

General Progress Report Guide 2024

Research 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?

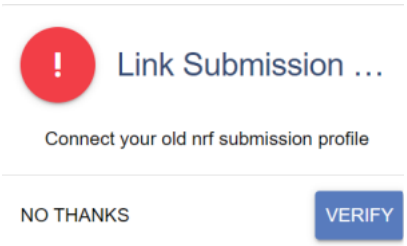
Students, Postdoctoral Fellows and Researchers who received NRF funding in the 2024 grant year **must** complete a progress report on the NRF Connect system.

3. HOW TO SUBMIT YOUR PROGRESS REPORT

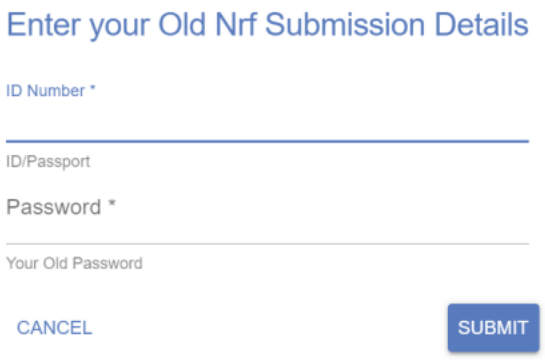
Progress Reports must be submitted electronically on the *NRF Connect* system at https://nrfconnect.nrf.ac.za unless otherwise indicated.

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.



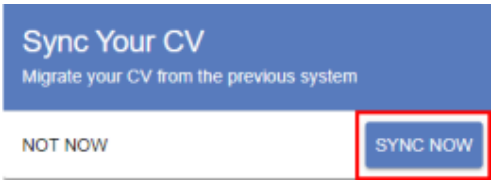
- Provide the ID/Passport number and password used on the NRF Online Submission System.



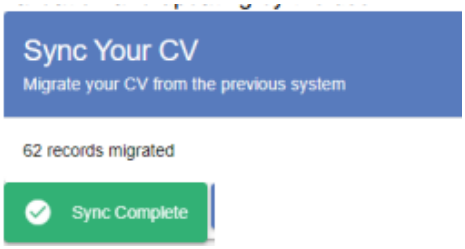
- Once the verification of the two accounts has been completed, confirmation will show at the bottom of the screen.



- You now have the option to sync/migrate their 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.

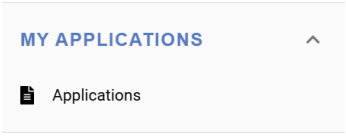


- Please ensure that the CV is updated before completing the progress report.
- After logging in, the grant holder must click on the **PROFILE** button to update their details.

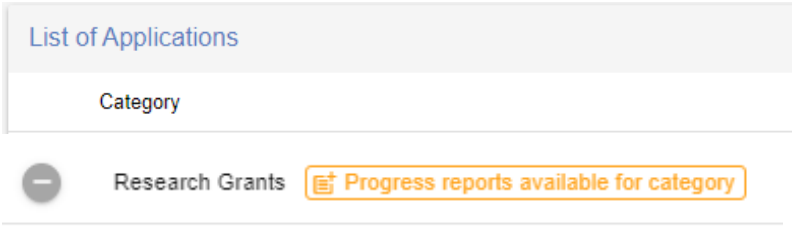
4. HOW TO ACCESS YOUR PROGRESS REPORT

To access a progress report, go to:

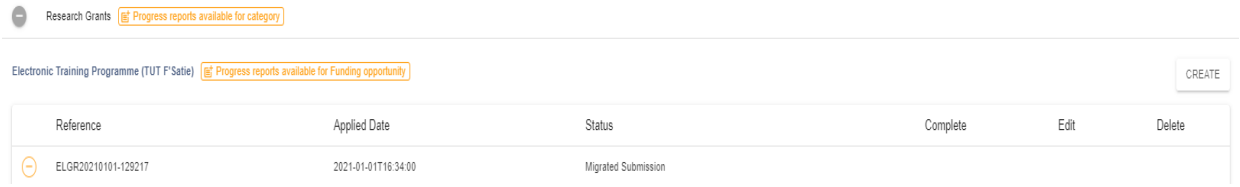
- **MY APPLICATION**.
- Click on **Applications**.



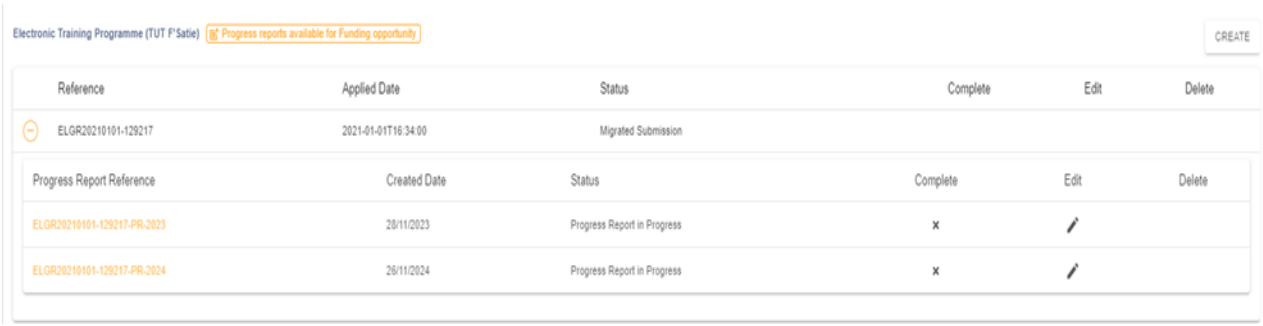
- Expand the relevant **Category** that the application falls under by clicking the plus (+) sign.



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



- Edit the relevant progress report.



5. PROGRESS REPORT TEMPLATE SECTIONS

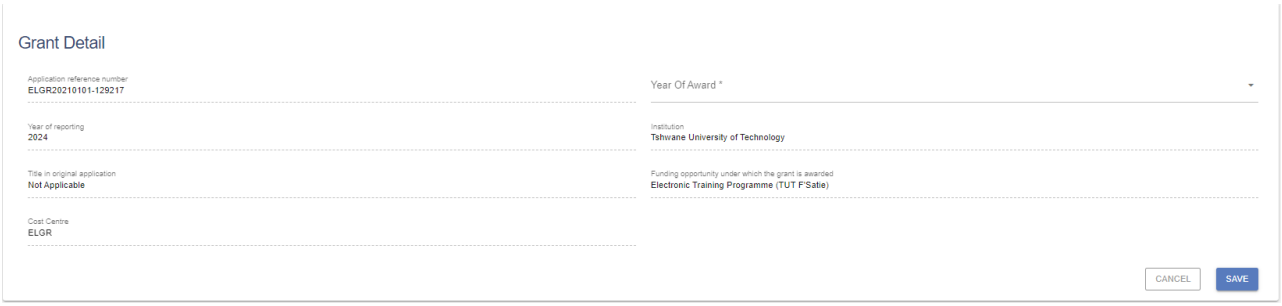
Sections	Compulsory
Personal Profile	Yes
Qualifications/Certifications	Yes
Research Expertise	Yes
Student Supervision	No
Grant Details	Yes
Aims and Objectives	Yes
Non-academic (Transdisciplinary) Partners	No
Research Highlights	No
Societal Impact	Yes
Knowledge Impact	Yes
Challenges Related to Research/Project	Yes
Non-academic Outputs	No

Research Outputs	Yes
Leveraging of Funds	No
Collaboration	No
Science Engagement	No
Financials	Yes
National Infrastructure Platform	No
Human Capacity Development: Supported Students/Researchers/Other	No
Human Capacity Development: Supervised by Other Members on the Project	No
Alignment to National Imperative	Yes
Equipment Purchases	No
Application Support Input	No
Data Management	No
Attachments	Yes

6. SCREENSHOTS OF PROGRESS REPORT SECTIONS

6.1 Grant Details

6.1.1 Screenshot

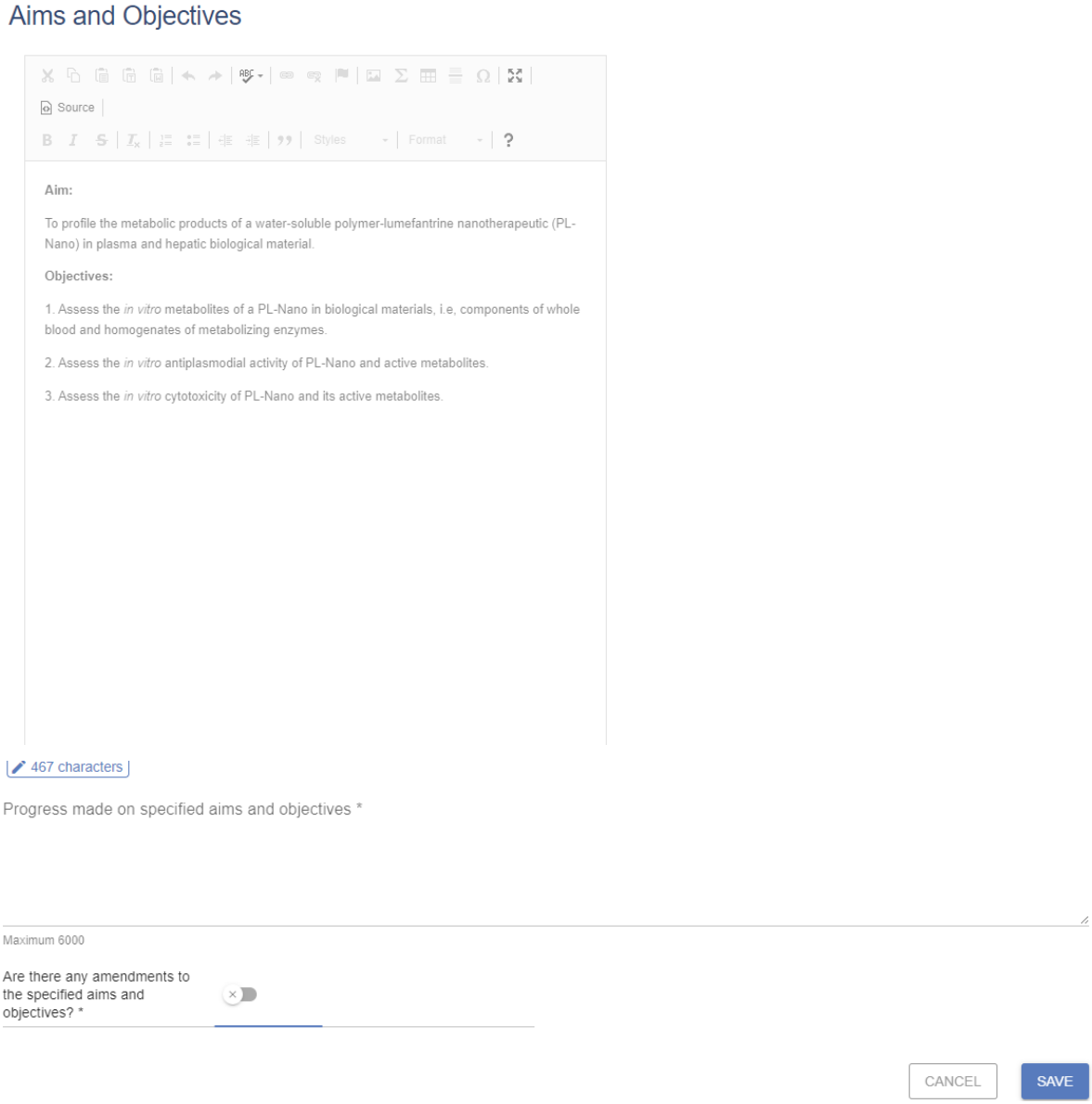


6.1.2 Specific Instructions for Section

The reporting year is automatically pulled; however, the grant holder must select the year of the award. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.2 Aims and Objectives

6.2.1 Screenshot



6.2.2 Specific Instructions for Section

The original goals and objectives are taken from the initial application and presented in this section. No changes can be made to the original information. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.3 Non-academic (Transdisciplinary) Partners

6.3.1 Screenshot

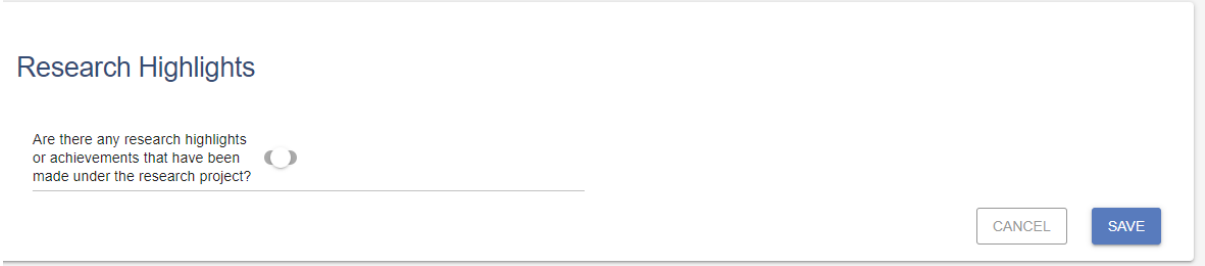
Not Applicable for F'SATI.

6.3.2 Specific Instructions for Section

Not Applicable for F'SATI.

6.4 Research Highlights

6.4.1 Screenshot

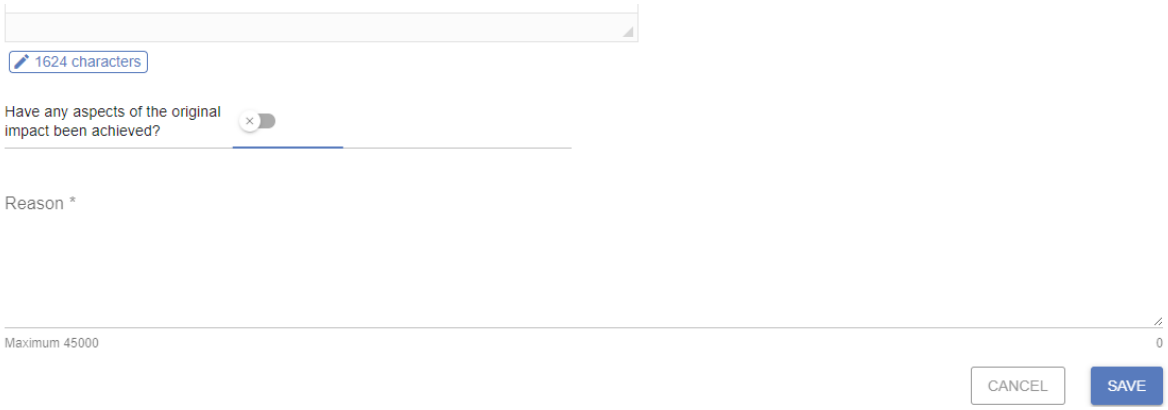


6.4.2 Specific Instructions for Section

Slide the toggle to the right to include research highlights. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.5 Societal Impact

6.5.1 Screenshot



6.5.2 Specific Instructions for Section

The anticipated impact will be pulled from the application. Slide the toggle to the right to indicate the realised impact or provide reasons why the impact has not been realised. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.6 Knowledge Impact

6.6.1 Screenshot

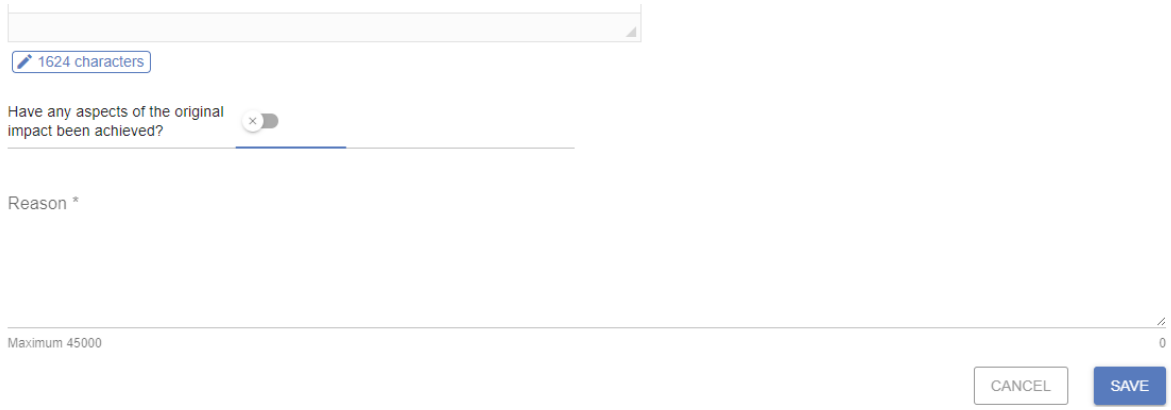
Not Applicable for F'SATI.

6.6.2 Specific Instructions for Section

Not Applicable for F'SATI.

6.7 Challenges Related to Research/Project

6.7.1 Screenshot



6.7.2 Specific Instructions for Section

Slide toggle to the right to add any challenges experienced during the reporting year.

Click the **SAVE** tab then **BACK TO APPLICATION**.

6.8 Non-academic Outputs

6.8.1 Screenshot

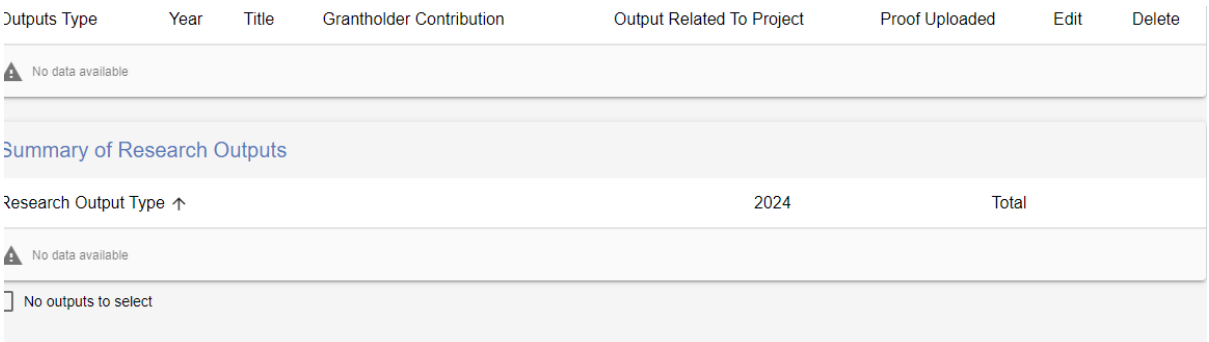
Not Applicable for F'SATI.

6.8.2 Specific Instructions for Section

Not Applicable for F'SATI.

6.9 Research Outputs

6.9.1 Screenshot

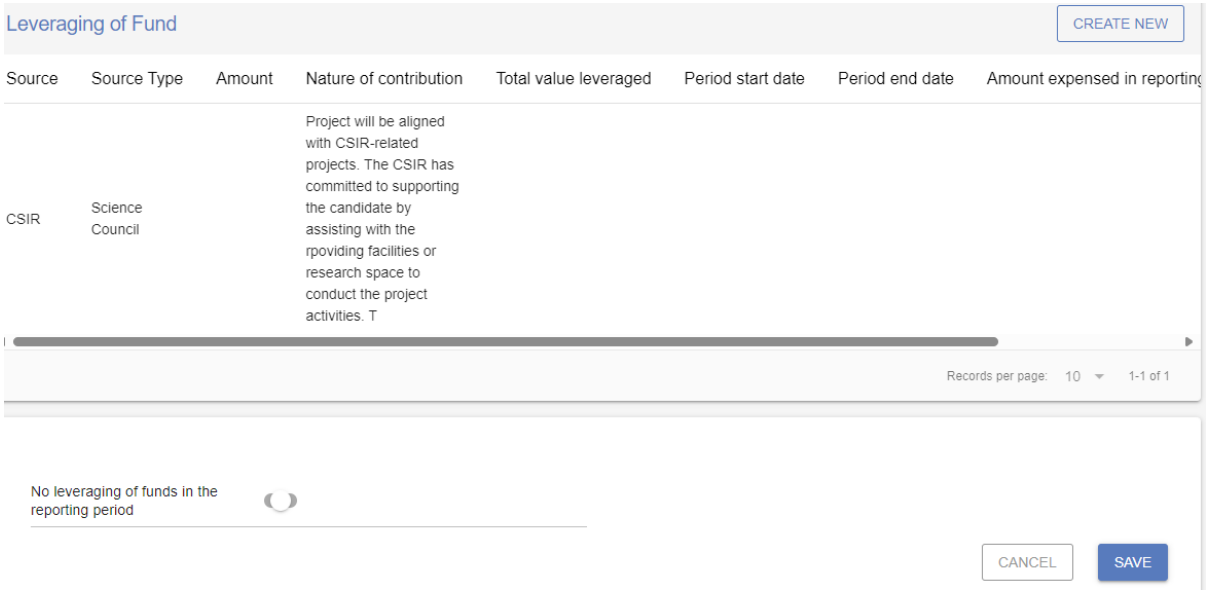


6.9.2 Specific Instructions for Section

Grant holder must update their CV; the outputs will reflect on the report. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.10 Leveraging of Funds

6.10.1 Screenshot

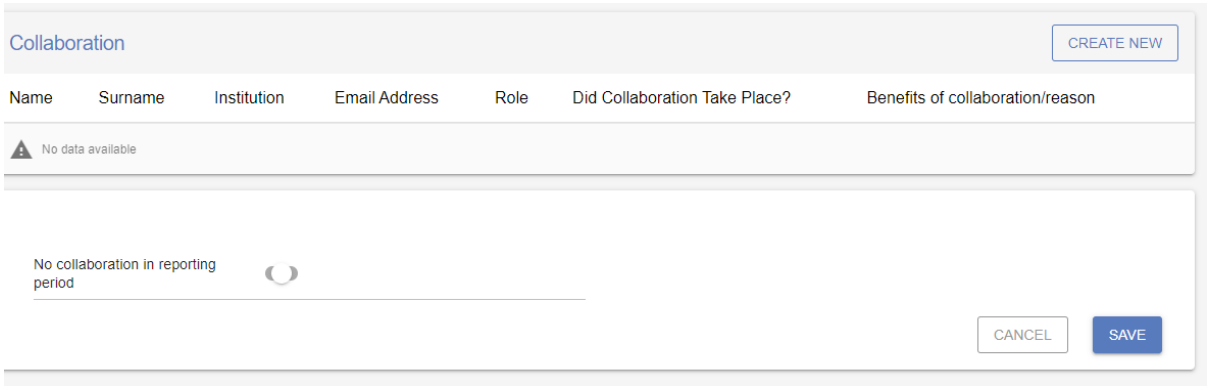


6.10.2 Specific Instructions for Section

Click **CREATE NEW** tab to add leveraged funds information. Slide the toggle to the right if there is no leveraging of funds. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.11 Collaboration

6.11.1 Screenshot

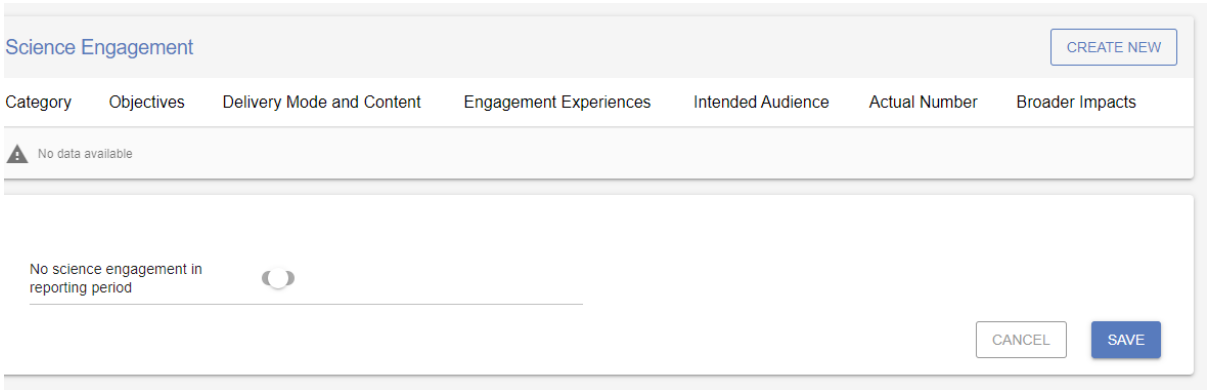


6.11.2 Specific Instructions for Section

Click **CREATE NEW** tab to add a collaboration or toggle to the right if there is no collaboration. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.12 Science Engagement

6.12.1 Screenshot

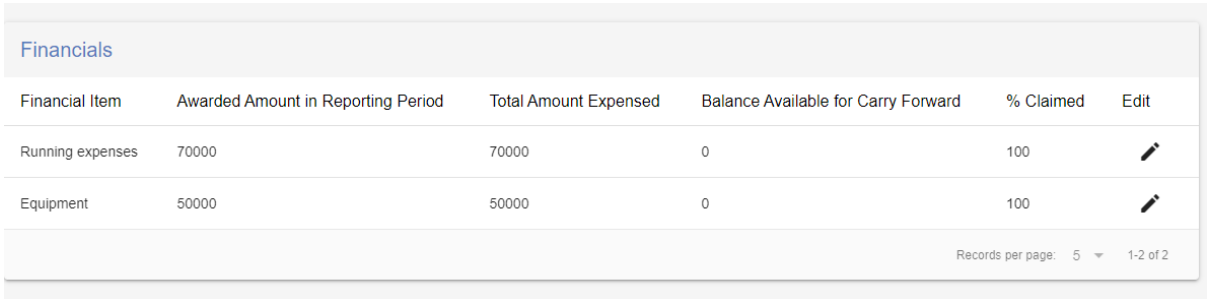


6.12.2 Specific Instructions for Section

Click **CREATE NEW** tab to add science engagement or toggle to the right if there is no science engagement. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.13 Financials

6.13.1 Screenshot

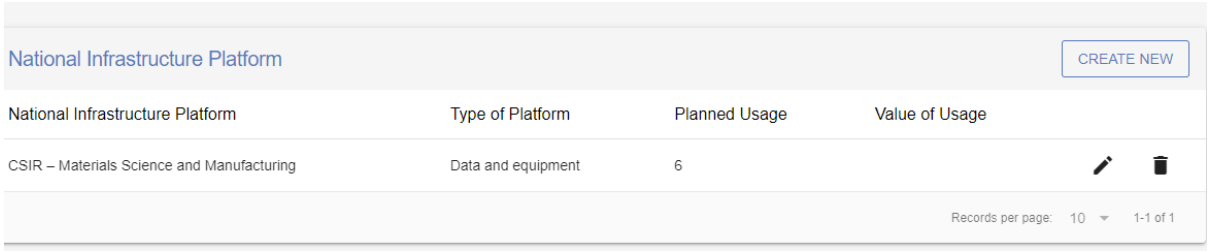


6.13.2 Specific Instructions for Section

Requests for carrying forward unspent funds must be included in this section of the Progress Report and should adhere to the guidelines outlined in the Guide for Carry Forwards. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.14 National Infrastructure Platform

6.14.1Screenshot

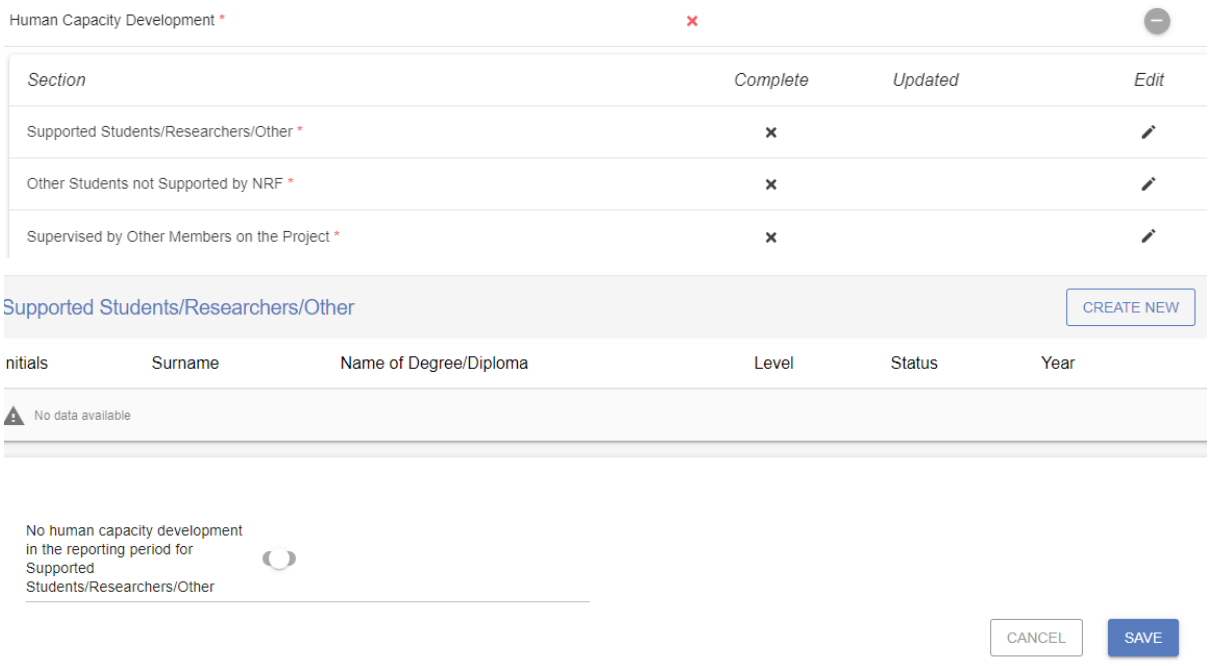


6.14.2Specific Instructions for Section

Click the **CREATE NEW** tab to add the National Infrastructure Platform. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.15 Human Capacity Development: Supported Students/Researchers/Other

6.15.1Screenshot

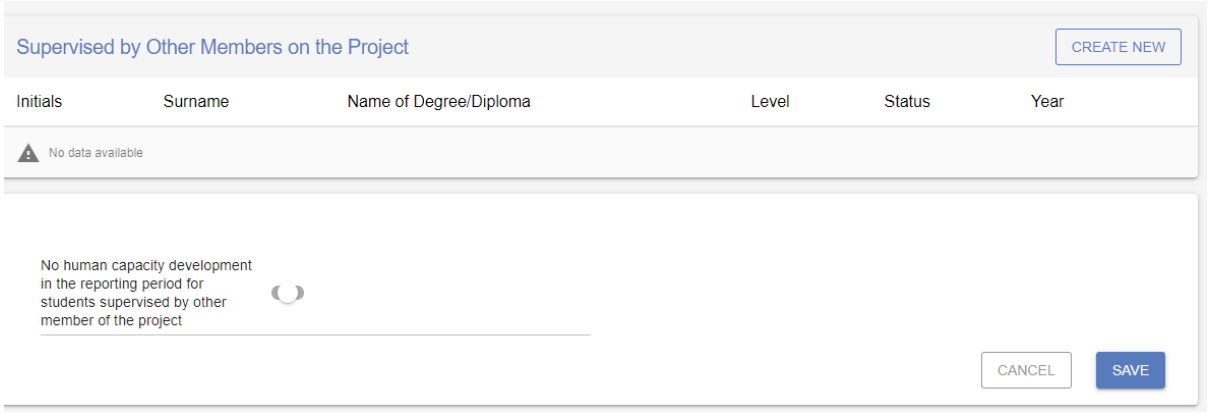


6.15.2Specific Instructions for Section

Grant holder must slide the toggle to the right for **NO** if there are no students, then provide a reason. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.16 Human Capacity Development: Supervised by Other Members on the Project

6.16.1Screenshot

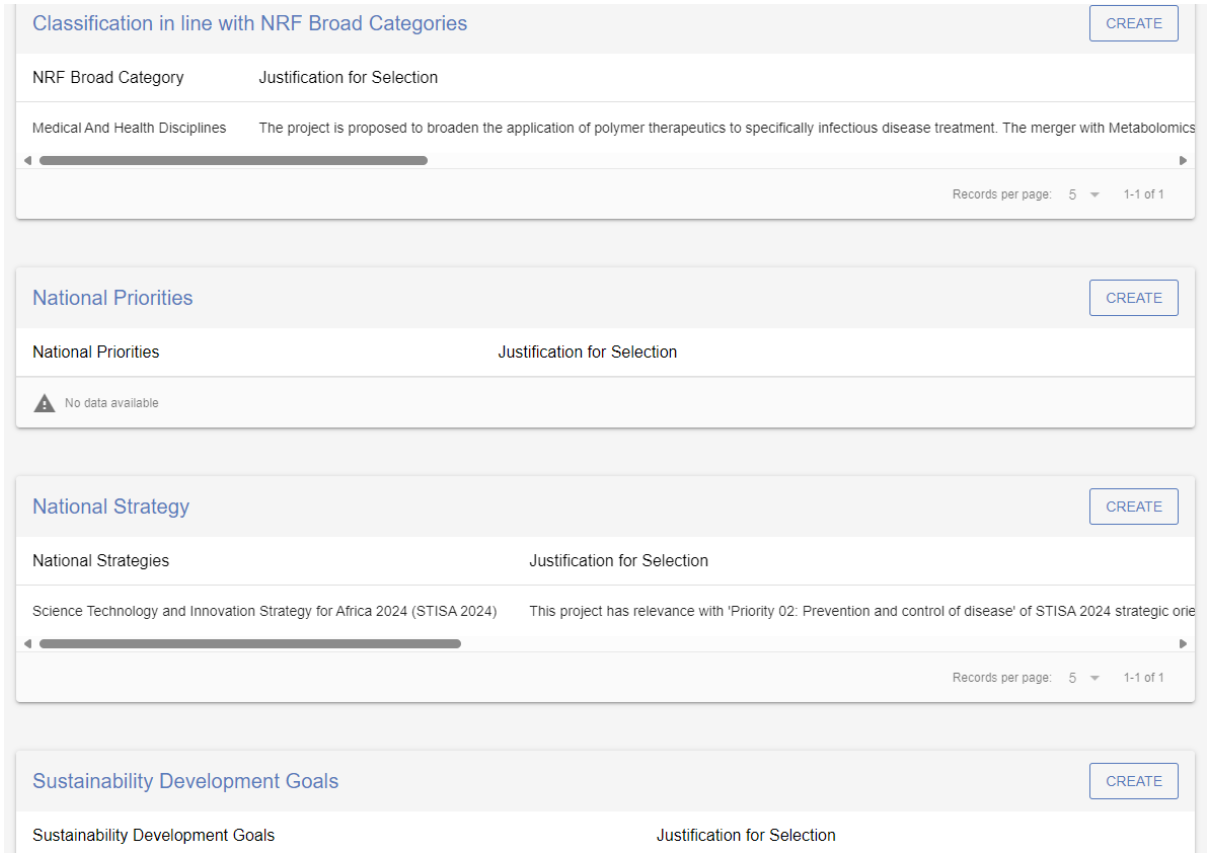


6.16.2Specific Instructions for Section

Grant holder must slide the toggle to the right for **NO** if there are no students, then provide a reason. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.17 Alignment to National Imperative

6.17.1Screenshot

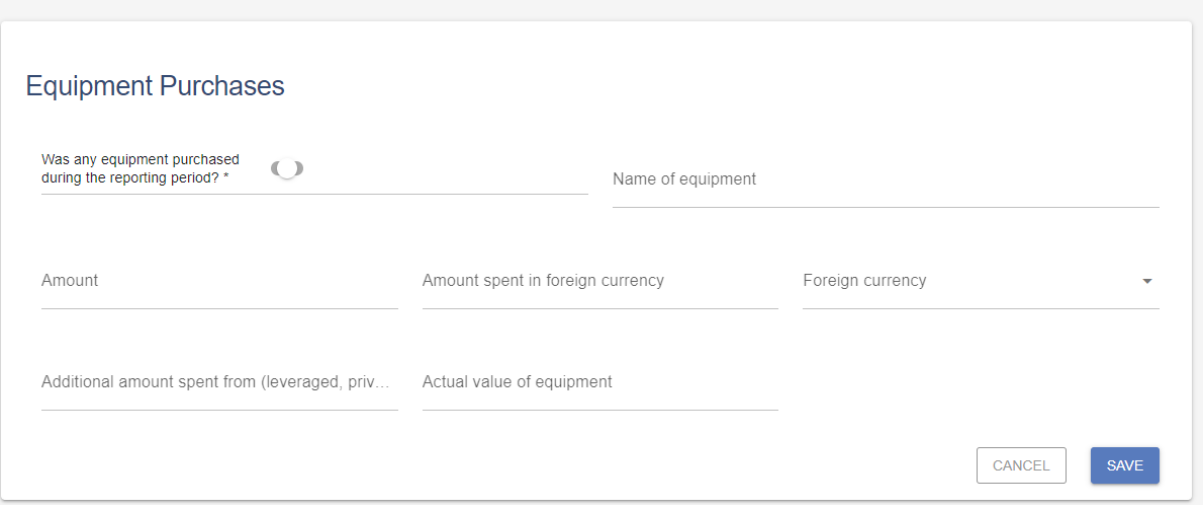


6.17.2 Specific Instructions for Section

Click on the **CREATE** tab, complete all subsection under this section. Grant holder must complete the **COMMENTS** section before this section can be saved/marked as complete. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.18 Equipment Purchases

6.18.1 Screenshot

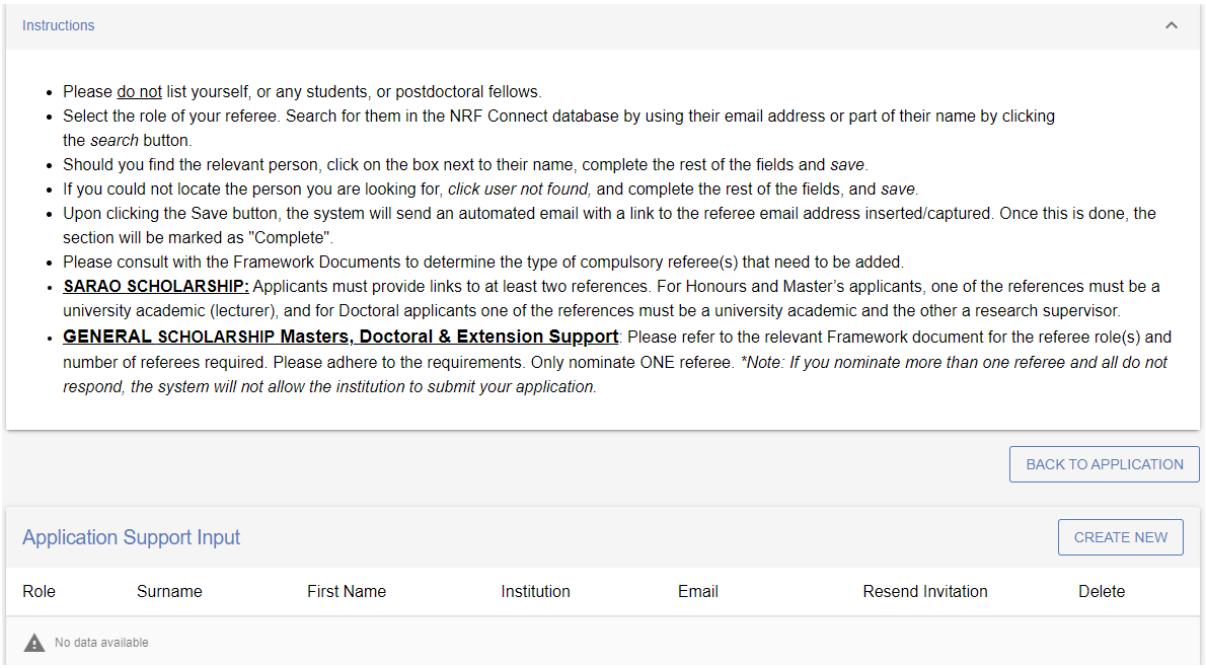


6.18.2 Specific Instructions for Section

Slide the toggle to the right if there was any equipment purchased and fill in the required information. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.19 Application Support Input

6.19.1Screenshot

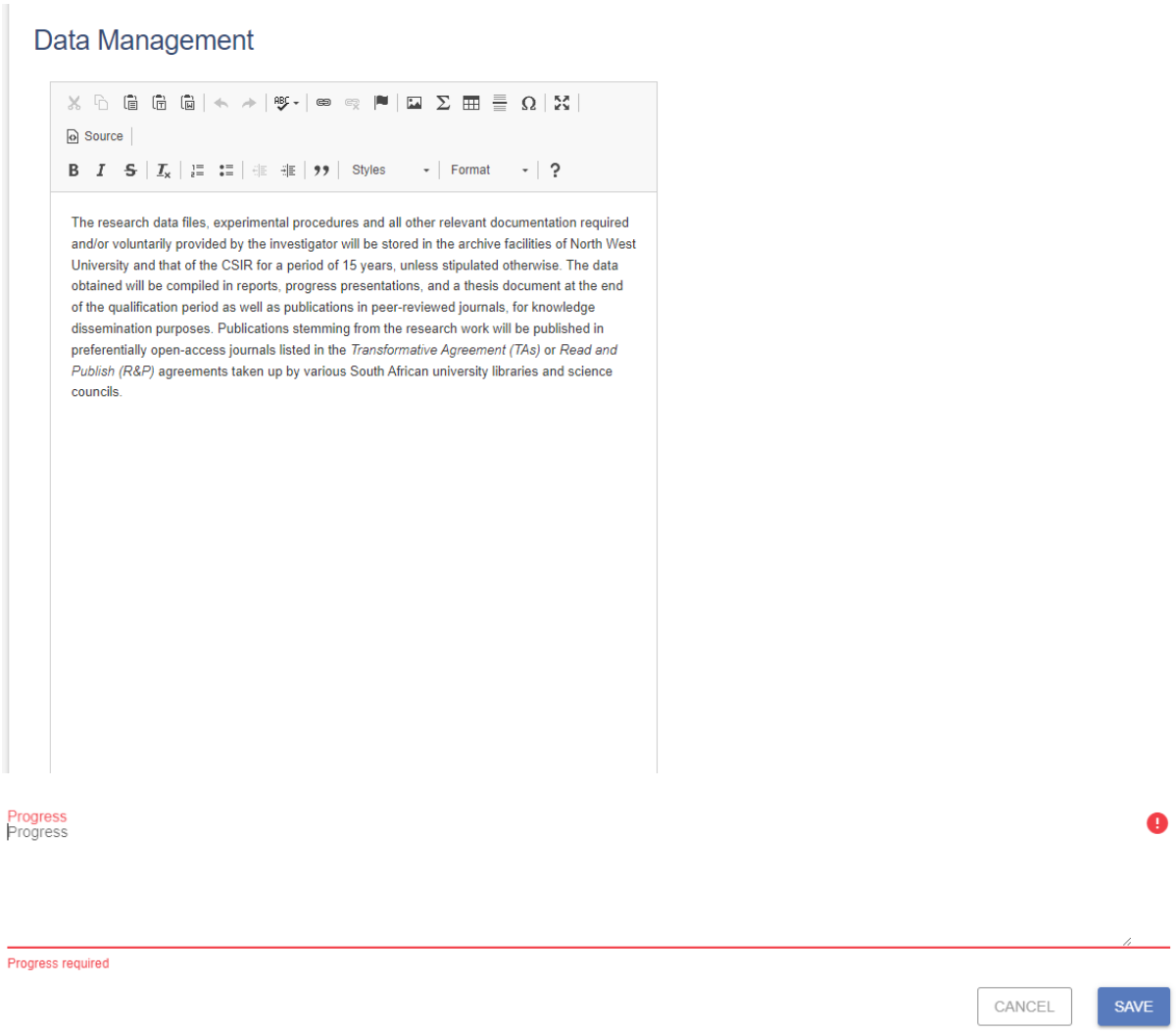


6.19.2Specific Instructions for Section

Not applicable for F'SATI.

6.20 Data Management

6.20.1Screenshot

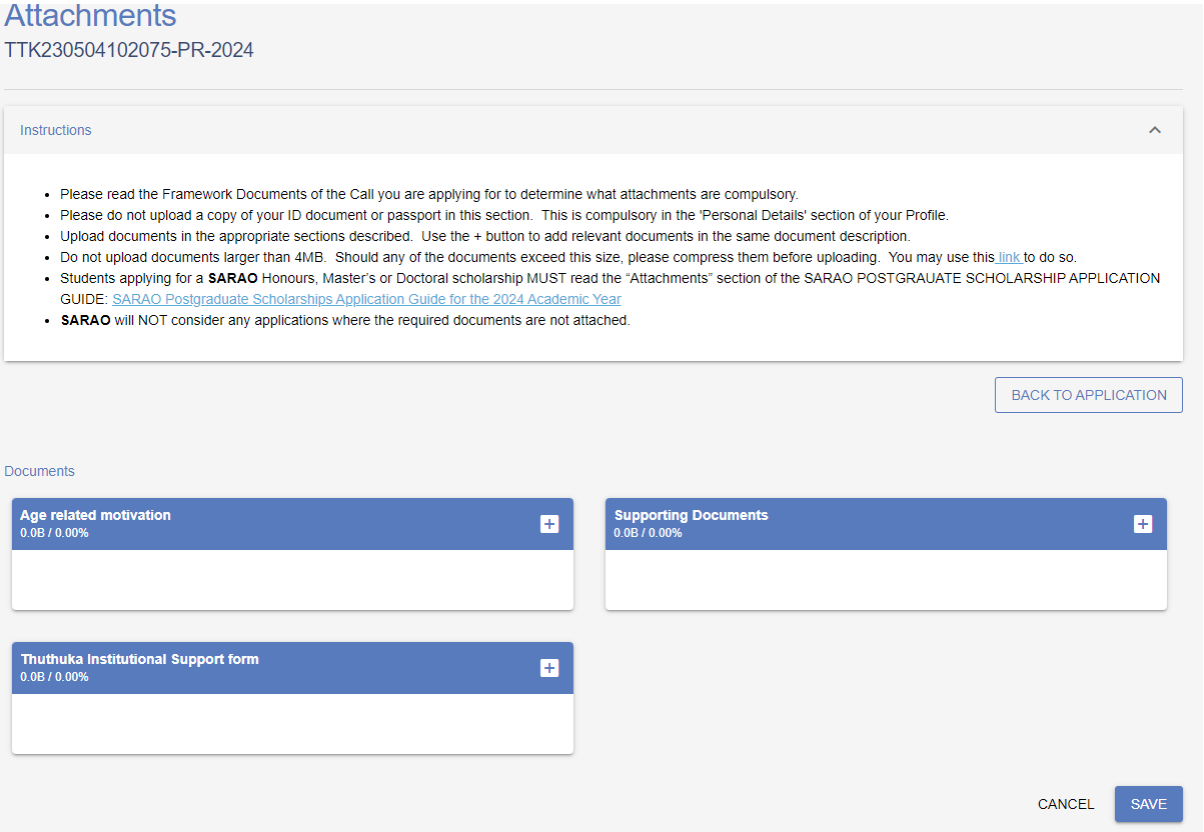


6.20.2Specific Instructions for Section

Capture Data Management, Utilisation and Progress. Click the **SAVE** tab then **BACK TO APPLICATION**.

6.21 Attachments

6.21.1Screenshot



6.21.2Specific Instructions for Section

Click the **+** icon to add the required attachments. Click the **SAVE** tab then **BACK TO APPLICATION**.

7. INSTRUCTIONS TO RESEARCH/POSTGRADUATE OFFICERS (OR EQUIVALENT)

Please ensure that you prepare adequately for the advertised 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 and correctness before submission to the NRF. This includes ensuring that any compulsory attachments are uploaded and are correct;
- 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 Grantholders/Students/Fellows:	**7 March 2025**
Closing Date for Designated Authorities:	**24 March 2025**

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 persons 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: Email: supportdesk@nrf.ac.za

Appendix 1

Funding Instruments responsible for	Institution responsible for	Name	Tel no	Position
Competitive Programme for Rated Researchers	Agricultural Research Council (ARC)	Siphokazi Ntsingila	(012) 481 4295	Liaison Officer
Competitive Programme for Rated Researchers	Cape Peninsula University of Technology	Siphokazi Ntsingila	(012) 481 4295	Liaison Officer
Competitive Programme for Rated Researchers	Council for Scientific and Industrial Research, CSIR	Siphokazi Ntsingila	(012) 481 4295	Liaison Officer
Competitive Programme for Rated Researchers	Stellenbosch University	Siphokazi Ntsingila	(012) 481 4295	Liaison Officer
Competitive Programme for Rated Researchers	University of Cape Town	Uzubenathi Nomawule	(012) 481 4364	Professional Officer
Competitive Programme for Rated Researchers	Durban University of Technology	Uzubenathi Nomawule	(012) 481 4365	Professional Officer
Competitive Programme for Rated Researchers	Ithemba Laboratory for Accelerator Based Sciences	Uzubenathi Nomawule	(012) 481 4366	Professional Officer
Competitive Programme for Rated Researchers	Nelson Mandela University	Uzubenathi Nomawule	(012) 481 4367	Professional Officer

Competitive Programme for Rated Researchers	Rhodes University	Uzubenathi Nomawule	(012) 481 4368	Professional Officer
Competitive Programme for Rated Researchers	South African National Space Agency (SANSA)	Uzubenathi Nomawule	(012) 481 4369	Professional Officer
Competitive Programme for Rated Researchers	South African Medical Research Council (MRC)	Uzubenathi Nomawule	(012) 481 4370	Professional Officer
Competitive Programme for Rated Researchers	South African Institute for Aquatic Biodiversity (SAIAB)	Uzubenathi Nomawule	(012) 481 4371	Professional Officer
Competitive Programme for Rated Researchers	Sol Plaatje University	Uzubenathi Nomawule	(012) 481 4372	Professional Officer
Competitive Programme for Rated Researchers	Sefako Makgatho University	Uzubenathi Nomawule	(012) 481 4373	Professional Officer
Competitive Programme for Rated Researchers	South African Astronomical Observatory (SAAO)	Uzubenathi Nomawule	(012) 481 4374	Professional Officer
Competitive Programme for Rated Researchers	Ondersterpoort Biological Products (OBP)	Uzubenathi Nomawule	(012) 481 4375	Professional Officer
Competitive Programme for Rated Researchers	Vaal University of Technology	Uzubenathi Nomawule	(012) 481 4376	Professional Officer
Competitive Programme for Rated Researchers	University of Zululand	Uzubenathi Nomawule	(012) 481 4377	Professional Officer

Competitive Programme for Rated Researchers	International Centre for Genetic Engineering and Biotechnology (ICGEB)	Lerato Thokoane	(012) 481 4327	Liaison Officer
Competitive Programme for Rated Researchers	National Health Laboratory Service (NHLS)	Lerato Thokoane	(012) 481 4328	Liaison Officer
Competitive Programme for Rated Researchers	Tshwane University of Technology	Lerato Thokoane	(012) 481 4329	Liaison Officer
Competitive Programme for Rated Researchers	University of Fort Hare	Lerato Thokoane	(012) 481 4330	Liaison Officer
Competitive Programme for Rated Researchers	University of KwaZulu-Natal	Lerato Thokoane	(012) 481 4331	Liaison Officer
Competitive Programme for Rated Researchers	University of Johannesburg	Lerato Thokoane	(012) 481 4332	Liaison Officer
Competitive Programme for Rated Researchers	University of Pretoria	Singathwa Mbangeni	(012) 481 4269	Professional Officer
Competitive Programme for Rated Researchers	University of the Western Cape	Singathwa Mbangeni	(012) 481 4270	Professional Officer
Competitive Programme for Rated Researchers	University of the Free State	Singathwa Mbangeni	(012) 481 4271	Professional Officer
Competitive Programme for Rated Researchers	University of Limpopo	Singathwa Mbangeni	(012) 481 4272	Professional Officer

Competitive Programme for Rated Researchers	University of Mpumalanga	Singathwa Mbangeni	(012) 481 4273	Professional Officer
Competitive Programme for Rated Researchers	Unversity of Venda	Singathwa Mbangeni	(012) 481 4274	Professional Officer
Competitive Programme for Rated Researchers	Walter Sisulu University	Singathwa Mbangeni	(012) 481 4275	Professional Officer
Competitive Programme for Rated Researchers	University of the Witwatersrand	Jane Mabena	(012) 481 4067	Professional Officer
Competitive Programme for Rated Researchers	University of South Africa	Jane Mabena	(012) 481 4068	Professional Officer
Competitive Programme for Rated Researchers	North-West University	Jane Mabena	(012) 481 4069	Professional Officer
Competitive Support for Unrated Researchers	Agricultural Research Council (ARC)	Siphokazi Ntsingila	(012) 481 4295	Liaison Officer
Competitive Support for Unrated Researchers	Cape Peninsula University of Technology	Siphokazi Ntsingila	(012) 481 4296	Liaison Officer
Competitive Support for Unrated Researchers	Council for Scientific and Industrial Research, CSIR	Siphokazi Ntsingila	(012) 481 4297	Liaison Officer
Competitive Support for Unrated Researchers	Stellenbosch University	Siphokazi Ntsingila	(012) 481 4298	Liaison Officer
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Competitive Support for Unrated Researchers	Durban University of Technology	Uzubenathi Nomawule	(012) 481 4365	Professional Officer
Competitive Support for Unrated Researchers	Ithemba Laboratory for Accelerator Based Sciences	Uzubenathi Nomawule	(012) 481 4366	Professional Officer
Competitive Support for Unrated Researchers	Nelson Mandela University	Uzubenathi Nomawule	(012) 481 4367	Professional Officer
Competitive Support for Unrated Researchers	Rhodes University	Uzubenathi Nomawule	(012) 481 4368	Professional Officer
Competitive Support for Unrated Researchers	South African National Space Agency (SANSA)	Uzubenathi Nomawule	(012) 481 4369	Professional Officer
Competitive Support for Unrated Researchers	South African Medical Research Council (MRC)	Uzubenathi Nomawule	(012) 481 4370	Professional Officer
Competitive Support for Unrated Researchers	South African Institute for Aquatic Biodiversity (SAIAB)	Uzubenathi Nomawule	(012) 481 4371	Professional Officer
Competitive Support for Unrated Researchers	Sol Plaatje University	Uzubenathi Nomawule	(012) 481 4372	Professional Officer
Competitive Support for Unrated Researchers	Sefako Makgatho University	Uzubenathi Nomawule	(012) 481 4373	Professional Officer
Competitive Support for Unrated Researchers	South African Astronomical Observatory (SAAO)	Uzubenathi Nomawule	(012) 481 4374	Professional Officer
Competitive Support for Unrated Researchers	Ondersterpoort Biological Products (OBP)	Uzubenathi Nomawule	(012) 481 4375	Professional Officer

Competitive Support for Unrated Researchers	Vaal University of Technology	Uzubenathi Nomawule	(012) 481 4376	Professional Officer
Competitive Support for Unrated Researchers	University of Zululand	Uzubenathi Nomawule	(012) 481 4377	Professional Officer
Competitive Support for Unrated Researchers	International Centre for Genetic Engineering and Biotechnology (ICGEB)	Lerato Thokoane	(012) 481 4327	Liaison Officer
Competitive Support for Unrated Researchers	National Health Laboratory Service (NHLS)	Lerato Thokoane	(012) 481 4328	Liaison Officer
Competitive Support for Unrated Researchers	Tshwane University of Technology	Lerato Thokoane	(012) 481 4329	Liaison Officer
Competitive Support for Unrated Researchers	University of Fort Hare	Lerato Thokoane	(012) 481 4330	Liaison Officer
Competitive Support for Unrated Researchers	University of KwaZulu-Natal	Lerato Thokoane	(012) 481 4331	Liaison Officer
Competitive Support for Unrated Researchers	University of Johannesburg	Lerato Thokoane	(012) 481 4332	Liaison Officer
Competitive Support for Unrated Researchers	University of Pretoria	Singathwa Mbangeni	(012) 481 4269	Professional Officer
Competitive Support for Unrated Researchers	University of the Western Cape	Singathwa Mbangeni	(012) 481 4270	Professional Officer

Competitive Support for Unrated Researchers	University of the Free State	Singathwa Mbangeni	(012) 481 4271	Professional Officer
Competitive Support for Unrated Researchers	University of Limpopo	Singathwa Mbangeni	(012) 481 4272	Professional Officer
Competitive Support for Unrated Researchers	University of Mpumalanga	Singathwa Mbangeni	(012) 481 4273	Professional Officer
Competitive Support for Unrated Researchers	Unversity of Venda	Singathwa Mbangeni	(012) 481 4274	Professional Officer
Competitive Support for Unrated Researchers	Walter Sisulu University	Singathwa Mbangeni	(012) 481 4275	Professional Officer
Competitive Support for Unrated Researchers	University of the Witwatersrand	Jane Mabena	(012) 481 4067	Professional Officer
Competitive Support for Unrated Researchers	University of South Africa	Jane Mabena	(012) 481 4068	Professional Officer
Competitive Support for Unrated Researchers	North-West University	Jane Mabena	(012) 481 4069	Professional Officer
African Coelacanth Ecosystem Programme	All	Lerato Thokoane	(012) 481 4332	Liaison Officer
Marine and Coastal Research	All	Lerato Thokoane	(012) 481 4332	Liaison Officer
SA National Antarctic Programme (SANAP)	All	Lerato Thokoane	(012) 481 4332	Liaison Officer

SANAP Development Grants	All	Tracy Klarenbeek	(012) 481 4177	Manager
Thematic Research Energy (name to be decided)	All	Tracy Klarenbeek	(012) 481 4178	Manager
Thematic Research Health (name to be decided)	All	Tracy Klarenbeek	(012) 481 4179	Manager
Thematic Research ICT (name to be decided)	All	Tracy Klarenbeek	(012) 481 4180	Manager
Southwest Indian Ocean Marine Protected Areas	All	Singathwa Mbangeni	(012) 481 4275	Professional Officer
Belmont Forum Systainable Oceans	All	Tracy Klarenbeek	(012) 481 4177	Manager
Development Grants (DVGR)	All	Tracy Klarenbeek	(012) 481 4177	Manager
Earth Systems Science Research Programme	All	Jonathan Diederiks	(012) 481 4104	Manager
Alliance for Collaboration on Climate & Earth Systems Science (ACCESS)	All	Jonathan Diederiks	(012) 481 4104	Manager

Global Change - Belmont Forum Collaborative Research Actions	All	Jonathan Diederiks	(012) 481 4104	Manager
Global Change Conference Awards	All	Jonathan Diederiks	(012) 481 4104	Manager
Global Change - Risk and Vulnerability Science Centres	All	Jonathan Diederiks	(012) 481 4104	Manager
Global Change - DST Strategic Activities	All	Jonathan Diederiks	(012) 481 4104	Manager
African Earth Observation Network (AEON)		Jonathan Diederiks	(012) 481 4104	Manager
Foundational Biodiversity Information Programme (FBIP) - Concept Notes	All	Jonathan Diederiks	(012) 481 4104	Manager
Foundational Biodiversity Information Programme (FBIP) - Small Grants	All	Jonathan Diederiks	(012) 481 4104	Manager

Foundational Biodiversity Information Programme (FBIP) - Large Grants	All	Jonathan Diederiks	(012) 481 4104	Manager
Global Change Social Sciences Research Programme	All	Jonathan Diederiks	(012) 481 4104	Manager
Human and Social Dynamics	All	Jonathan Diederiks	(012) 481 4104	Manager
African Origins Programme	All	Jonathan Diederiks	(012) 481 4104	Manager