



General Progress Report Guide 2025

Institutional Grants (SARChI)

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Summary of System Controls

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

1. Background

This document serves as a guideline on how to complete SARChI progress reports as well as SARChI Five-Year Evaluation Reports on NRF Connect.

2. Who should submit a report?

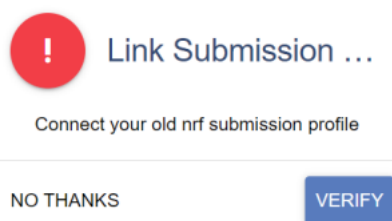
SARChI Chairs who received NRF funding in the 2025 grant year **must** complete a progress report on the NRF Connect system.

3. How to submit your Progress/5-Year Report

Progress/5-year Reports must be submitted electronically on the *NRF Connect* system at <https://nrfconnect.nrf.ac.za> unless otherwise indicated.

Instructions to Grantholders:

- 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.

Enter your Old Nrf Submission Details

ID Number *

ID/Passport

Password *

Your Old Password

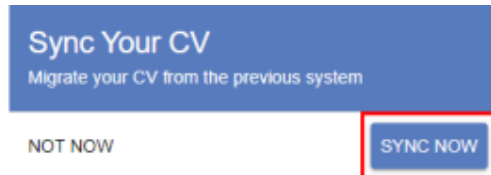
CANCEL

SUBMIT

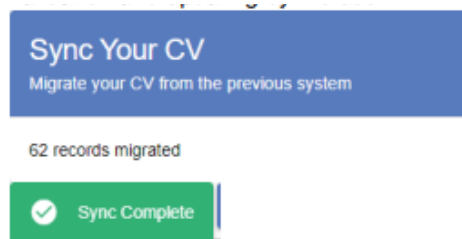
- Once the verification of the two accounts has been completed, confirmation will show at the bottom of the screen.



- The user now has the option to sync/migrate their CV from the NRF Online Submission System to the 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.

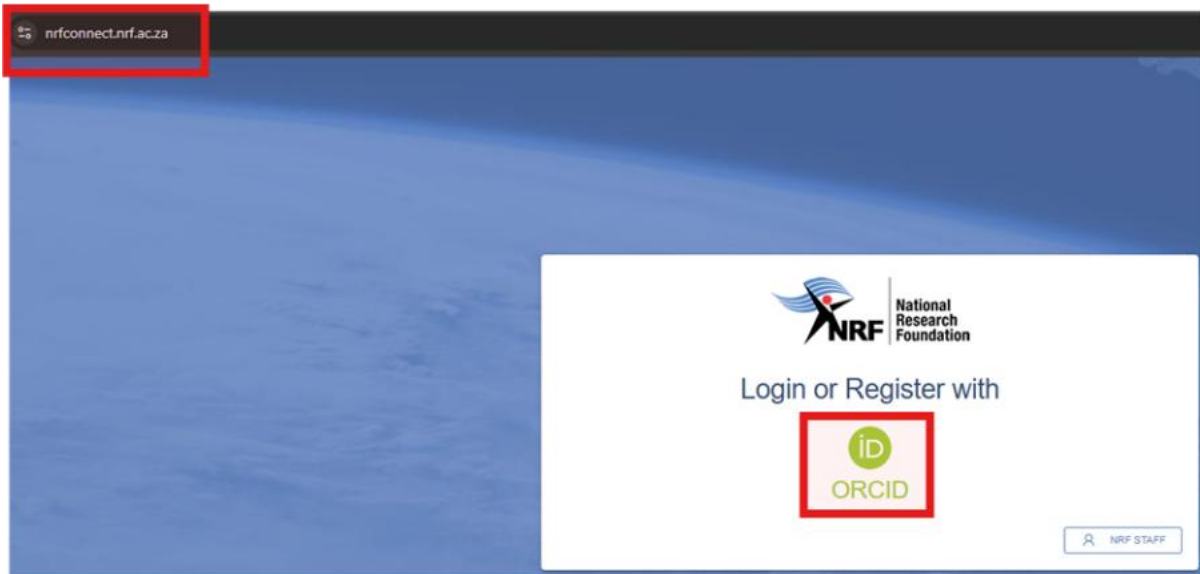


- Please ensure that the CV is updated before completing the progress report.
- After logging in, the grantholder must click on the Profile button to update their details.

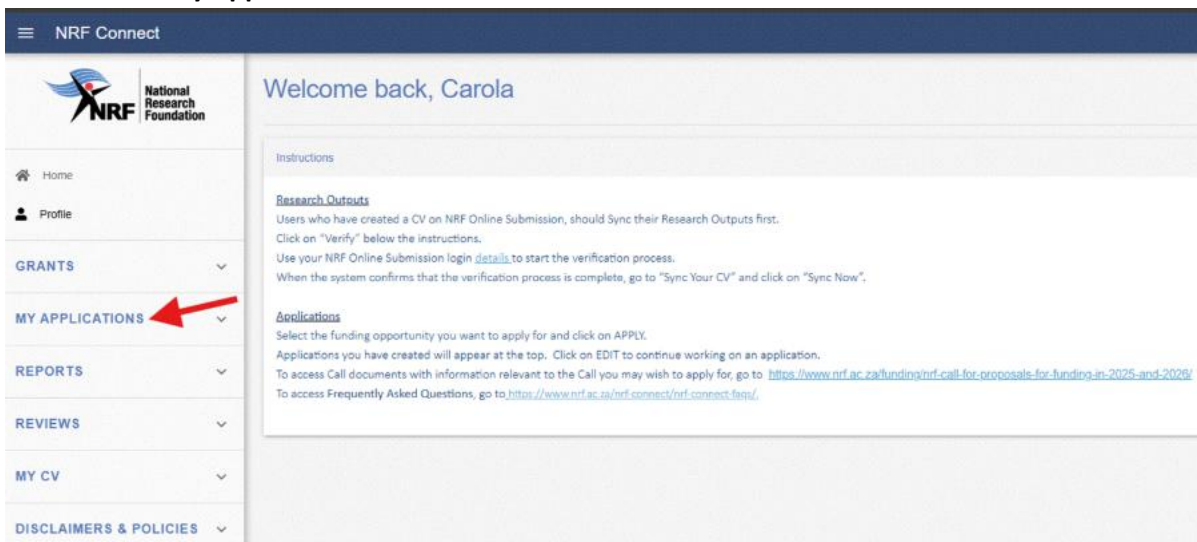
4. How to access your Progress Report

To access a progress report:

- Login to NRF Connect.



- Go to - My Applications.



- Select - **Applications**.

NRF Connect

NRF National Research Foundation

Home
Profile

GRANTS

MY APPLICATIONS

Applications

REPORTS

REVIEWS

MY CV

DISCLAIMERS & POLICIES

Sign Out

My Applications

Instructions

- Please consult relevant Call documents at: <https://www.nrf.ac.za/funding/nrf-call-for-proposals-for-funding-in-2025-and-2026/>
- Application Guides for SARAQ Bachelor in Engineering Technology; Diploma in Engineering Technology; BSc and BEng Undergraduate; website: <https://www.sarao.ac.za/researchandstudy/funding/>
- Acceptance of Award guide: <https://www.nrf.ac.za/nrf-connect/nrf-connect-documents/>

The 2025 NRF Next Generation and Emerging Researchers Symposium
Upcoming!

List of Applications

Category
+ Concept Notes
+ Infrastructure Grants
+ Institutional Grants 2025 PR Available
+ NRF Postgraduate Scholarships
+ Postdoctoral Grants

- Under the list of applications, you will see the category(ies) in which you have active applications and those currently open for submission. Click the plus (+) icon next to the category that has “PR Available” displayed.

My Applications


Instructions

- Please consult relevant Call documents at: <https://www.nrf.ac.za/funding/nrf-call-for-proposals-for-funding-in-2025-and-2026/>
- Application Guides for SARAQ Bachelor in Engineering Technology; Diploma in Engineering Technology; BSc and BEng Undergraduate; website: <https://www.sarao.ac.za/researchandstudy/funding/>
- Acceptance of Award guide: <https://www.nrf.ac.za/nrf-connect/nrf-connect-documents/>

The 2025 NRF Next Generation and Emerging Researchers Symposium
Upcoming!

List of Applications

Category
+ Concept Notes
+ Infrastructure Grants
+ Institutional Grants + 2025 PR Available
+ NRF Postgraduate Scholarships
+ Postdoctoral Grants



- You will see your **application reference number**, and next to it you will find the option to **“Create Progress Report”**.

My Applications

Instructions

- Please consult relevant Call documents at: <https://www.nrf.ac.za/funding/nrf-call-for-proposals-for-funding-in-2025-and-2026/>
- Application Guides for SARAQ Bachelor in Engineering Technology; Diploma in Engineering Technology; BSc and BEng Undergraduate; website: <https://www.sarao.ac.za/researchandstudy/funding/>
- Acceptance of Award guide: <https://www.nrf.ac.za/nrf-connect/nrf-connect-documents/>

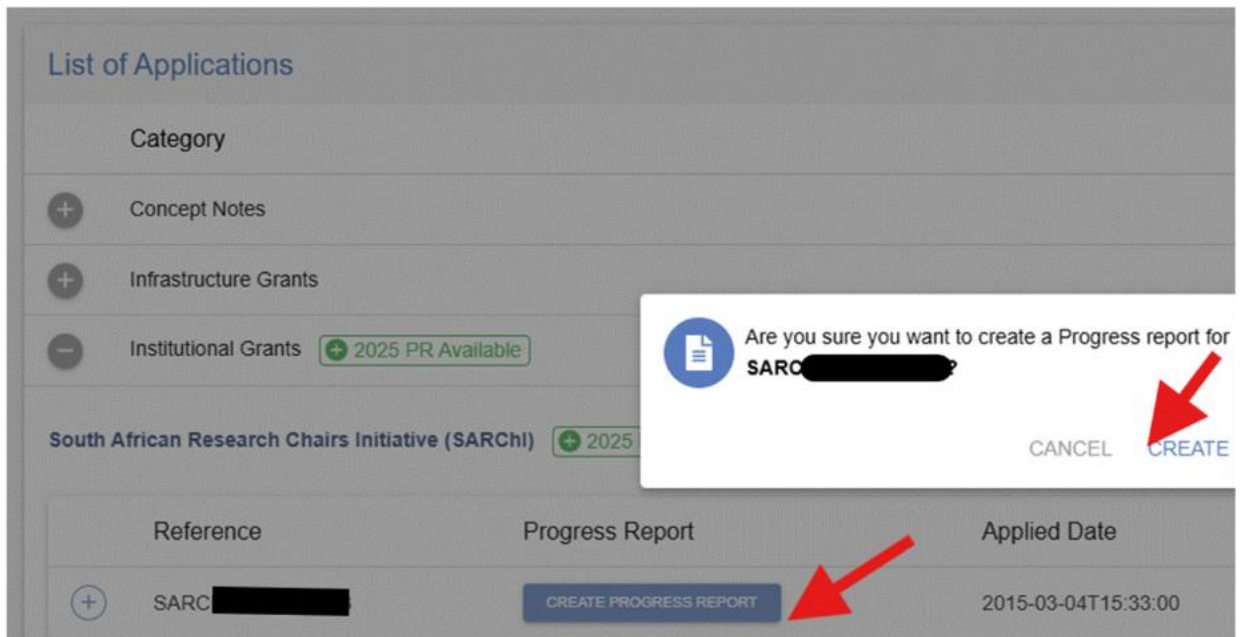
The 2025 NRF Next Generation and Emerging Researchers Symposium
Upcoming!

List of Applications

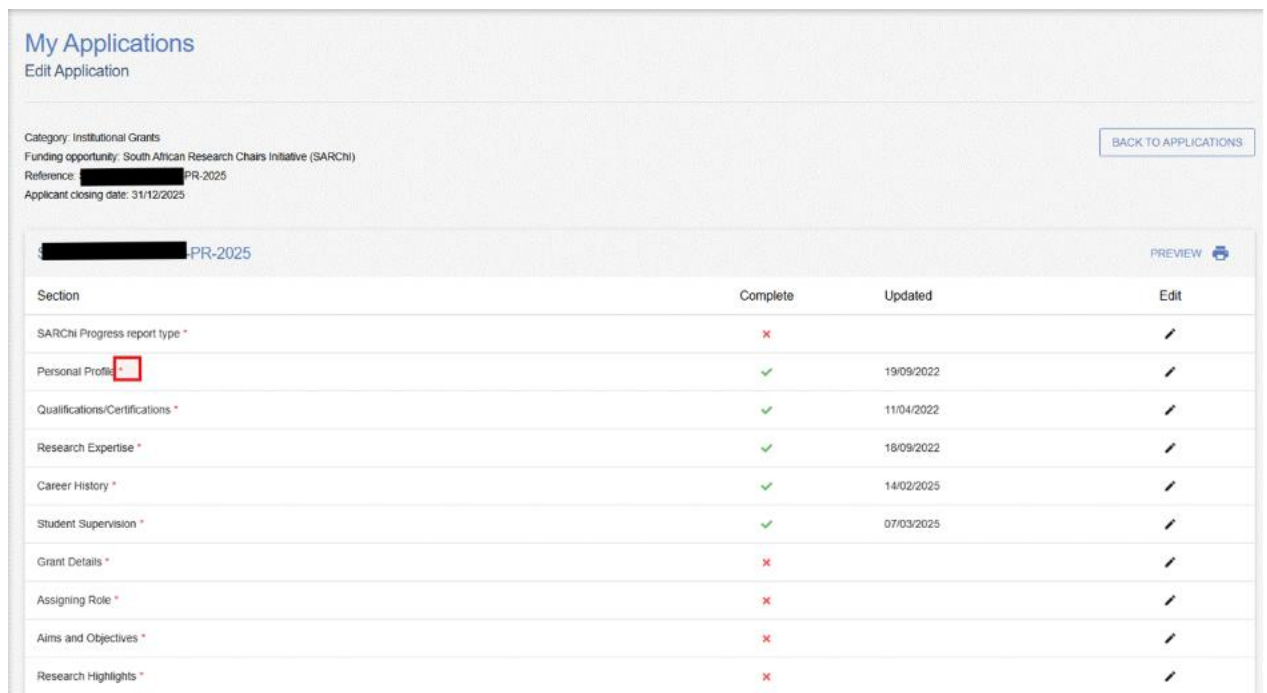
Category

- + Concept Notes
- + Infrastructure Grants
- + Institutional Grants + 2025 PR Available
- + NRF Postgraduate Scholarships
- + Postdoctoral Grants



- Click create progress report. You will be asked to confirm whether you want to create a new progress report for your application. Click **Create**.



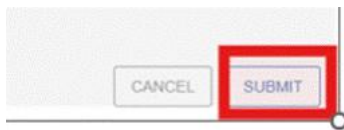
- Complete all compulsory and, where applicable, non-compulsory sections of the Progress Report (PR) form. Please note that all compulsory fields (*) must be completed before the system will allow you to proceed to the next step.



- If you need to edit the report before the final submit – click on the edit button.

	NARC20140101-091230	2014-06-01T09:27:00	Migrated Submission			
Progress Report Reference	Created Date	Status	Complete	Edit	Delete	
NARC20140101-091230-PR-2023	12/02/2024	Progress Report in Progress	✓			

- Click on the **Submit** button (**Note: Once the Report is submitted it cannot be edited**)



5. Progress Report Template Sections

Sections	Compulsory
SARChI Progress Report Type	Yes
Personal Profile	Yes
Qualifications/Certifications	Yes
Research Expertise	Yes
Career History	Yes
Student Supervision	Yes
Grant Details	Yes
Assigning role	No
Aims and Objectives	Yes
Research Highlights	Yes
Challenges Related to Research/Project	Yes
Human Capacity Development	Yes
Research Output	Yes
Leveraging of Funds	Yes
Alignment to National Imperative	Yes
Collaboration	Yes
Science Engagement	Yes
Financials	Yes
Societal Impact	Yes
Knowledge Impact	Yes
Gender Impact of Research	Yes
Return on Research Investment	Yes
Core Team Members	Yes
Commercialisation	Yes
Job Creation	Yes
Data Storage and Utilisation	Yes
Retention Strategy	Yes
National Infrastructure Platform	Yes
Succession Plan	Yes
Financial Sustainability	Yes

Operational Sustainability	Yes
Institutional Support	Yes
Development of a scientific foundation and expertise in the discipline within the institution	Yes
Establishment of intra-disciplinary and inter-institutional research collaborations	Yes
Training and mentoring of quality postgraduate students and postdoctoral fellows	Yes
Any innovative outputs emanating from the Chair(s) activities	No
Additional benefits and challenges of having the Chair within the university	Yes
Established strategic and valuable networks of collaborators and donors	Yes
How has the chair advanced the University Research Strategy?	Yes
Impact with respect to advancement of knowledge frontiers in the discipline	Yes
Institutional and Co-host Commitment	Yes
Impact of the Chair with respect to advancement of knowledge frontiers in the discipline	Yes
Intra- and inter-disciplinary research collaborations established by the Chair, if any	No
The Chair's contribution towards the establishment of new infrastructure in the discipline	Yes
How the Chair is contributing towards research capacity development, in particular postgraduate students and postdoctoral fellows in the discipline	Yes
Details on how the Chairs has influenced a research culture in the faculty	Yes
Additional benefits and challenges of having the Chair in the discipline	Yes
Additional comments	No
Attachments	No

6. Screenshots of Progress Report Sections

6.1 Grant Details

6.1.1 Screenshot

The screenshot shows the 'Grant Detail' form in the NRF Connect system. The form is titled 'SARC20060101-047904-PR-2024 Grant Detail'. It contains several fields with asterisks indicating they are required:

- Reference number of original application: SARC20060101-047904
- Year of Award *: 2025
- Year of reporting: 2024
- Cycle *: 2
- Name of Chair/Centre *: transport
- Institution: University of Cape Town
- Funding opportunity under which the grant is awarded: South African Research Chairs Initiative (SARCHI)
- Discipline *: Engineering
- CESM *: Engineering

Buttons for 'BACK TO APPLICATION', 'CANCEL', and 'SAVE' are visible at the bottom right of the form.

6.1.2 Specific Instructions for Section

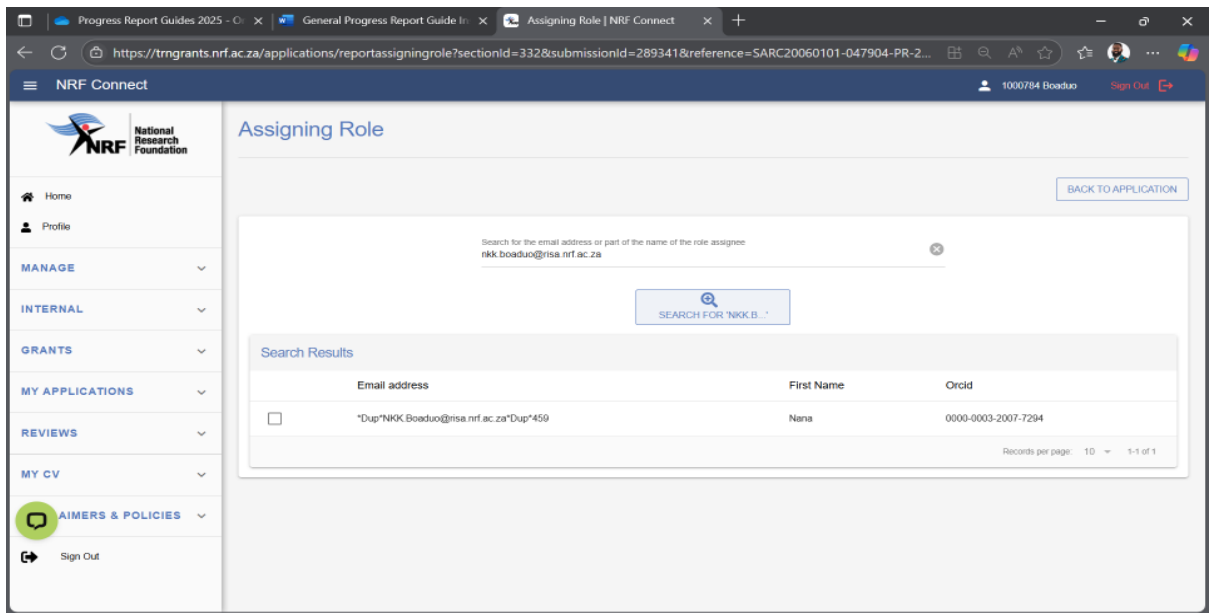
- The grantholder must complete all sections with (*).

6.2 Assigning Role

6.2.1 Screenshot

The screenshot shows the 'Assigning Roles' section of the system. It features a table with the following columns: Name, Position, orcid, Email Address, Edit, and Delete. The table is currently empty, with a message 'No data available' displayed below it. A 'CREATE NEW' button is highlighted with a red box in the top right corner of the table area.

Name	Position	orcid	Email Address	Edit	Delete
No data available					



6.2.2 Specific Instructions for Section

- The Chair may assign the completion of the 5-year report to the person designated to complete it on their behalf (e.g., an administrator or research assistant).

6.3 Aims and Objectives

6.3.1 Screenshot

• Aims are the broad statements of desired outcomes/ the general intentions of the research, which 'paint a picture' of an envisaged research project.
• Kindly be aware that the character count must not exceed 20 000 characters, including spaces.

BACK TO APPLICATION

Aims and Objectives

Source

0 characters

Progress made on specified aims and objectives *

Maximum 5000

Are there any amendments to the specified aims and objectives? *

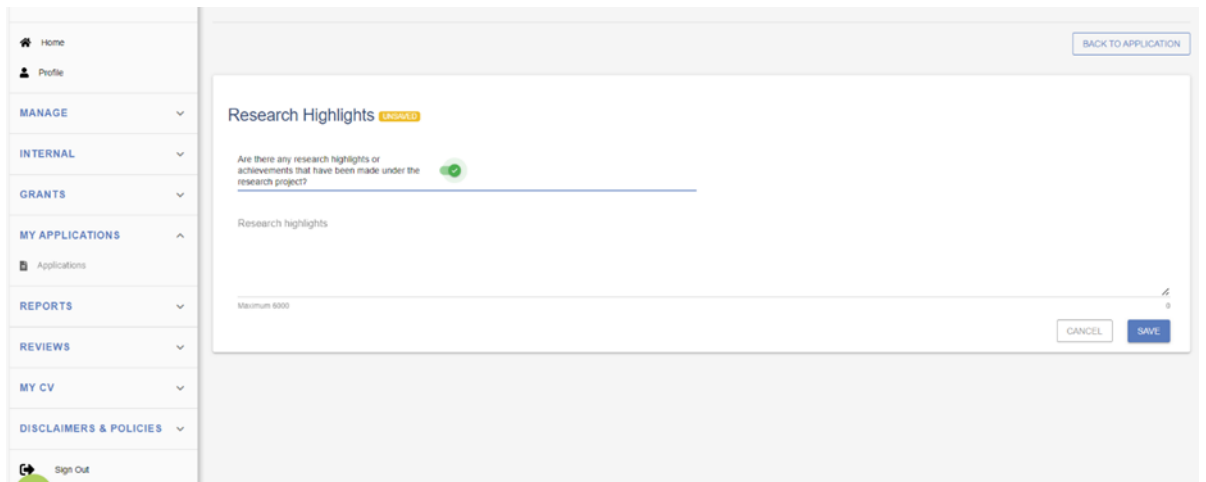
CANCEL SAVE

6.3.2 Specific Instructions for Section

- Original aims and objectives are automatically pulled from the initial application and cannot be edited.
- The Chair must report progress made during the reporting period for each aim/objective.
- Any changes to the original aims and objectives must be indicated in the space provided below the section.

6.4 Research Highlights

6.4.1 Screenshot



The screenshot shows a web application interface for entering research highlights. On the left is a navigation sidebar with menu items: Home, Profile, MANAGE (dropdown), INTERNAL (dropdown), GRANTS (dropdown), MY APPLICATIONS (dropdown), Applications, REPORTS (dropdown), REVIEWS (dropdown), MY CV (dropdown), DISCLAIMERS & POLICIES (dropdown), and Sign Out. The main content area is titled "Research Highlights" with a "REQUIRED" label. It contains a question: "Are there any research highlights or achievements that have been made under the research project?" followed by a green checkmark icon. Below this is a text input field labeled "Research highlights" with a character count "Maximum 6000". At the bottom right of the form are "CANCEL" and "SAVE" buttons. A "BACK TO APPLICATION" button is located in the top right corner of the main content area.

6.4.2 Specific Instructions for Section

- Chair to capture all research highlights emanating from the research for the reporting period.

6.5 Challenges Related to Research/Project

6.5.1 Screenshot

The screenshot shows a web application interface with a sidebar on the left containing navigation options: Home, Profile, MANAGE, INTERNAL, GRANTS, MY APPLICATIONS, REPORTS, REVIEWS, MY CV, and DISCLAIMERS & POLICIES. The main content area is titled 'Challenges' and includes a 'BACK TO APPLICATION' button in the top right. The form contains the following text: 'Are/were there any challenges experienced during the course of your research, training or travel? *', a green checkmark icon, a dropdown menu for 'Categorisation of challenge', and a text area for 'Report on challenges and constraints impacting negatively on this project for the reporting period *'. At the bottom right of the form are 'CANCEL' and 'SAVE' buttons.

6.5.2 Specific Instructions for Section

The Chair must select any challenges experienced from the drop-down menu (e.g., institutional challenges, issues with other funders, etc.).

6.6 Human Capacity Development

6.6.1 Screenshot

The first screenshot shows the 'Human Capacity Development' section in the application system. It features a table with columns for 'Section', 'Complete', 'Updated', and 'Edit'. The table lists three sections: 'Supported Students/Researchers/Other *', 'Other Students not Supported by NRF *', and 'Supervised by Other Members on the Project *'. Below the table is a 'Summary: Human Capacity Development' section with a similar table structure. The second screenshot shows the 'Supported Students/Researchers/Other' form. It includes a 'CREATE NEW' button and a table with columns for 'Initials', 'Surname', 'Name of Degree/Diploma', 'Level', 'Status', and 'Year'. Below the table, there is a text area for 'No human capacity development in the reporting period for Supported Students/Researchers/Other' and 'CANCEL' and 'SAVE' buttons.

6.6.2 Specific Instructions for Section

The Grantholder must toggle “No” if there are no students supported during the reporting period.

The Grantholder must use the **create** button to add students.

The Summary section will capture what the grantholder added under HCD.

6.7 Research Outputs

6.7.1 Screenshot

The screenshot displays the 'Research Outputs' section of a reporting application. At the top, there are instructions: 'The Grant Holder must update their CV before the outputs will reflect on the report. This will be pulled through from the grant holder's CV.' and 'Please ensure that the output records for the reporting period have a status of "Published" and that the years that of the reporting year.' A 'BACK TO APPLICATION' button is located in the top right corner.

Below the instructions is a table with the following columns: Outputs Type, Year, Title, Grantholder Contribution, Output Related To Project, Proof Uploaded, Edit, and Delete. The table contains 10 rows of data, all with 'Articles in Refereed/Peer-reviewed Journals' as the output type and years ranging from 2024 to 2025. Each row has an edit icon and a delete icon.

At the bottom of the screenshot is a 'Summary of Research Outputs' table:

Research Output Type ↑	2024	2023	2022	2021	2020	Total
Articles in Refereed/Peer-reviewed Journals	21	34	35	27	0	124

6.7.2 Specific Instructions for Section

Grantholder must update their CV before the outputs will reflect on the report. This will be pulled through from the grantholder's CV.

6.8 Leveraging of Funds

6.8.1 Screenshot

The screenshot displays the 'Leveraging of Fund' section. It features a sidebar on the left with navigation links. The main content area has a header 'Leveraging of Fund' with a 'CREATE NEW' button. Below this is a table with columns: Source, Source Type, Amount, Nature of contribution, Total value leveraged, Period start date, Period end date, and Amount expended in reporting period. A warning icon and 'No data available' message are present. A text input field contains the text 'No leveraging of funds in the reporting period' with a toggle switch. At the bottom right, there are 'CANCEL' and 'SAVE' buttons. A 'BACK TO APPLICATION' button is located at the top right.

6.8.2 Specific Instructions for Section

Grantholder must use the **create** new tap, to add details for all funds leveraged.

If no funds have been leveraged, then toggle “**NO**” and provide reason.

6.9 Alignment to National Imperative

6.9.1 Screenshot

The screenshot displays the 'Alignment to National Imperative' section. It features a sidebar on the left with navigation links. The main content area has a header 'Alignment to National Imperative' with a 'SAVE' button. Below this is a toggle switch for 'No alignment to national imperatives for this reporting'. There are four sections, each with a 'CREATE' button and a 'Justification for Selection' field: 'Classification in line with NRF Broad Categories', 'National Priorities', 'National Strategy', and 'Sustainability Development Goals'. A 'SAVE' button is located at the top right.

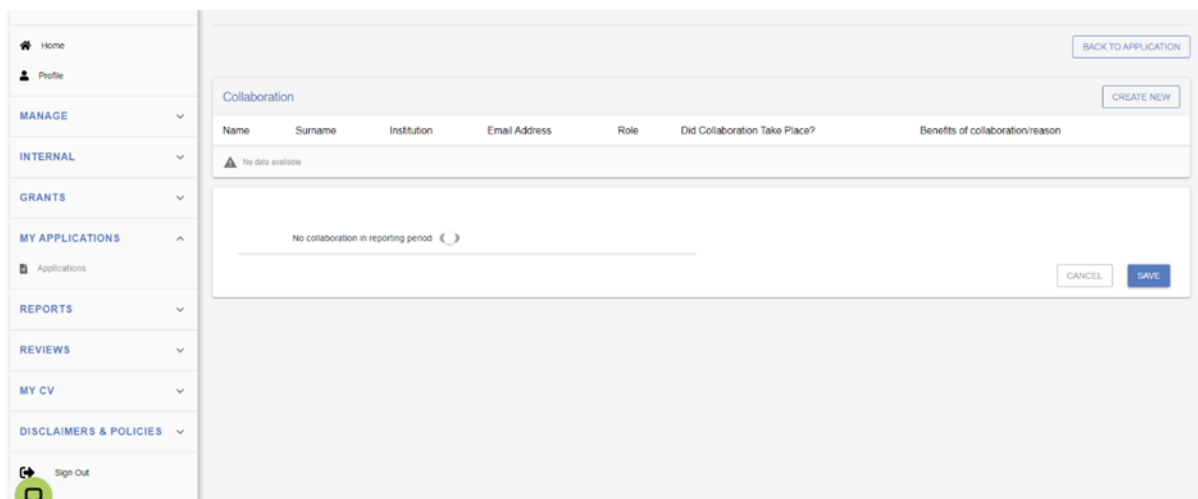
6.9.2 Specific Instructions for Section

Grantholder must use the **create** new tap to add information under each section.

Grantholder must complete the “Comments” section before this section can be saved/marked as complete.

6.10 Collaboration

6.10.1 Screenshot

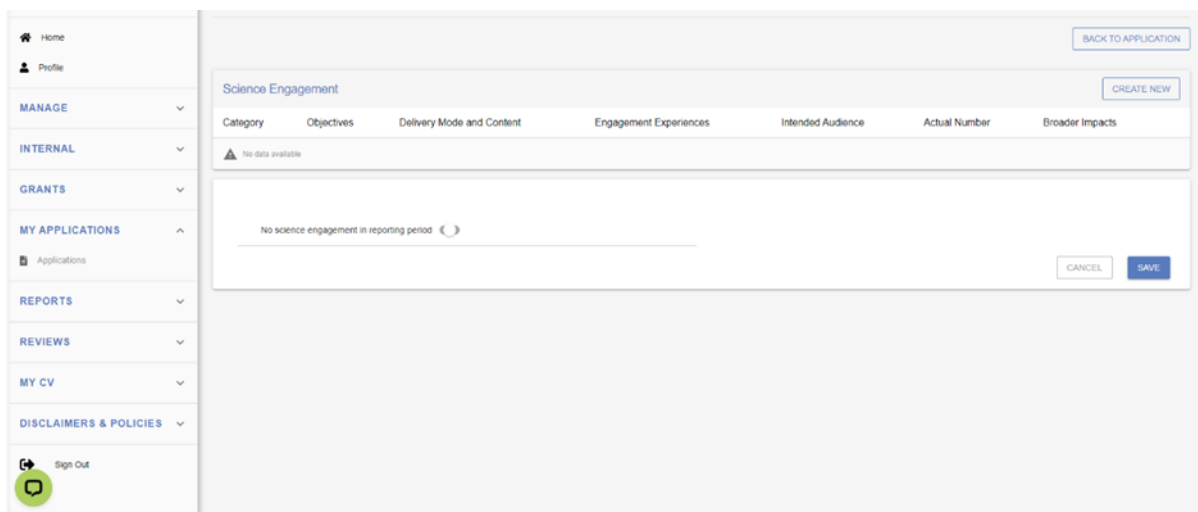


6.10.2 Specific Instructions for Section

Grantholder to add all collaborators using the **create** tap and their contribution to the research and what benefits came out.

6.11 Science Engagement

6.11.1 Screenshot

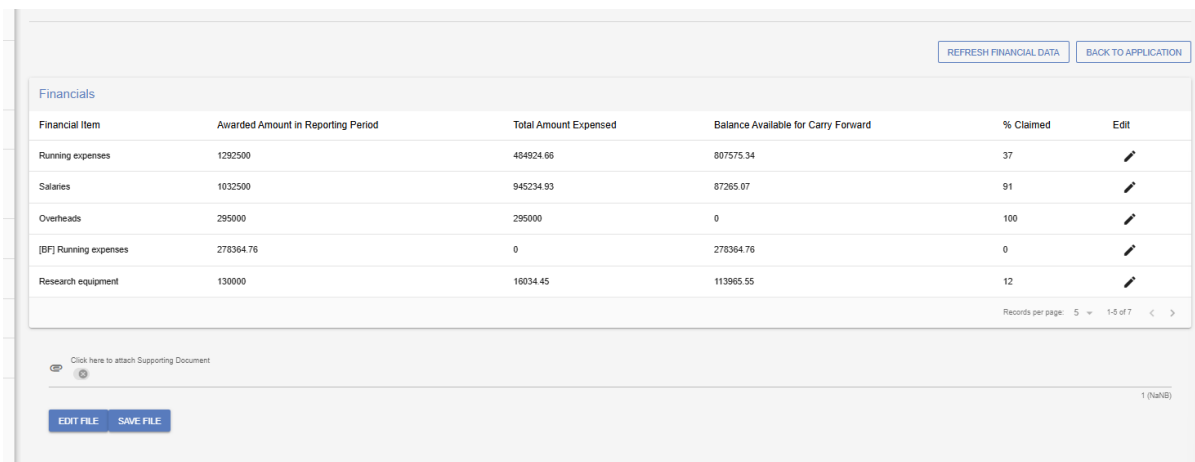


6.11.2 Specific Instructions for Section

Grantholder to add science engagement activities using the **create** tap.

6.12 Financials

6.12.1 Screenshot



Financial Item	Awarded Amount in Reporting Period	Total Amount Expensed	Balance Available for Carry Forward	% Claimed	Edit
Running expenses	1292500	484924.66	807575.34	37	
Salaries	1032500	945234.93	87265.07	91	
Overheads	295000	295000	0	100	
[BF] Running expenses	278364.76	0	278364.76	0	
Research equipment	130000	18034.45	113965.55	12	

Records per page: 5 1-5 of 7 < >

Click here to attach Supporting Document

EDIT FILE SAVE FILE

1 (NaN)

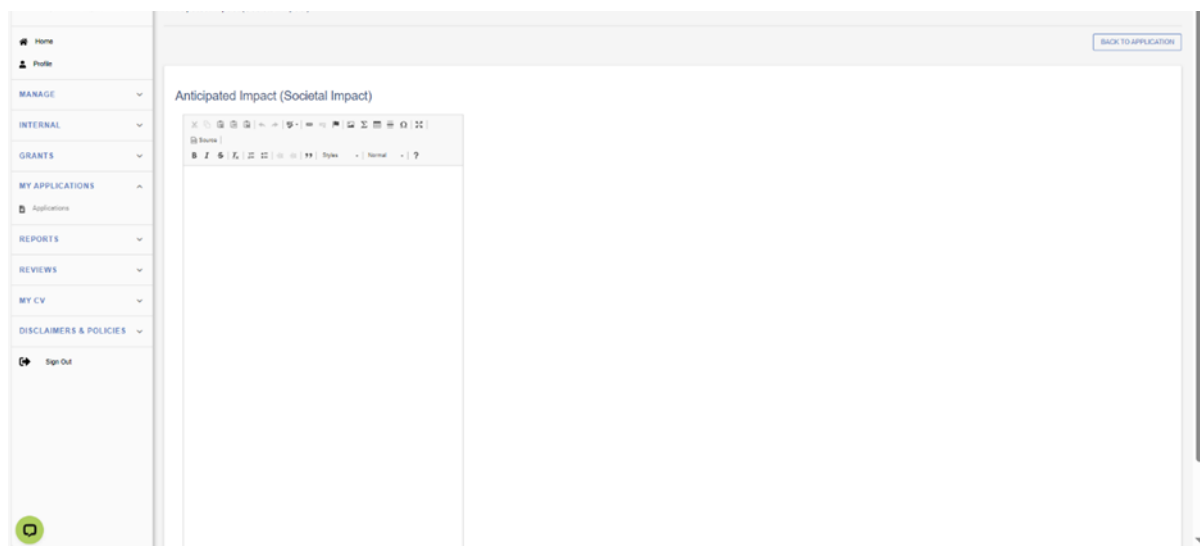
6.12.2 Specific Instructions for Section

Motivations for carrying forward unspent funds must be submitted under this section and must comply with the **Guide for Carry Forwards**.

The **Refresh** tab can be used to update financial information if changes occur during report completion.

6.13 Anticipated Impact (Societal Impact)

6.13.1 Screenshot

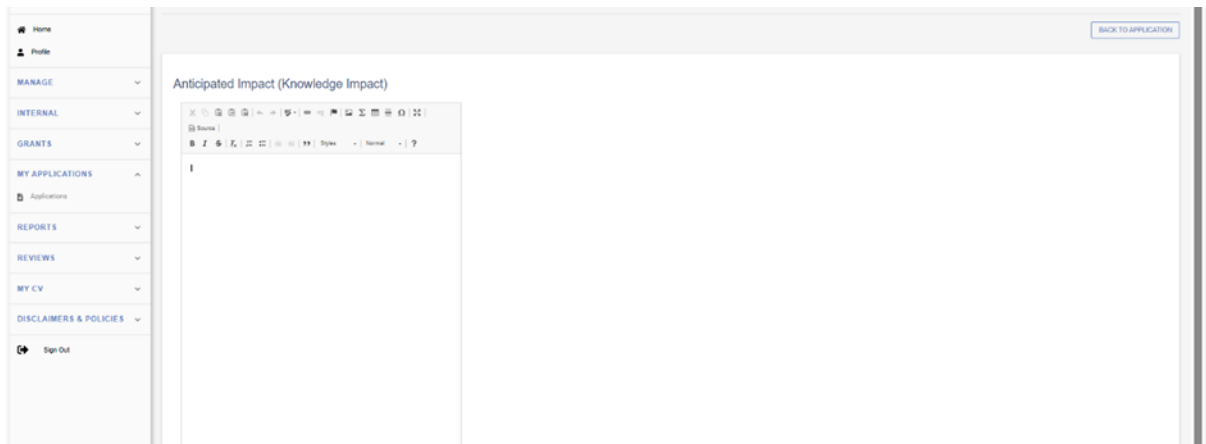


6.13.2 Specific Instructions for Section

Grantholder to capture the societal impact of the research. Please be mindful of the character limit, if exceeded, the “SAVE” button will not activate. *This is not a system error.*

6.14 Anticipated Impact (Knowledge Impact)

6.14.1 Screenshot

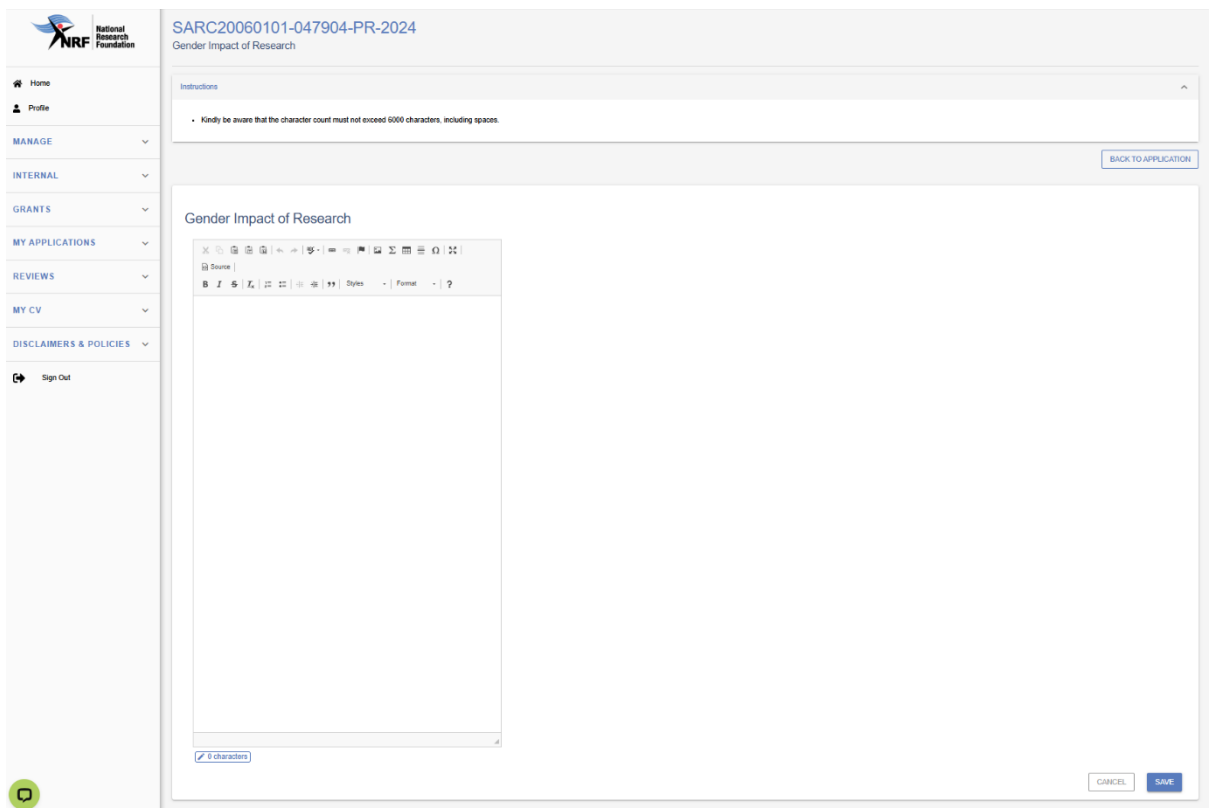


6.14.2 Specific Instructions for Section

Grantholder to capture the knowledge impact of the research. Please be mindful of the character limit, if exceeded, the “SAVE” button will not activate. *This is not a system error.*

6.15 Gender Impact of Research

6.15.1 Screenshot

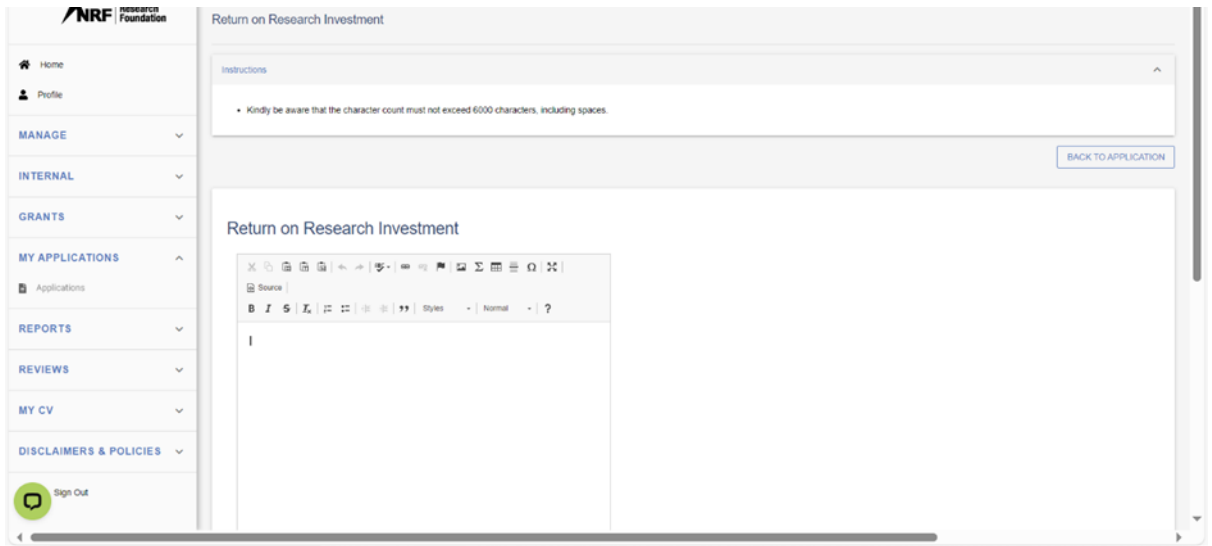


6.15.2 Specific Instructions for Section

Grantholder to capture how gender impact is achieved within the chair. Please be mindful of the character limit, if exceeded, the “SAVE” button will not activate. *This is not a system error.*

6.16 Return on Investment

6.16.1 Screenshot

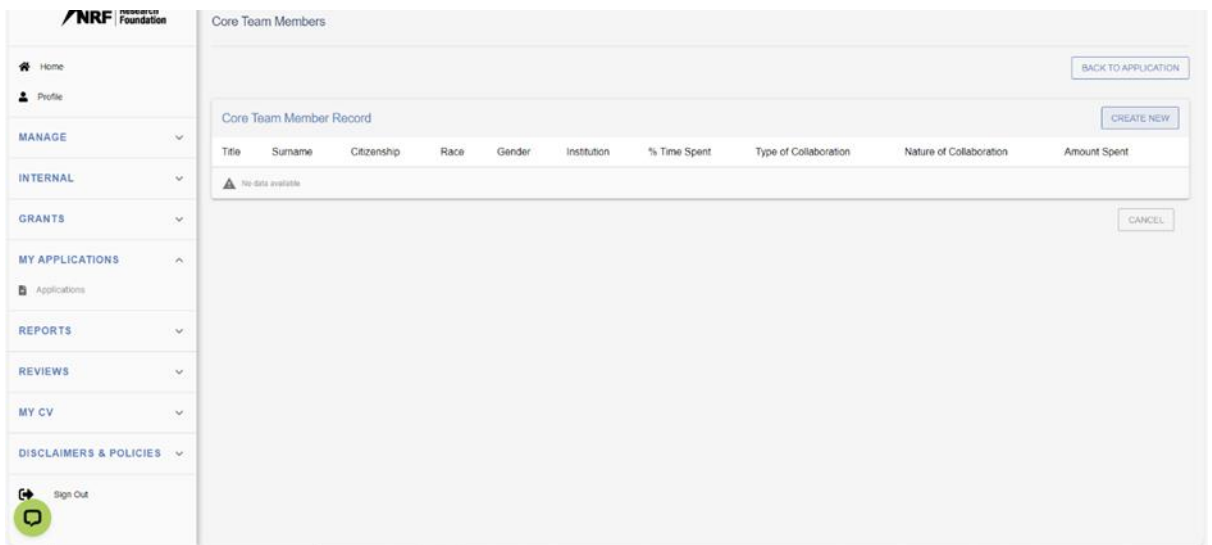


6.16.2 Specific Instructions for Section

Grantholder to provide details on the financial gains and/or benefits received from the funding provided. Please be mindful of the character limit, if exceeded, the “SAVE” button will not activate. *This is not a system error.*

6.17 Core Team Members

6.17.1 Screenshot

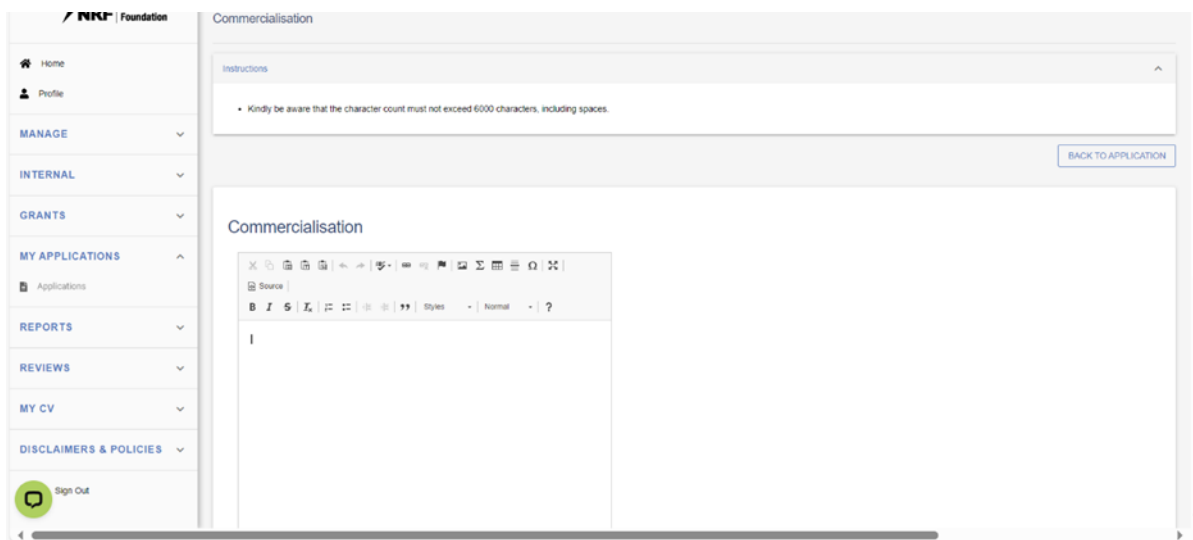


6.17.2 Specific Instructions for Section

Grantholder to provide details of all core team members involved in the chair research, i.e., those that are leading research work packages on behalf of the chair.

6.18 Commercialization

6.18.1 Screenshot

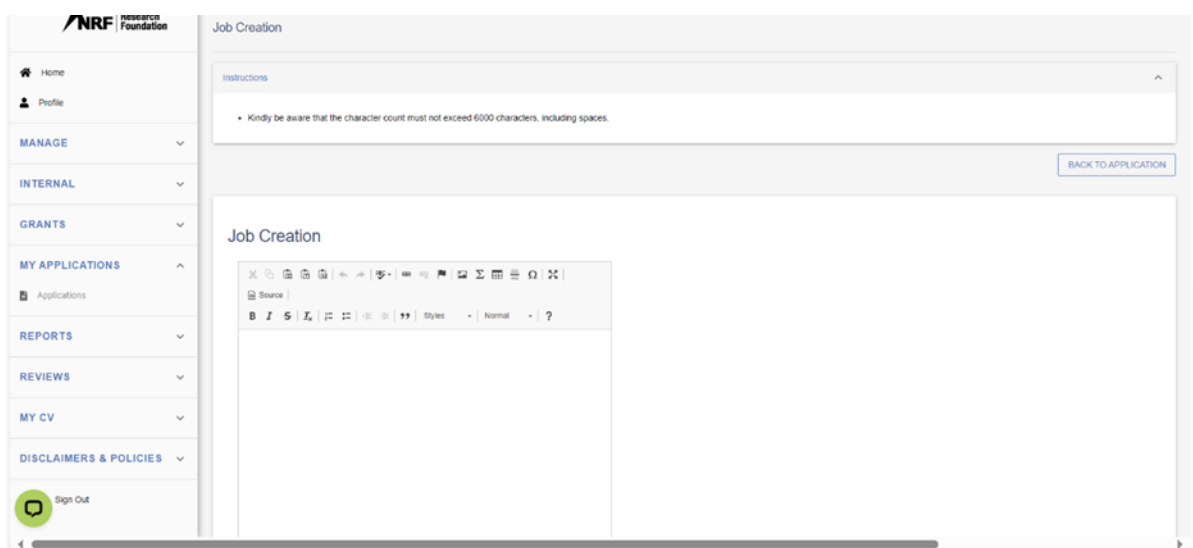


6.18.2 Specific Instructions for Section

Grantholder to provide details of innovation and/or products if any and how they will be commercialised. Please be mindful of the character limit, if exceeded, the “SAVE” button will not activate. *This is not a system error.*

6.19 Job Creation

6.19.1 Screenshot

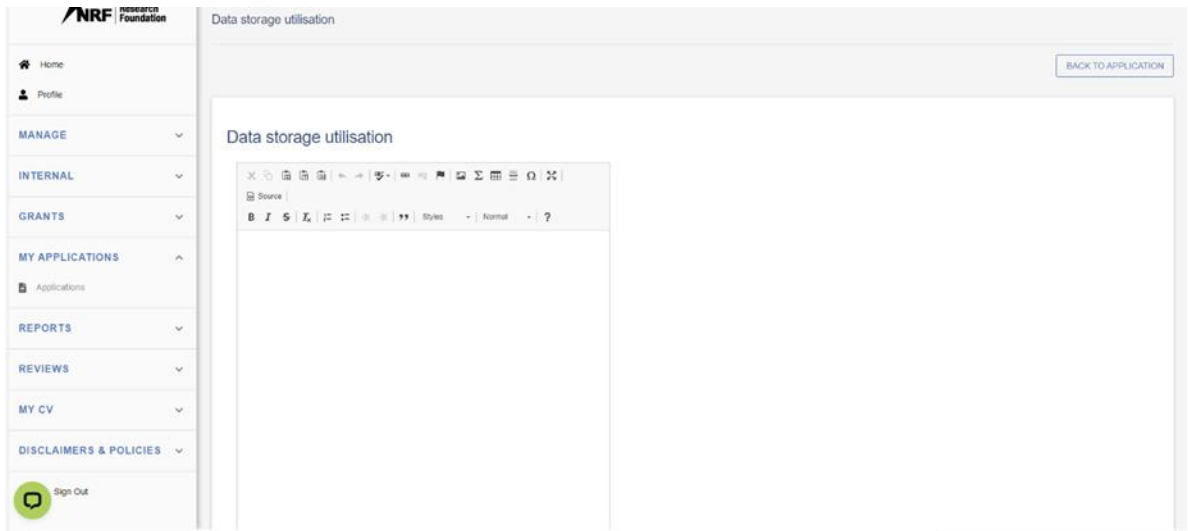


6.19.2 Specific Instructions for Section

Grantholder to provide details on any jobs created through the research and/or research funding, i.e., spin off companies created. Please be mindful of the character limit, if exceeded, the “SAVE” button will not activate. *This is not a system error.*

6.20 Data Storage and Utilisation

6.20.1 Screenshot

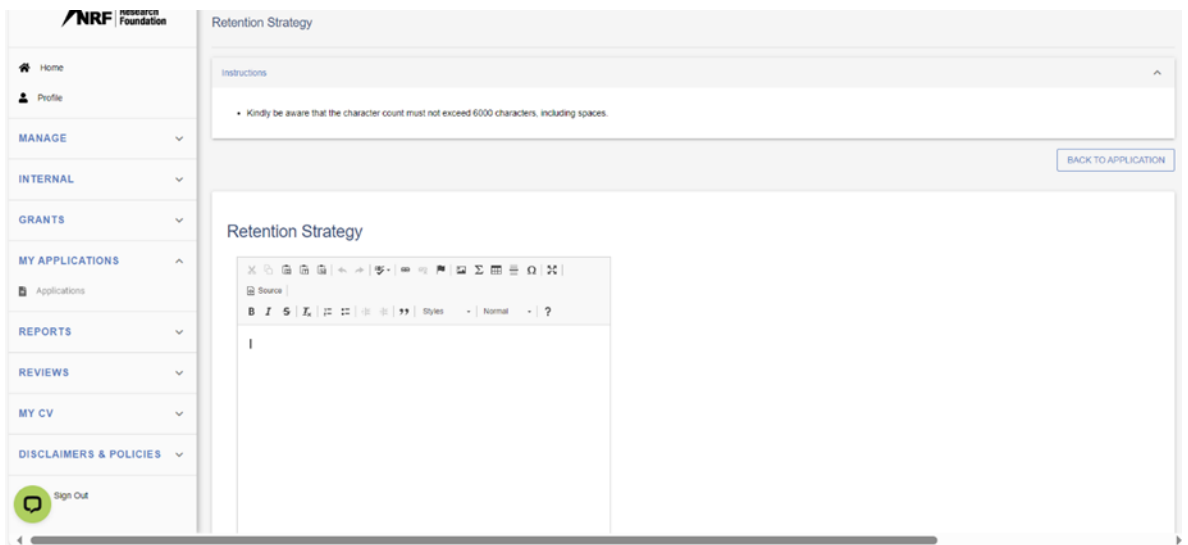


6.20.2 Specific Instructions for Section

Grantholder to provide details on where the data emanating from the funded research will be stored and utilized. Please be mindful of the character limit, if exceeded, the “SAVE” button will not activate. *This is not a system error.*

6.21 Retention Strategy

6.21.1 Screenshot

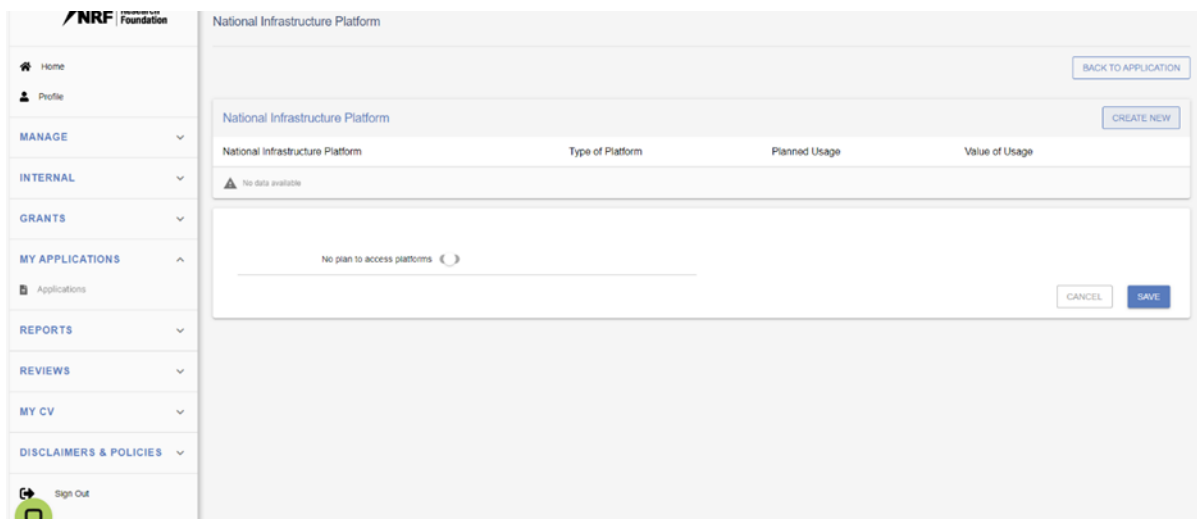


6.21.2 Specific Instructions for Section

Grantholder to provide details on how they will retain excellent students and researchers. Please be mindful of the character limit, if exceeded, the “SAVE” button will not activate. *This is not a system error.*

6.22 National Infrastructure Platform

6.22.1 Screenshot

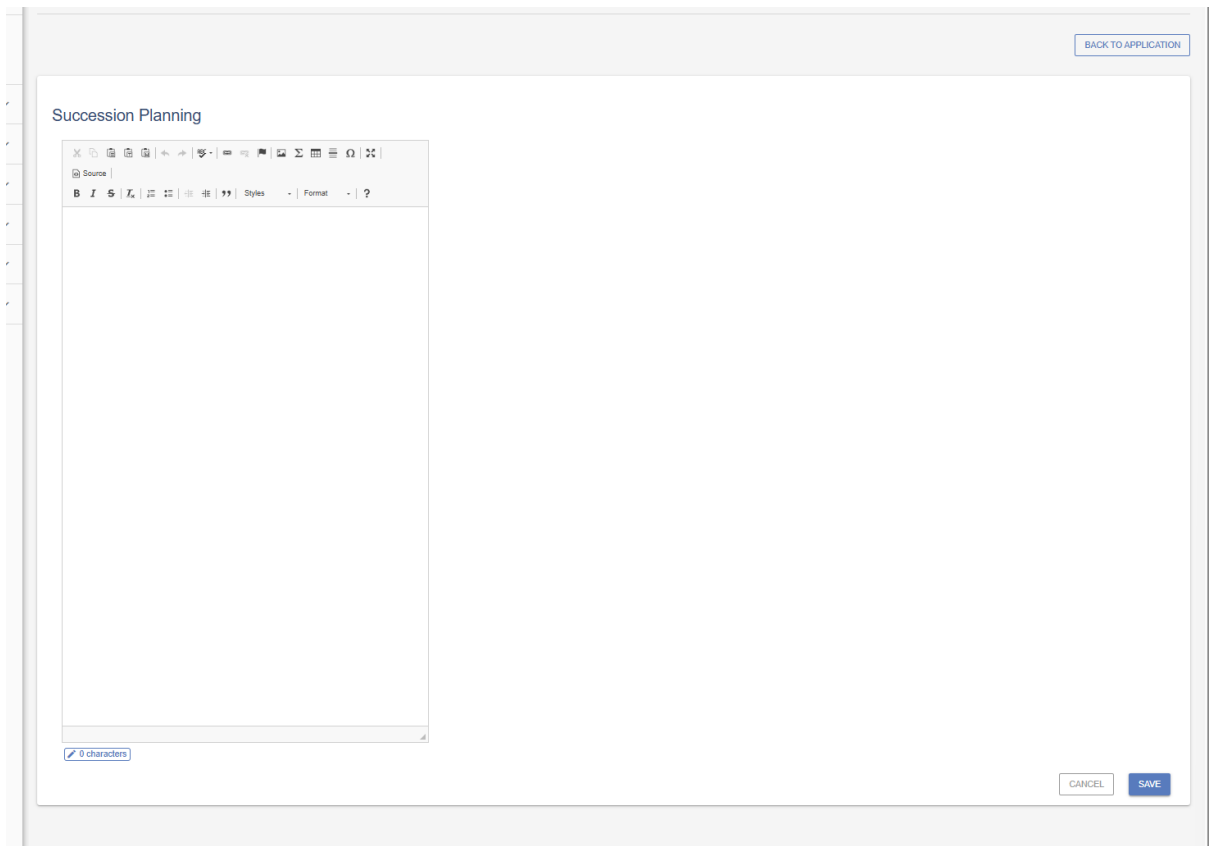


6.22.2 Specific Instructions for Section

Grantholder to provide details on National infrastructure platforms that they have accessed or need access to.

6.23 Succession Plan

6.23.1 Screenshot

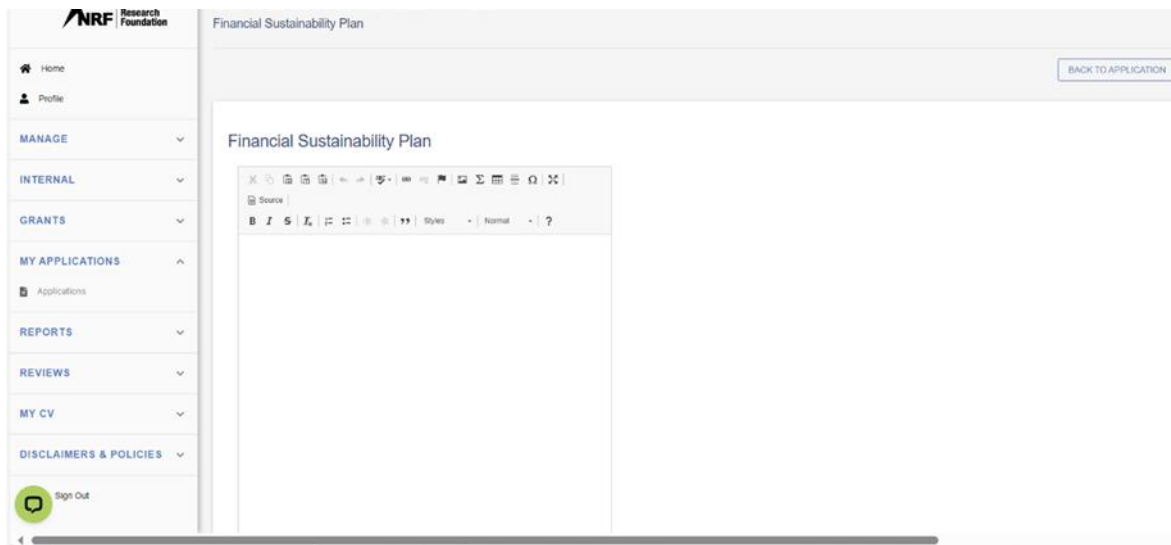


6.23.2 Specific Instructions for Section

Grantholder to provide details on the succession plan and how the identified successor has been mentored or developed. Please be mindful of the character limit, if exceeded, the "SAVE" button will not activate. *This is not a system error.*

6.24 Financial Sustainability

6.24.1 Screenshot

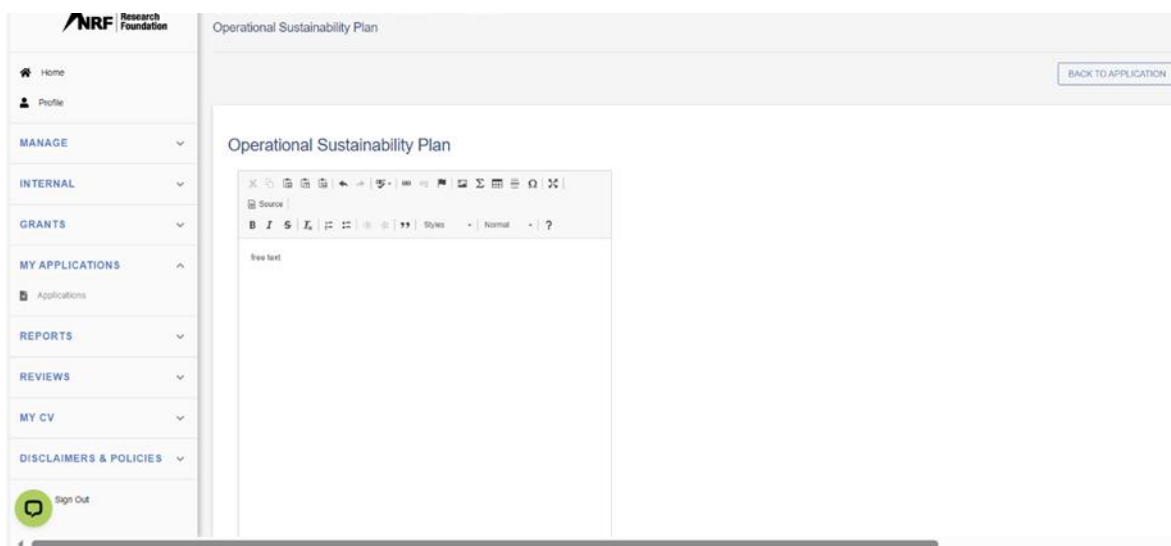


6.24.2 Specific Instructions for Section

Grantholder to provide details on how they will ensure financial sustainability of the research beyond NRF funding. Please be mindful of the character limit, if exceeded, the "SAVE" button will not activate. *This is not a system error.*

6.25 Operational Sustainability

6.25.1 Screenshot

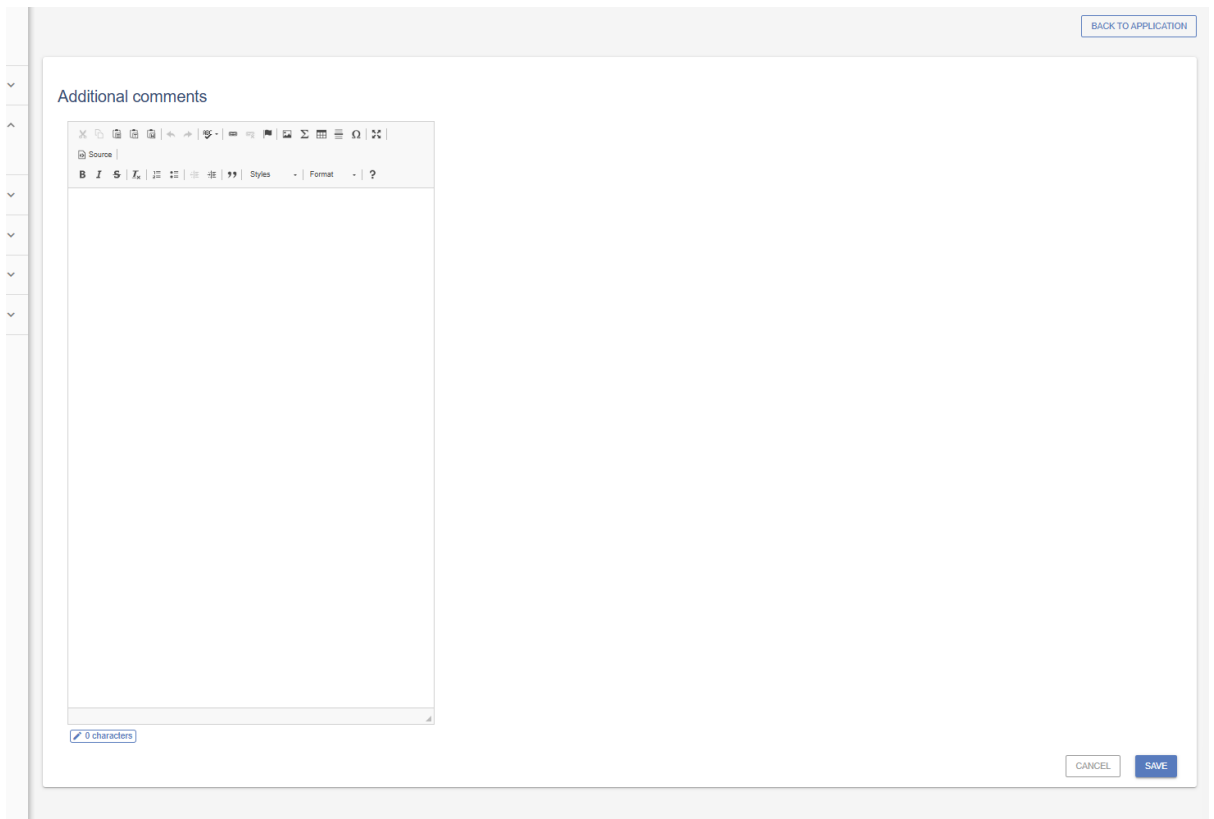


6.25.2 Specific Instructions for Section

Grantholder to provide details on how they plan on been operationally sustainable with reference to their research plans. Please be mindful of the character limit, if exceeded, the "SAVE" button will not activate. *This is not a system error.*

6.26 Additional Comments

6.26.1 Screenshot

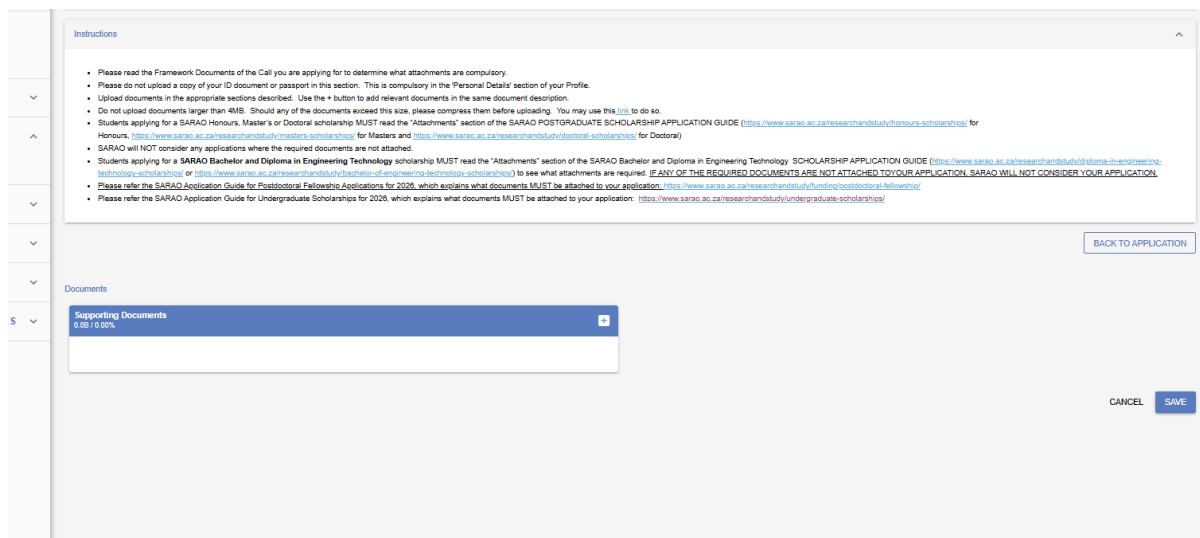


6.26.2 Specific Instructions for Section

Grantholder to provide any additional information. Please be mindful of the character limit, if exceeded, the “SAVE” button will not activate. *This is not a system error.*

6.27 Attachments

6.27.1 Screenshot

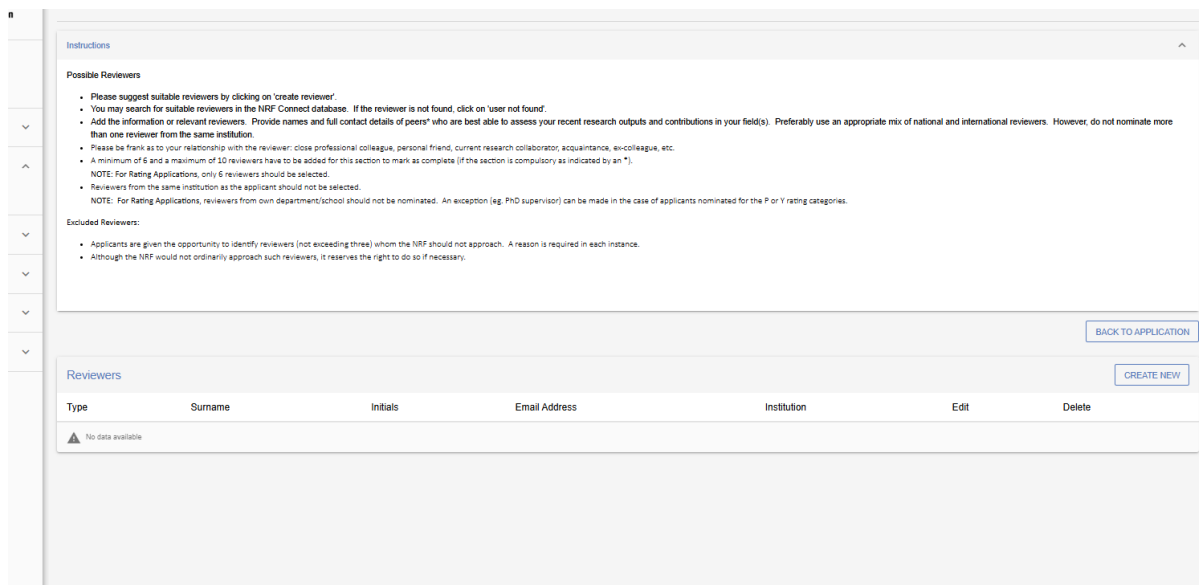


6.27.2 Specific Instructions for Section

Grantholder to add any attachments required to support the report.

6.28 Reviewer

6.28.1 Screenshot

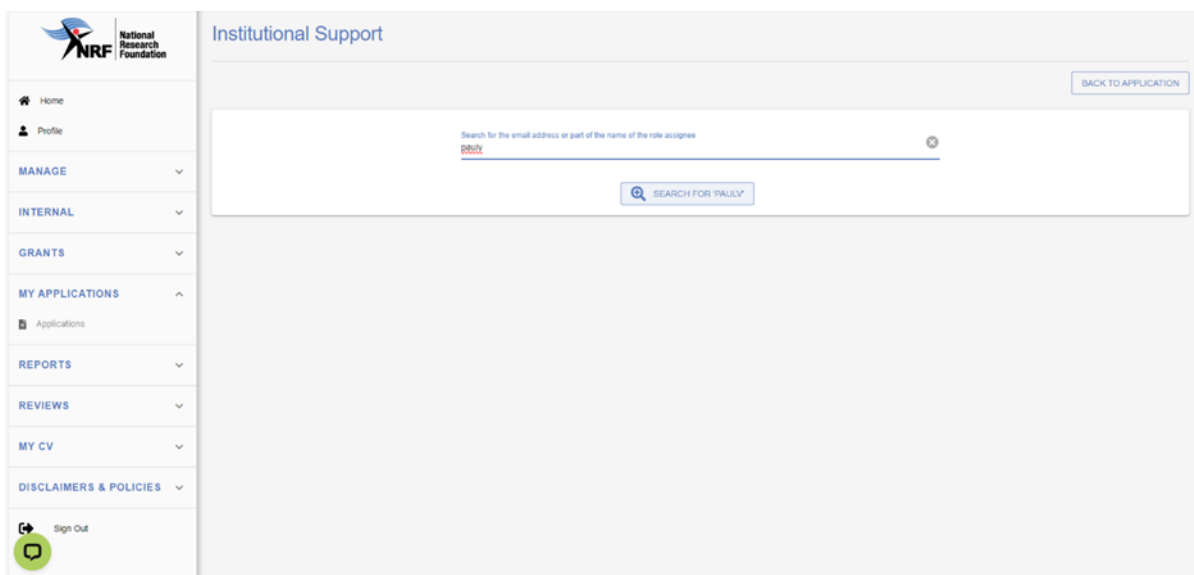
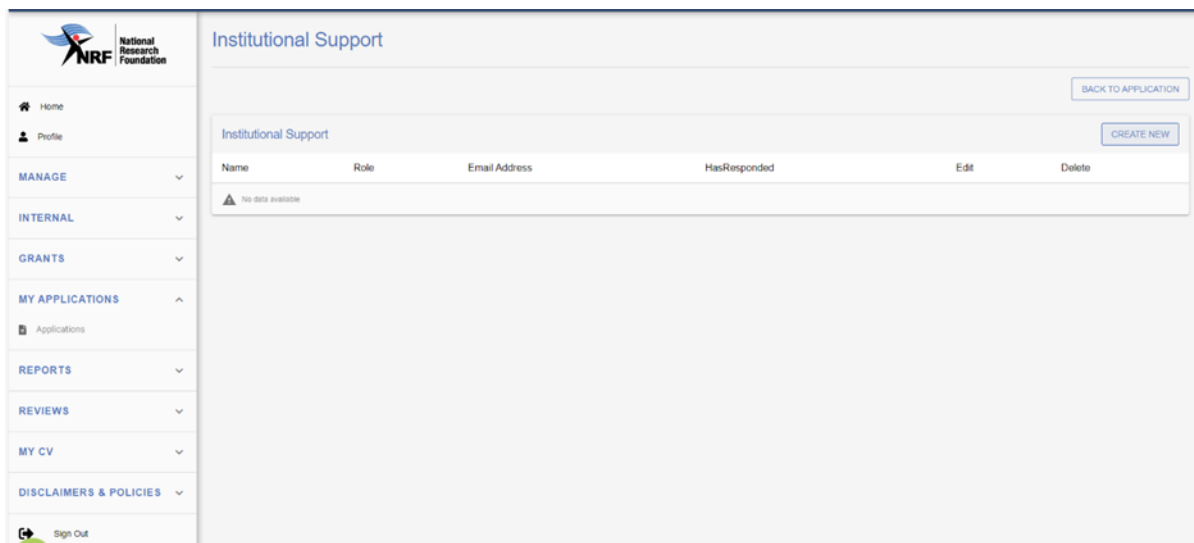


6.28.2 Specific Instructions for Section

Grantholder to add reviewers for NRF consideration. *This is applicable to Chairs submitting their 5-year reports.*

6.29 Institutional Support

6.29.1 Screenshot



6.29.2 Specific Instructions for Section

Grantholder to select DVC and HoD for the completion of the section. Both DVC and HoD should be added. The email of the DVC and HoD should be verified by the grantholder before searching.

6.30 Institutional Support DVC Report Section

6.30.1 Screenshot



Section	Complete	Updated	Edit
Development of a scientific foundation and expertise in the discipline within the institution *	x		/
Establishment of intra-disciplinary and inter-institutional research collaborations *	x		/
Training and mentoring of quality postgraduate students and postdoctoral fellows *	x		/
Any innovative outputs emanating from the Chair(s)/Centre(s) activities *	x		/
Additional benefits and challenges of having the Chair/Centre within the university *	x		/
Established strategic and valuable networks of collaborators and donors *	x		/
How has the Chair/Centre advanced the University Research Strategy? *	x		/
Impact with respect to advancement of knowledge frontiers in the discipline *	x		/

6.30.2 Specific Instructions for Section

The nominated DVC must complete this section and ensure that each section is ticked as completed before the submit button can be activated. If any of the sections are not completed, the DVC will not be able to submit, and this will affect the final submission by the DA. All sections under are free text. Please be mindful of the character limit, if exceeded, the “SAVE” button will not activate. *This is not a system error.*

6.31 Institutional Support HoD Report Sections

6.31.1 Screenshot



Section	Complete	Updated	Edit
Impact of the Chair/Centre with respect to advancement of knowledge frontiers in the discipline *	x		/
Intra- and inter-disciplinary research collaborations established, if any *	x		/
The Chair's contribution towards the establishment of new infrastructure in the discipline *	x		/
How the Chair is contributing towards research capacity development, in particular postgraduate students and postdoctoral fellows in the discipline *	x		/
Details on how the Chairs has influenced a research culture in the faculty *	x		/
Additional benefits and challenges of having the Chair in the discipline *	x		/

6.31.2 Specific Instructions for Section

The nominated DVC must complete this section and ensure that each section is ticked as completed before the submit button can be activated. If any of the sections are not completed, the DVC will not be able to submit, and this will affect the final submission by the DA. All sections under are free text. Please be mindful of the character limit, if exceeded, the “SAVE” button will not activate. *This is not a system error.*

6.31 Proposed Research Plan for the Next Five Years

(This section is only applicable to Chairs completing a 5-Year report)

6.31.1 Screenshot

The screenshot shows a web form titled "Proposed Research Plan for the Next Five-year Cycle". At the top, there is an "Instructions" box with the text: "Kindly be aware that the character count must not exceed 6000 characters, including spaces." Below this is a "BACK TO APPLICATION" button. The main form area contains a rich text editor with a toolbar including options for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, and undo. Below the editor is a character count indicator showing "0 characters". At the bottom right of the form are "CANCEL" and "SAVE" buttons.

6.31.2 Specific Instructions for Section

Grantholder to provide proposed research activity plan for the next five years. Please be mindful of the character limit, if exceeded, the "SAVE" button will not activate. *This is not a system error.*

6.32 Proposed Budget for the Next Five-Year Cycle

6.32.1 Screenshot

The screenshot shows a web form titled "Proposed Budget for the Next Five-year Cycle Record". At the top right is a "BACK TO APPLICATION" button. Below it is a "CREATE NEW" button. The form contains a table with the following headers: "Budget Year", "Item", "Amount", and "Notes". Below the headers, there is a message: "No data available" with a warning icon. At the bottom right of the form is a "CANCEL" button.

6.32.2 Specific Instructions for Section

Grantholder to provide proposed budget to support research activity plan for the next five years.

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, grantholders, 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:	16 February 2026
Closing Date for Designated Authorities:	02 March 2026

9 FAQ

Click on the link below to access the FAQ:

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

10 Contact Details

Grantholders 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	Surname	Email	Tel no	Position
South African Research Chairs Initiative (SARChI)	University of Cape Town Sol Plaatje University <i>Botswana International University of Science and Technology</i>	Angeline	Malao	Am.Malao@risa.nrf.ac.za		Professional Officer
	University of the Witwatersrand University of Venda <i>Université Joseph KI- ZERBO</i>	Nsovo	Mathebula	NS.Mathebula@risa.nrf.ac.za		Professional Officer
	University of Johannesburg Nelson Mandela University University of Mpumalanga <i>Kwame Nkrumah University of Science and Technology</i>	Promise	Shabangu	Shabangu@nrf.ac.za		Professional Officer
	University of Limpopo North-West University Stellenbosch University <i>Copperbelt University</i>	Tebogo	Raphetane	AT.Raphetane@risa.nrf.ac.za		Liaison Officer

	University of KwaZulu-Natal Central University of Technology Sefako Makgato Health Science University University of Zululand <i>Eduardo Mondlane University</i>	Eulenda	Mosese	E.Mosese@risa.nrf.ac.za		Professional Officer
	University of South Africa Tshwane University of Technology University of the Free State <i>Makerere University</i>	Mashudu	Mbulaheni	M.Mbulaheni@risa.nrf.ac.za		Professional Officer
	University of the Western Cape Mangosuthu University of Technology University of Fort Hare <i>Nelson Mandela African Institution of Science and Technology</i>	Judith	Mahlanya	JK.Mahlanya@risa.nrf.ac.za		Professional Officer
	Rhodes University Cape Peninsula University Durban University of Technology <i>University of Zambia</i>	Nnyambeni	Golele	NJ.Golele@risa.nrf.ac.za		Professional Officer

	University of Pretoria Walter Sisulu University Vall University of Technology <i>Sokoine University of Agriculture</i>	Anni	Thomas	A.Thomas@risa.nrf.ac.za		Professional Officer
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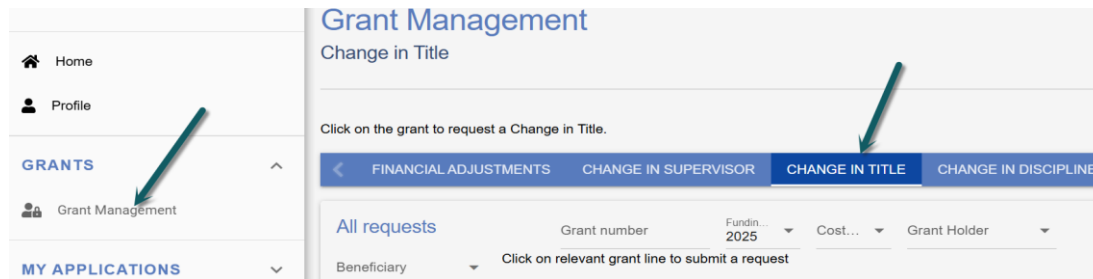
Appendix 2

Change in Title

Navigate to nrfconnect.nrf.ac.za and click the ORCID logo to login.

1. Scenario 1 – Grant Holder

The grant holder must navigate to the screen shown below to access the **Change in Title** module.



All grants belonging to the grant holder will appear once they click on **Change in Title**. The grant holder must then select the specific grant for which they wish to submit a request by clicking on the grant line.

FINANCIAL ADJUSTMENTS						CHANGE IN SUPERVISOR						CHANGE IN TITLE						CHANGE IN DISCIPLINE						CHANGE IN I					
All requests												Grant number	Fundin... 2025	Cost...	Grant Holder														
Beneficiary												Click on relevant grant line to submit a request																	
Grant Holder	Grant Number	Year	Funding Opportunity	Status	Cost Centre																								
Th [REDACTED]	TTK22 [REDACTED]	2025	Thuthuka	No Request	TTTK																								

Searching and selecting a supervisor

Change In Short Title Request Detail

New Title
New Title

1. Copy and paste the email address of the Supervisor. This must be the same email address they used to register on NRF Connect

2. Click on the Search tab to locate the Supervisor.

Student Supervisor

Thabo [REDACTED]@gmail.com]

3. Then click on the drop down to select the supervisor

Is ethical clearance required? No Yes

The details of the grant are displayed under the **Grant Details** heading. The original application and award PDFs can be viewed under **Documents and PDF's**.

Grant Details	
Reference TTK2 [REDACTED]	Grant Holder [REDACTED]
Beneficiary University of Johannesburg	Title The application [REDACTED]
Funding Opportunity Thuthuka	Funding Year 2025
Support Start Date January 2, 2023	Support End Date December 31, 2025

DOCUMENTS AND PDF'S ▾

The grant holder must complete the fields shown below and submit the request. The **Upload** tab is optional. Grant holders may attach any supporting documents for the request.

Change In Short Title Request Detail

New Title New Title	Motivation Test
Student Supervisor Thabo [REDACTED] [REDACTED]@gmail.com]	Is ethical clearance required? No <input type="radio"/> Yes <input type="radio"/>
Upload files 0.0B / 0.00%	
<input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/>	

2. Scenario 2 – Supervisor

The Supervisor must navigate to the screen shown below to access the **Change in Title** module. They can filter the results by Beneficiary, Reference Number, Funding Year, Cost Centre, or Grant Holder Name. Once the grant(s) appears, the Supervisor should select the relevant

Click on the grant to request a Change in Title.

CHANGE IN TITLE

All requests

Grant number Fundin... 2025 Cost... Grant Holder

Beneficiary Click on relevant grant line to process a request

Grant Holder	Grant Number	Year	Funding Opportunity	Status	Cost Centre
Thab	TTK	2025	Thuthuka	Change In Title Supervisor Review	TTTK

grant they intend to process by clicking on it.

The Supervisor will be able to view the original title as well as other details including the application and award PDFs under the **Grant Details** heading. The requested title change as well as all other relevant information related to the request is shown under the **Change in Short Title**

The screenshot shows two main sections. The top section, titled "Grant Details", contains a table with the following information:

Reference TTK2 [REDACTED]	Grant Holder [REDACTED]
Beneficiary University of Johannesburg	Title The application [REDACTED]
Funding Opportunity Thuthuka	Funding Year 2025
Support Start Date January 2, 2023	Support End Date December 31, 2025

Below this table is a button labeled "DOCUMENTS AND PDF'S" with a downward arrow. The bottom section, titled "Change in Short Title Request Detail", contains a table with the following information:

New Title New Title	Motivation Test
Is Ethical Clearance Required? YES	Assigned Supervisor [REDACTED]@gmail.com

At the bottom of this section is a button labeled "CLICK HERE TO VIEW SUPPORTING DOCUMENT(S)" with a download icon and a red notification badge showing the number "2".

Request Detail heading.

The Supervisor can then approve or reject the request and submit it. When a request is approved, a non-compulsory comment can be captured. When a request is rejected, a compulsory reason must be captured.

Change in Short Title Status

The screenshot shows a list of two status items:

- The Change in Short Title Request created by the Grant Holder
- Pending Approval by Supervisor

The screenshot shows the "Process Request" section. It features a toggle switch with "Reject" on the left and "Approve" on the right. The "Approve" option is currently selected. Below the toggle is a text input field containing the word "Test". At the bottom right of the section are two buttons: "SUBMIT" and "CANCEL". A character count "4 / 250" is visible below the text input field.

3. Scenario 3 – Designated Authority

The Designated Authority must navigate to the screen shown below to access the **Change in Title** module. They can filter the results by Beneficiary, Reference Number, Funding Year, Cost Centre or Grant Holder Name. Once the grant(s) appears, the Supervisor should select the relevant grant they intend to process by clicking on it.

The screenshot displays the 'Grant Management' interface. On the left is a navigation sidebar with categories: MANAGE, INSTITUTION, GRANTS, MY APPLICATIONS, and a chat icon labeled 'RTS'. The 'GRANTS' section is expanded, showing a 'Grant Management' link with a person icon. A green arrow points to this link. The main content area is titled 'Grant Management' and 'Change in Title'. Below the title is a navigation bar with tabs: FINANCIAL ADJUSTMENTS, CHANGE IN GRANT HOLDER, CHANGE IN SUPERVISOR, CHANGE IN TITLE (highlighted with a green arrow), and CHANGE IN COST CENTRE. Below the tabs is a filter section for 'All requests' with dropdowns for Beneficiary, Grant number, Fundin (set to 2025), Cost..., and Grant Holder. A prompt says 'Click on relevant grant line to process a request'. Below this is a table with columns: Grant Holder, Grant Number, Year, Funding Opportunity, Status, and Cost Ce. The table contains one row: Thab... TTK2... 2025 Thuthuka Change In Title DA Review TTTK.

Grant Holder	Grant Number	Year	Funding Opportunity	Status	Cost Ce
Thab...	TTK2...	2025	Thuthuka	Change In Title DA Review	TTTK

The Designated Authority will be able to view the original title as well as other details including the application and award PDFs under the Grant Details heading. The requested title change as well as other relevant information related to the request is shown under the **Change in Short Title Request Detail** heading.

Grant Details	
Reference TTK2 [REDACTED]	Grant Holder [REDACTED]
Beneficiary University of Johannesburg	Title The application [REDACTED]
Funding Opportunity Thuthuka	Funding Year 2025
Support Start Date January 2, 2023	Support End Date December 31, 2025

DOCUMENTS AND PDF'S

Change in Short Title Request Detail

New Title New Title	Motivation Test
Is Ethical Clearance Required? YES	Assigned Supervisor [REDACTED]@gmail.com

CLICK HERE TO VIEW SUPPORTING DOCUMENT(S) 2

The Designated Authority can then approve or reject the request and submit it. When a request is approved, a non-compulsory comment can be captured. When a request is rejected, a compulsory reason must be captured.

✘ Pending Approval by Designated Authority


Process Request Reject Approve

4 / 250

4. Scenario 4 - NRF Internal Process

The NRF will process the request. Once the request has been approved, the new short title will appear on the grant and on the progress report under **Grant Details**. The grant holder will be able to view the updated title as shown below.

Change in Short Title

Grant Details	
Reference TTK2 [REDACTED]	Grant Holder [REDACTED]
Beneficiary University of Johannesburg	Title New Title 
Funding Opportunity Thuthuka	Funding Year 2025
Support Start Date January 2, 2023	Support End Date December 31, 2025