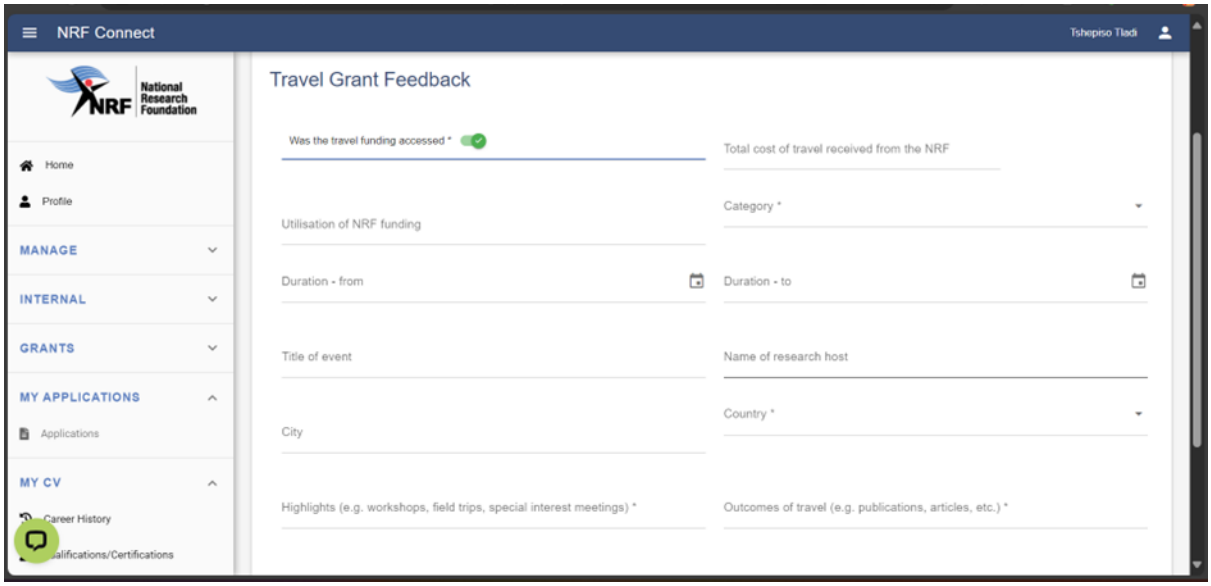


6.12.2 Specific Instructions for Section

Add information regarding any national infrastructure platforms that were utilised during the course of your research.

6.13 Travel Grant Feedback

6.13.1 Screenshot

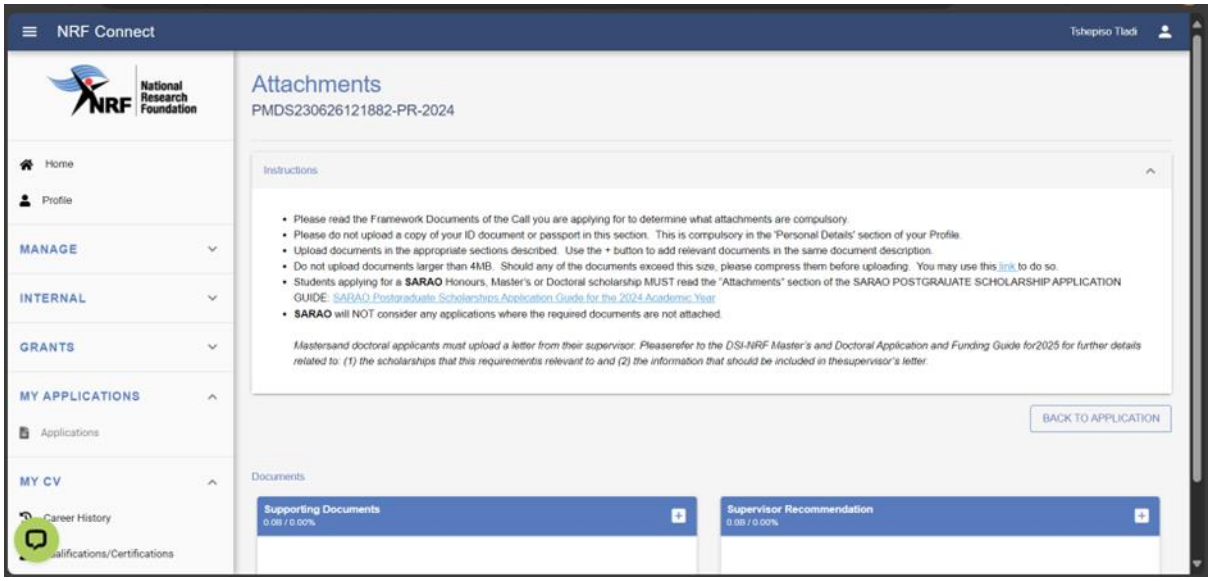


6.13.2 Specific Instructions for Section

This section must be completed by Doctoral students and postdoctoral Fellows who received travel or mobility grants in addition to their scholarship or fellowship.

6.14 Attachments

6.14.1 Screenshot



6.14.2 Specific Instructions for Section

Continuing students should attach proof of registration for 2025 in order for continuing funds to be released.

Final year students should attach proof of completion if available. If not available at time of report submission, grant holders should update the **Qualifications** section under the NRF Connect profile and attach proof of completion.

7. Instructions to Research/Postgraduate Officers (or equivalent)

Please ensure that you prepare adequately for the published cut-off dates.

Designated Authorities (DAs) are the gatekeepers of quality progress reports to safeguard the reputation of institutions in accessing funds. As such they should:

- Provide guidance and advice to researchers, grant holders, and students in completing their progress reports;
- Review progress reports for completeness, validity, reliability and correctness before submission to the NRF. This includes ensuring that any compulsory attachments are uploaded and are correct; and
- Open progress reports for amendment if/when required and indicate where revisions are required.

Institutional Finance Officers are responsible for the processing of carry forward requests as part of the progress report.

8. Closing Dates

The closing dates for submission of progress reports are as follows:

Closing Date for Grant holders/Students/Fellows: **Closing Date for Designated Authorities:**	

9. FAQ

https://www.nrf.ac.za/nrf-connect/nrf-connect-faqs/

10. Contact Details

Grant holders are encouraged to first engage their institutional authorities, i.e. Research/Postgraduate Office (or equivalent) for information and advice.

For Funding Opportunity related queries

Please contact the relevant contact people as indicated in the Framework and Funding and Application Guides (see Appendix 1).

For technical support, the NRF Support Desk can be contacted at the following e-mail address supportdesk@nrf.ac.za

Appendix 1

Funding Instruments responsible for	Name	**Surname**	Email	Tel no	Position
Next Generation Researchers- All freestanding student programmes	Thashni	Pillay	t.pillay@risa.nrf.ac.za	(012) 481 4241	Manager
All Honours Freestanding Grants, Energy Mobility Education Trust (Honours, Masters and Doctoral), Student Completion (graduation records)	Zodwa	Mahlangu	JZ.Mahlangu@risa.nrf.ac.za	(012) 481 4114	Professional Officer
Innovation Masters FCS, Scarce Skills Masters; Scarce Skills Doctoral; DAAD Masters & Doctoral	Melissa	Govender	M.Govender@risa.nrf.ac.za	(012) 481 4311	Professional Officer
Innovation Doctoral PCS; Innovation Masters PCS; SASAC Masters, SASAC Doctoral, Nuffic; Fulbright; Global Knowledge Partnerships	Nelson	Komane	SN.Komane@risa.nrf.ac.za	(012) 481 4219	Professional Officer
Innovation Doctoral FCS; MINDS; National Facilities	Lehlogonolo	Phaahla	LA.Phaahla@risa.nrf.ac.za	(012) 481 4315	Professional Officer
Scarce Skills Honours, MANUS MATSci; FSATI	Tshepiso	Masemola	T.Masemola@risa.nrf.ac.za	(012) 481 4336	Professional Officer
SASOL; Extension Support; ISFAP FCS and PCS	Kgaugelo	Molapo	KJ.Molepo@risa.nrf.ac.za	(012) 481 4148	Professional Officer
Scarce Skills Honours and Sasol	Christa	Huizinga	C.Huizinga@risa.nrf.ac.za	(012) 481-4085	Liaison Officer

Innovation Honours and Energy Mobility Education Trust	Onicca	Motsepe	OM.Motsepe@risa.nrf.ac.za	(012) 481 4112	Liaison Officer
All freestanding Masters, including Extension Masters Support	Sello	Molokana	S.Molokana@risa.nrf.ac.za	(012) 481 4082	Liaison Officer
All Freestanding Doctoral, including Extension Doctoral Support, Doctoral Abroad (GKP)	Lenor	Tommy	LV.Tommy@risa.nrf.ac.za	(012) 481 4093	Liaison Officer
Admin Assistant: Next Generation Researchers	Unathi	Nongxa	U.Nongxa@risa.nrf.ac.za	(012) 481 4020	Admin Assistant