



General Progress Report Guide 2025











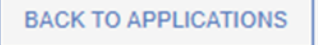
Postdoctoral Grants

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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>
	<p>Click to save each section as you populate it before moving to the next section so as to be able to retrieve the information.</p>
	<p>Click to navigate back to the home page from the different sections.</p>

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 2025 grant year **must** complete a progress report on the NRF Connect system.

In addition, the Host of Research/Supervisor must also provide their feedback before the progress report is submitted to the NRF by the institution Designated Authority (DA). Failure to do this will render the progress report submission as 'incomplete' and will not be processed. This will delay the release of funding for the subsequent year if a GH is on a continued grant.

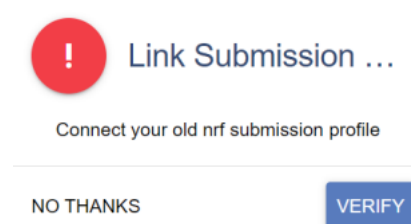
3. How to submit your Progress Report

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.

Enter your Old Nrf Submission Details

ID Number *

ID/Passport

Password *

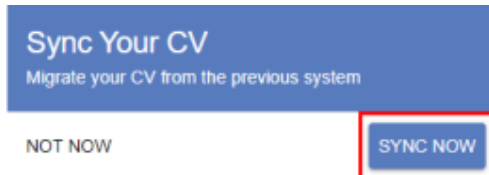
Your Old Password

CANCEL SUBMIT

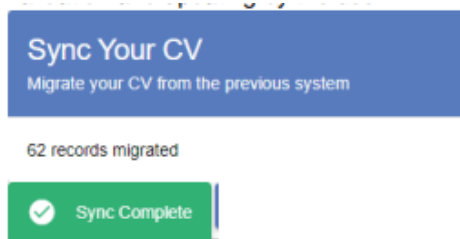
- Once the verification of the two accounts has been completed, confirmation will be shown at the bottom of the screen.



- 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.

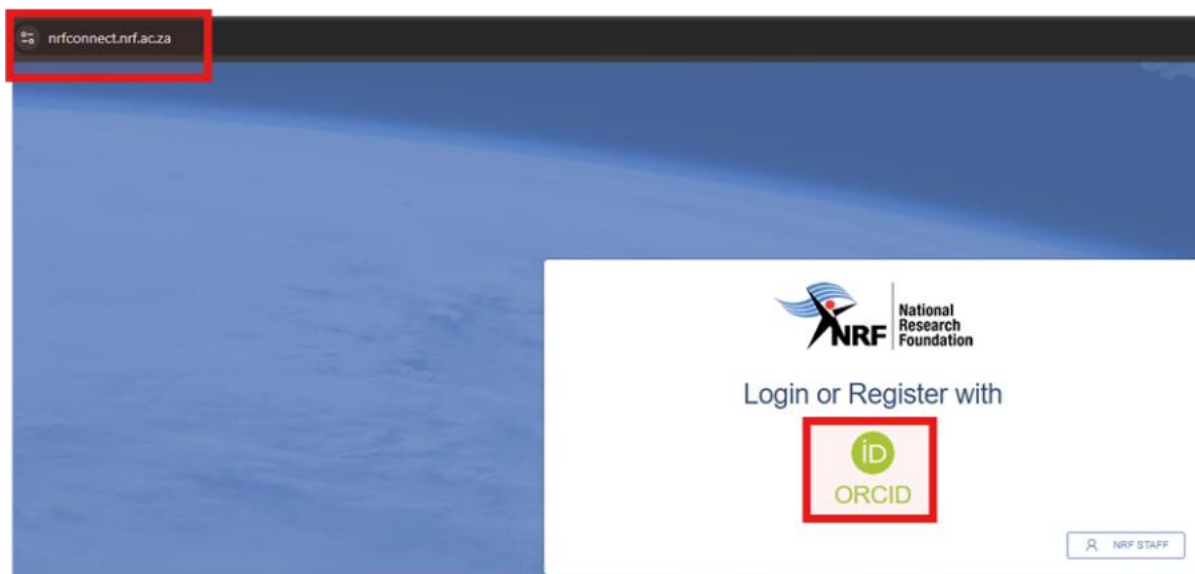


- Please ensure that the CV is updated before completing the progress report.
- After logging in, the grant holder must click on the Profile button to update their details.

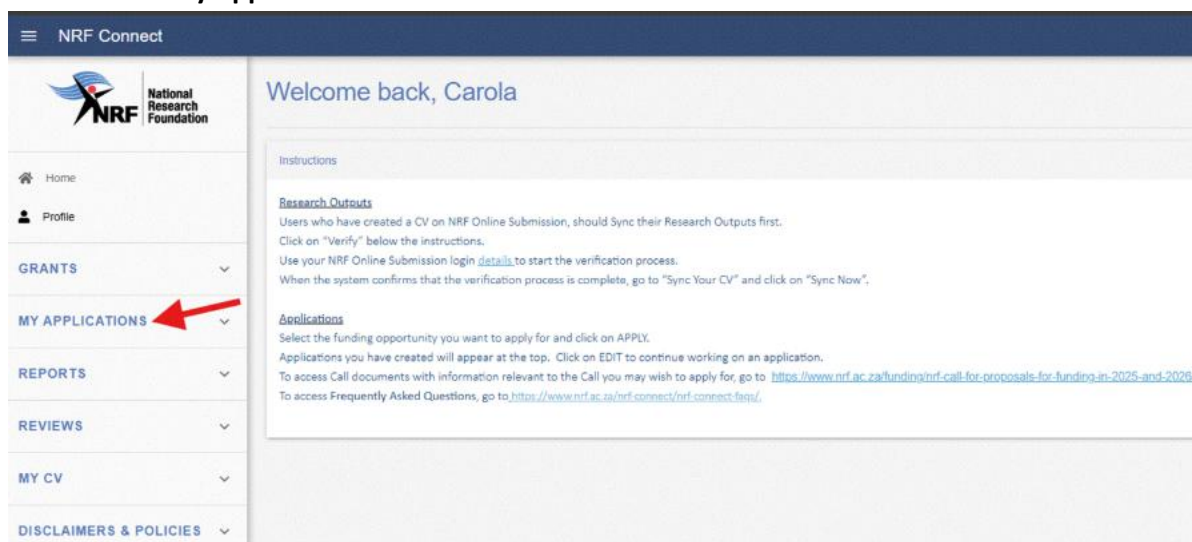
4. How to access your Progress Report

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 SARAO 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 SARAO 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

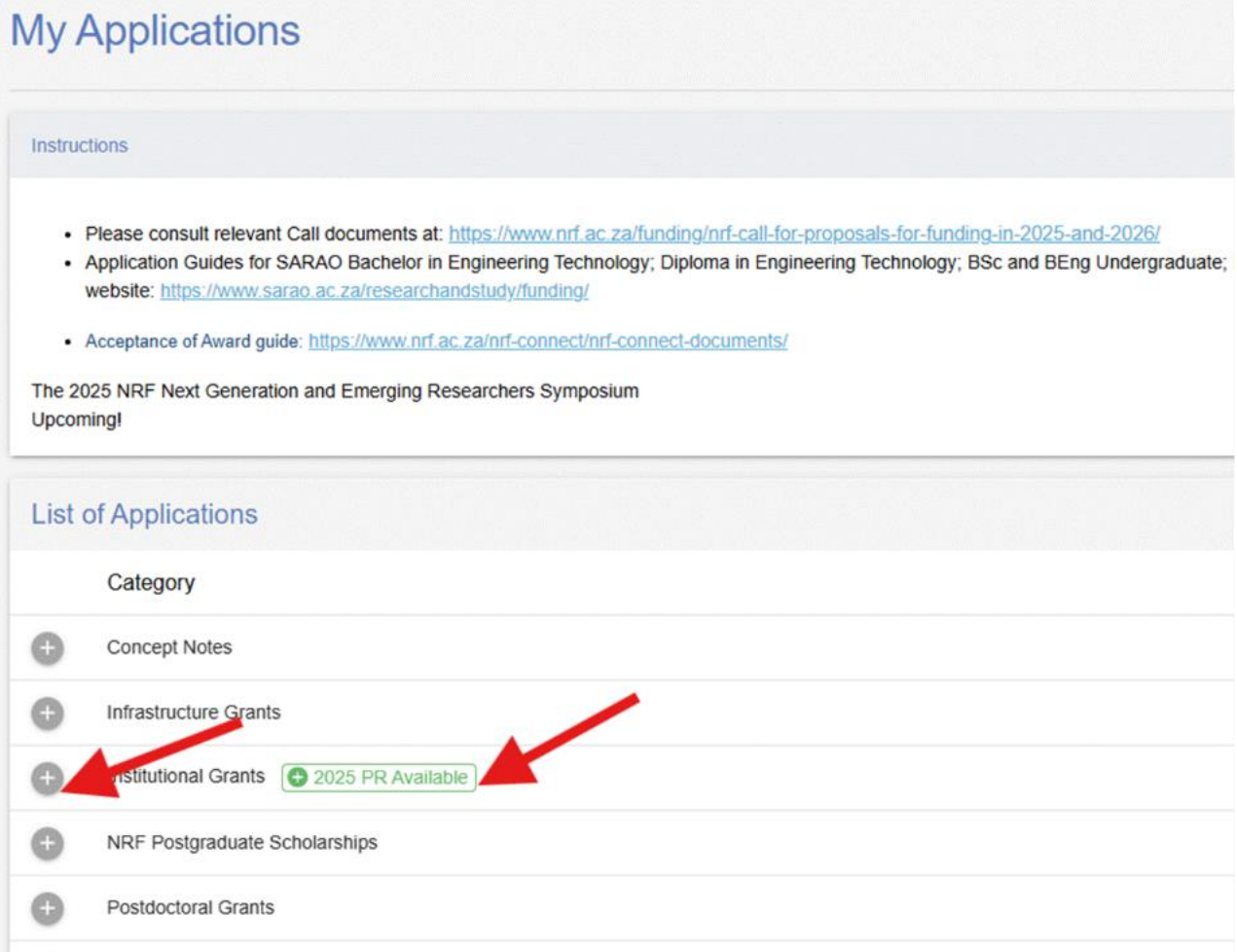
Instructions

- 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**.

The screenshot shows a 'List of Applications' page with a table of applications. A modal dialog is open, asking for confirmation to create a progress report for a specific application. The dialog has 'CANCEL' and 'CREATE' buttons. A red arrow points to the 'CREATE' button. Another red arrow points to the 'CREATE PROGRESS REPORT' button in the application table below.

Reference	Progress Report	Applied Date
[+]	SARC [redacted] CREATE PROGRESS REPORT	2015-03-04T15:33:00

- 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.

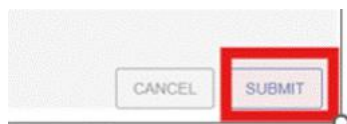
The screenshot shows the 'My Applications' page for a specific application. It displays a table of sections that need to be completed. The 'Personal Profile' section is highlighted with a red box. The table lists sections like 'SARChi Progress report type', 'Personal Profile', 'Qualifications/Certifications', etc., with 'Complete' and 'Updated' columns.

Section	Complete	Updated	Edit
SARChi Progress report type *	x		/
Personal Profile *	✓	19/09/2022	/
Qualifications/Certifications *	✓	11/04/2022	/
Research Expertise *	✓	18/09/2022	/
Career History *	✓	14/02/2025	/
Student Supervision *	✓	07/03/2025	/
Grant Details *	x		/
Assigning Role *	x		/
Aims and Objectives *	x		/
Research Highlights *	x		/

- 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
Personal Profile	Yes
Qualifications/Certifications	Yes
Research Expertise	Yes
Student Supervision	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
Research Output	Yes
Leveraging of Funds	Yes
Collaboration	Yes
Science Engagement	Yes
Financials	Yes
National Infrastructure Platform	Yes
Alignment to National Imperative	Yes

Data Management	Yes
Equipment Purchases	No
Utilisation of State-of-the-Art Research Infrastructure*	Yes
Travel Grant Feedback	No
Application Support Input	Yes
Attachments	No
<p>Note:</p> <p>*This section is only applicable to Research Infrastructure Professional Programme (RIPP) Postdoctoral fellows</p>	

6. Screenshots of Progress Report Sections

6.1 Grant Details

6.1.1 Screenshot

NRF National Research Foundation

SASPD22090455710-PR-2024
Grant Detail

Home
Profile

MANAGE
INTERNAL
GRANTS
MY APPLICATIONS
REVIEWS
MY CV
AIMERS & POLICIES
Sign Out

BACK TO APPLICATION

Grant Detail

Application reference number: SASPD22090455710
Year Of Award *: 2024

Year of reporting: 2024
Institution: University of Pretoria

Title in original application: Cobalt-zeolite hybrid catalysts for production of gasolir
Funding opportunity under which the grant is awarded: Sasol Postdoctoral Grants

Cost Centre: SNIP

CANCEL SAVE

6.1.2 Specific Instructions for Section

The reporting year is populated automatically; however, the grant holder needs to select the **Year of Award**. Select the Year of Award and click SAVE.

6.2 Aims and Objectives

6.2.1 Screenshot

NRF National Research Foundation

Home
Profile

MANAGE
INTERNAL
GRANTS
MY APPLICATIONS
REVIEWS
MY CV
DISCLAIMERS & POLICIES

Sign Out

Instructions

- 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

Owing to the fact that Co-based catalysts have the ability to produce long chain hydrocarbons and olefinic products, and catalyse both FTS and CO₂ hydrogenation reactions, and zeolites remain the preferred catalysts for selective production of hydrocarbons, the preparation of Co-based catalysts and zeolites as hybrid catalysts of Co for CO₂ hydrogenation and CO₂-FT reaction to produce GRHs will be employed in this study.

The following catalysts will be prepared for the selective production of GRHs in CO₂ hydrogenation and CO₂-FT reaction:

1. 15%Co/Al₂O₃.
2. 2%Ce15%Co/Al₂O₃.
3. H-ZSM-5 zeolite.
4. Silicate-1 zeolite (SZ1).
5. 2%Ce15%Co/Al₂O₃-HZSM5.
6. 2%Ce15%Co/Al₂O₃-SZ1.

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.

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



CANCEL

SAVE

Report the progress made on the Aims and Objectives and click SAVE.

Progress made on specified aims and objectives *

Provide details on progress for the year of reporting.]

Maximum 6000

6.3 Research Highlights

6.3.1 Screenshot

The screenshot displays the user interface for the National Research Foundation (NRF). On the left is a navigation sidebar with the NRF logo and the text 'National Research Foundation'. The sidebar contains the following menu items: Home, Profile, MANAGE (with a dropdown arrow), INTERNAL (with a dropdown arrow), GRANTS (with a dropdown arrow), MY APPLICATIONS (with an upward arrow), Applications, REVIEWS (with a dropdown arrow), MY CV (with a dropdown arrow), DISCLAIMERS & POLICIES (with a dropdown arrow), and a Sign Out button. The main content area is titled 'SASPD22090455710-PR-2024' and 'Research Highlights'. A 'BACK TO APPLICATION' button is located in the top right corner. A modal window titled 'Research Highlights' is open, containing the text: 'Are there any research highlights or achievements that have been made under the research project?'. Below this text is a horizontal line for input. At the bottom right of the modal are 'CANCEL' and 'SAVE' buttons.

6.3.2 Specific Instructions for Section

Toggle to the right to add research highlights, then click SAVE.

Research Highlights

Are there any research highlights or achievements that have been made under the research project?



Research highlights

Maximum 6000

0

CANCEL

SAVE

Toggle to the left if there is nothing to report on and the reason. Then click SAVE.

Research Highlights

Are there any research highlights or achievements that have been made under the research project?



Reason

Maximum 45000

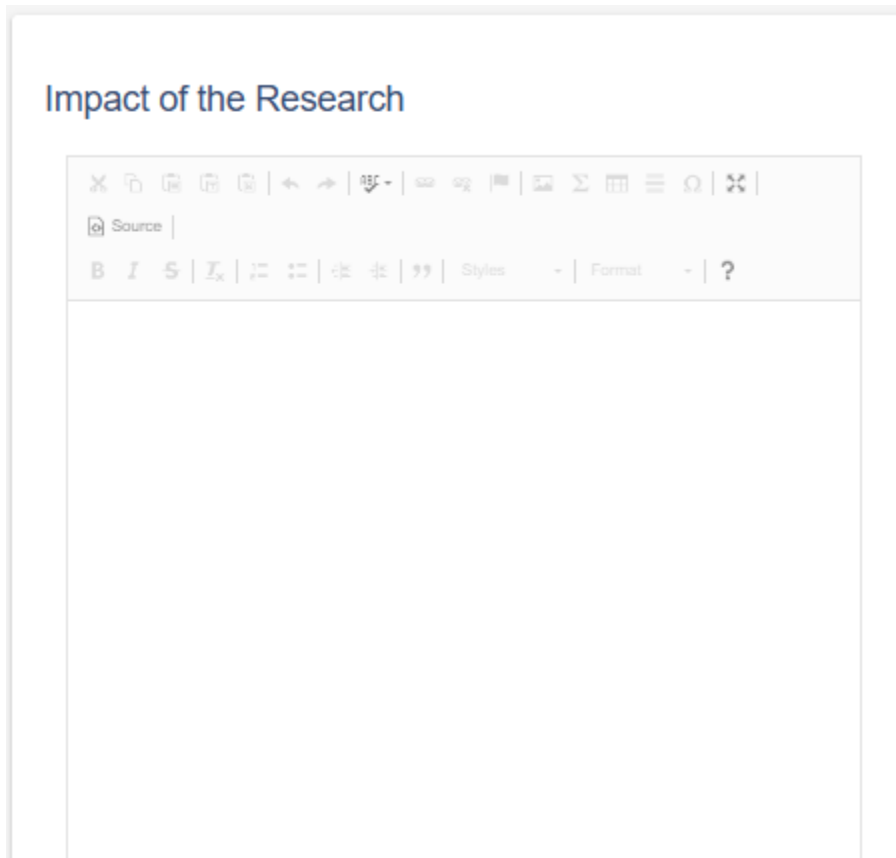
0

CANCEL

SAVE

6.4 Impact of the Research

6.4.1 Screenshot



6.4.2 Specific Instructions for Section

Toggle to the right to note the impact that has been achieved, if any, and click SAVE.

Have any aspects of the original impact been achieved?



Reason *

Maximum 45000

6.5 Challenges Related to Research

6.5.1 Screenshot

Challenges

Are/were there any challenges experienced during the course of your research, training or travel? *

Report on challenges and constraints impacting negativ...

Funder
Institutional
Other
Personal
Student supervision

6.5.2 Specific Instructions for Section

If no challenges are experienced, toggle left and click SAVE. If any challenges are experienced, toggle right and select the Categorisation of challenge from the dropdown. Report any challenges/constraints that negatively impacted the research during the reporting year, then click SAVE.

Challenges UNSAVED

Are/were there any challenges experienced during the course of your research, training or travel? *

Report on challenges and constraints impacting negatively on this project f...
Report on any challenges/constraints here

Categorisation of challenge

CANCEL SAVE

6.6 Research Outputs

6.6.1 Screenshot

Report - Research Outputs

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.
- Please ensure that the output records for the reporting period have a status of "Published" and that the year is that of the reporting year.

[BACK TO APPLICATION](#)

Outputs Type	Year	Title	Grantholder Contribution	Output Related To Project	Proof Uploaded	Edit	Delete
No data available							

Summary of Research Outputs

Research Output Type ↑	2024	Total
No data available		

No outputs to select

6.6.2 Specific Instructions for Section

Grant holder must update their CV before the outputs will reflect on the report. Select **only** outputs that are related to the project and supported with the funding.

6.7 Leveraging of Funds

6.7.1 Screenshot

Leveraging of Fund CREATE NEW

Source	Source Type	Amount	Nature of contribution	Total value leveraged	Period start date	Period end date
No data available						

No leveraging of funds in the reporting period

CANCEL SAVE

6.7.2 Specific Instructions for Section

Click **CREATE NEW** to add leveraged funds information. Toggle to the right if there is no leveraging of funds. Click **SAVE** once the section is complete.

6.8 Collaboration

6.8.1 Screenshot

Collaboration CREATE NEW

Name	Surname	Institution	Email Address	Role	Did Collaboration Take Place?	Benefits of collaboration/reason
No data available						

No collaboration in reporting period

CANCEL SAVE

6.8.2 Specific Instructions for Section

Add details of any research collaboration that took place during the reporting period. Click **CREATE NEW** to add a collaboration or toggle to the right if there is no collaboration. Click **SAVE** once the section is complete.

6.9 Science Engagement

6.9.1 Screenshot

Science Engagement CREATE NEW

Category Objectives Delivery Mode and Content Engagement Experiences Intended Audience Actual Number

No data available

No science engagement in reporting period

CANCEL SAVE

6.9.2 Specific Instructions for Section

Provide details of any science engagement activities related to your research that took place during the reporting period. Click **CREATE NEW** to add science engagement or toggle to the right if there is no science engagement.

6.10 Financials

6.10.1 Screenshot

Financials REFRESH FINANCIAL DATA BACK TO APPLICATION

Financial Item	Awarded Amount in Reporting Period	Total Amount Expensed	Balance Available for Carry Forward
Postdoctoral Fellowship	465000	465000	0

Records per page: 5 1-1 of 1

6.10.2 Specific Instructions for Section

First click REFRESH FINANCIAL DATA to ensure the latest information is pulled from the system. If the figures appear inaccurate after refreshing, please log a call with helpdesk@nrf.ac.za to get assistance with the necessary updates.

Motivations for the carry forward of unspent funds should be submitted in this section of the Progress Report and must be in accordance with the guidelines in the Guide for Carry Forwards.

6.11 National Infrastructure Platform

6.11.1 Screenshot

National Infrastructure Platform CREATE NEW

National Infrastructure Platform	Type of Platform	Planned Usage	Value of Usage
No data available			

No plan to access platforms

CANCEL SAVE

6.11.2 Specific Instructions for Section

Click **CREATE NEW** to add a National Infrastructure Platform or toggle to the right if there is none.

6.12 Alignment to National Imperative

6.12.1 Screenshot

The screenshot displays a web form with four sections, each containing a table with two columns: 'Category' and 'Justification for Selection'. Each section has a 'CREATE' button in the top right corner. The first section is titled 'Classification in line with NRF Broad Categories' and contains one row with the category 'Biological, Chemical, Earth & Marine, Environmental, Material, Physical and Technology' and a justification starting with 'It is noteworthy to mention that the proposed project aligns well with the research priority of the University'. The second section is 'National Priorities' with a row for 'Transformation' and a justification about training students. The third is 'National Strategy' with a row for 'Grand Challenge – Energy Security' and a justification about strengthening research activities. The fourth is 'Sustainability Development Goals' with a row for 'Affordable and Clean Energy' and a justification about research themes. Each table includes a horizontal scrollbar and pagination information: 'Records per page: 5' and '1-1 of 1'.

6.12.2 Specific Instructions for Section

Click CREATE for each of the categories to complete the sections. Grantholder must complete the “Comments” section before this section can be saved/marked as complete.

6.13 Data Management

6.13.1 Screenshot

SASPD22090455710-PR-2024
Data Management

Instructions

- Kindly be aware that the character count must not exceed 6000 characters, including spaces.

BACK TO APPLICATION

Data Management

Rich text editor toolbar: Source, Bold, Italic, Strikethrough, Bulleted list, Numbered list, Indent, Outdent, Styles, Normal, Help.

Add text here

6.13.2 Specific Instructions for Section

Type progress in the provided space and click SAVE when complete.

6.14 Equipment Purchases

6.14.1 Screenshot

Equipment Purchases

Was any equipment purchased during the reporting period? *

Name of equipment _____

Amount _____ Amount spent in foreign currency _____ Foreign currency _____

Additional amount spent from (leveraged, priv... _____ Actual value of equipment _____

CANCEL SAVE

6.14.2 Specific Instructions for Section

Toggle left if no equipment was purchased or toggle to the right if there was any equipment purchased and fill in the required information. Click SAVE once the section is complete.

6.15 Utilisation of State-of-the-Art Research Infrastructure

6.15.1 Screenshot

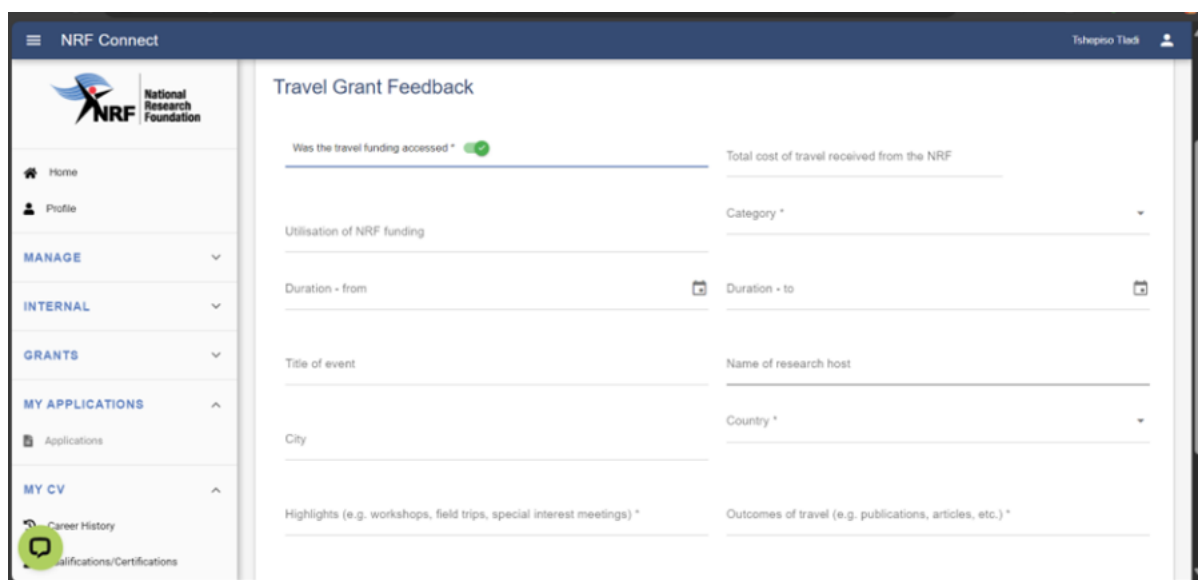


6.15.2 Specific Instructions

This section is only applicable to Research Infrastructure Professional Programme (RIPP) Postdoctoral fellows. Please provide a brief description of the state-of-the-art research equipment or infrastructure that you have utilized in your research project and the training undertaken in order to ensure optimal utilisation and management of the state-of-the-art research equipment or infrastructure.

6.16 Travel Grant Feedback

6.16.1 Screenshot



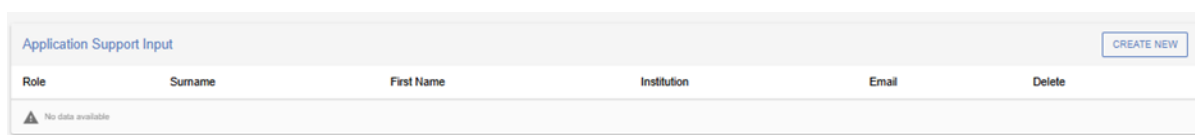
The screenshot shows the 'Travel Grant Feedback' form in the NRF Connect system. The form is divided into two columns. The left column contains the following fields: 'Was the travel funding accessed *' (with a green checkmark icon), 'Utilisation of NRF funding', 'Duration - from' (with a calendar icon), 'Title of event', 'City', and 'Highlights (e.g. workshops, field trips, special interest meetings) *'. The right column contains: 'Total cost of travel received from the NRF', 'Category *' (with a dropdown arrow), 'Duration - to' (with a calendar icon), 'Name of research host', 'Country *' (with a dropdown arrow), and 'Outcomes of travel (e.g. publications, articles, etc.) *'. A sidebar on the left of the form lists navigation options: Home, Profile, MANAGE, INTERNAL, GRANTS, MY APPLICATIONS, Applications, MY CV, Career History, and Qualifications/Certifications. The top of the page shows the 'NRF Connect' logo and the user's name 'Telipiso Tind'.

6.16.2 Specific Instructions for Section

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

6.17 Application Support Input

6.17.1 Screenshot



The screenshot shows a table titled 'Application Support Input' with a 'CREATE NEW' button in the top right corner. The table has the following columns: Role, Surname, First Name, Institution, Email, and Delete. Below the table, there is a message: 'No data available'.

Role	Surname	First Name	Institution	Email	Delete
No data available					

6.17.2 Specific Instructions for Section

Your Host of Research/Supervisor MUST provide feedback on progress you have made in this grant year. Add the details of the host/supervisor in this section. Once the Progress Report has been submitted, a report will become available on their NRF Connect profile for them to complete. Continuing funds for 2026 cannot be released without their endorsement.

*Note: it is the responsibility of the grant holder to follow up with the host/supervisor regarding their response.

6.18 Attachments

6.18.1 Screenshot

Attachments

SASPD22090455710-PR-2024

Instructions

- Please read the Framework Documents of the Call you are applying for to determine what attachments are compulsory.
- Please do not upload a copy of your ID document or passport in this section. This is compulsory in the 'Personal Details' section of your Profile.
- Upload documents in the appropriate sections described. Use the + button to add relevant documents in the same document description.
- Do not upload documents larger than 4MB. Should any of the documents exceed this size, please compress them before uploading. You may use this [link](#) to do so.
- Students applying for a SARAO Honours, Master's or Doctoral scholarship MUST read the "Attachments" section of the SARAO POSTGRADUATE SCHOLARSHIP APPLICATION GUIDE (<https://www.sarao.ac.za/researchandstudy/honours-scholarships/> for Honours, <https://www.sarao.ac.za/researchandstudy/maesters-scholarships/> for Masters and <https://www.sarao.ac.za/researchandstudy/doctoral-scholarships/> for Doctoral)
- SARAO will NOT consider any applications where the required documents are not attached.
- Students applying for a SARAO Bachelor and Diploma in Engineering Technology scholarship MUST read the "Attachments" section of the SARAO Bachelor and Diploma in Engineering Technology SCHOLARSHIP APPLICATION GUIDE (<https://www.sarao.ac.za/researchandstudy/diploma-in-engineering-technology-scholarships/> or <https://www.sarao.ac.za/researchandstudy/bachelor-of-engineering-technology-scholarships/>) to see what attachments are required. **IF ANY OF THE REQUIRED DOCUMENTS ARE NOT ATTACHED TO YOUR APPLICATION, SARAO WILL NOT CONSIDER YOUR APPLICATION.**
- Please refer the SARAO Application Guide for Postdoctoral Fellowship Applications for 2026, which explains what documents MUST be attached to your application: <https://www.sarao.ac.za/researchandstudy/funding/postdoctoral-fellowship/>
- Please refer the SARAO Application Guide for Undergraduate Scholarships for 2026, which explains what documents MUST be attached to your application: <https://www.sarao.ac.za/researchandstudy/undergraduate-scholarships/>

BACK TO APPLICATION

Documents

Supporting Documents 0.0B / 0.00%	Acceptance letter from a South African host University 0.0B / 0.00%
Confirmation Letter 0.0B / 0.00%	

CANCEL SAVE

6.18.2 Specific Instructions for Section

Click + to add required attachments and SAVE once all documents have been added.

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 Grant holders/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-faq/?hilite=FAQ>

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. Please add your PR reference number, funding instrument and a FULL screenshot of the error when reporting a technical issue.

Email: supportdesk@nrf.ac.za

Appendix 1

Funding Instrument	Contact
Freestanding, Innovation and Scarce Skills Postdoctoral Fellowships	Ms Edith Shikumo Professional Officer: Next Generation and Emerging Researchers (NGER) Telephone: 012 481 4201, E-mail: EA.Shikumo@risa.nrf.ac.za
Professional Development Programme (PDP) Postdoctoral Fellowships	Ms Nozine Nqeketo Professional Officer - NGER Telephone: 012 481 4184, E-mail: n.nqeketo@risa.nrf.ac.za
Research Infrastructure Professional Programme (RIPP)	Ms Queen Mohohoma Professional Officer – NGER Telephone: 012 481 4392, E-mail: PQ.Mohohoma@risa.nrf.ac.za
NRF-Sasol Innovation Postdoctoral Fellowships	Dr Leana Meiring Professional Officer: Industry-Innovation Partnerships (IIP) Telephone: 012 481 4187, Email: L.Meiring@risa.nrf.ac.za

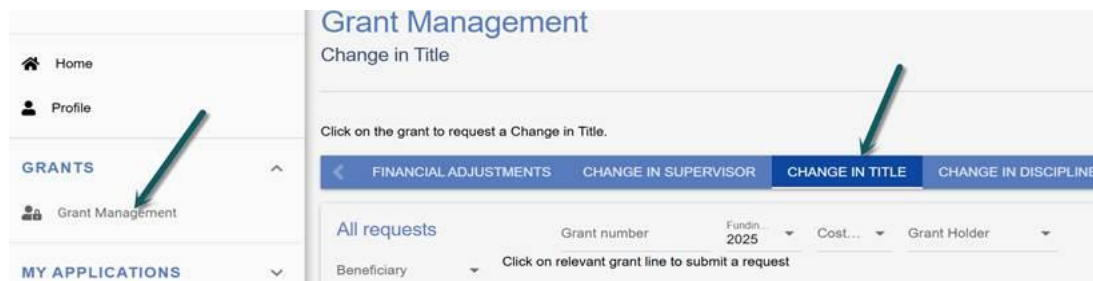
Appendix 2

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.

This is a close-up of the 'All requests' section from the previous screenshot. It shows a table with the following data:

Grant Holder	Grant Number	Year	Funding Opportunity	Status	Cost Centre
Th [REDACTED] e	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

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 Yes

Enter a minimum 3 characters to trigger searching ...

Upload files
0.0B / 0.00%

SUBMIT 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

grant they intend to process by clicking on it.

Grant Holder	Grant Number	Year	Funding Opportunity	Status	Cost Centre
Thabo [REDACTED]	TTK2 [REDACTED]	2025	Thuthuka	Change in Title Supervisor Review	TTTK

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 sections of a web application. The top section, titled "Grant Details", contains a grid of information: Reference (TKK [redacted]), Beneficiary (University of Johannesburg), Funding Opportunity (Thuthuka), Support Start Date (January 2, 2023), Grant Holder ([redacted]), Title (The application [redacted]), Funding Year (2025), and Support End Date (December 31, 2025). Below this is a "DOCUMENTS AND PDF'S" button. The bottom section, titled "Change in Short Title Request Detail", shows New Title (New Title), Motivation (Test), and Assigned Supervisor ([redacted]@gmail.com). It also includes a link to view supporting documents.

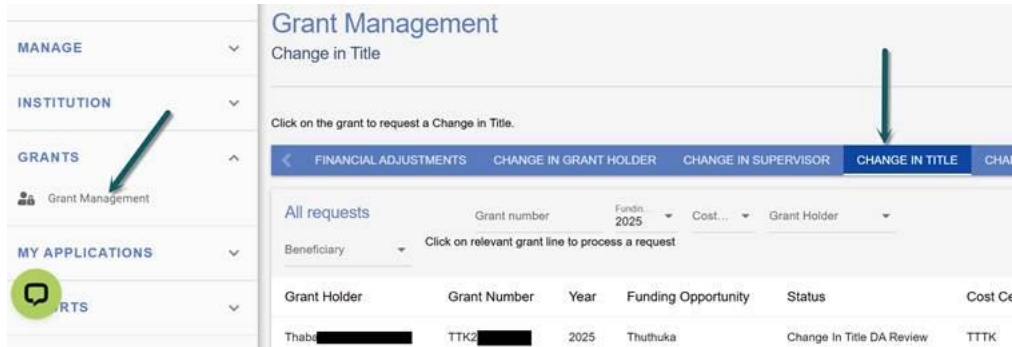
Request Detail heading.

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.

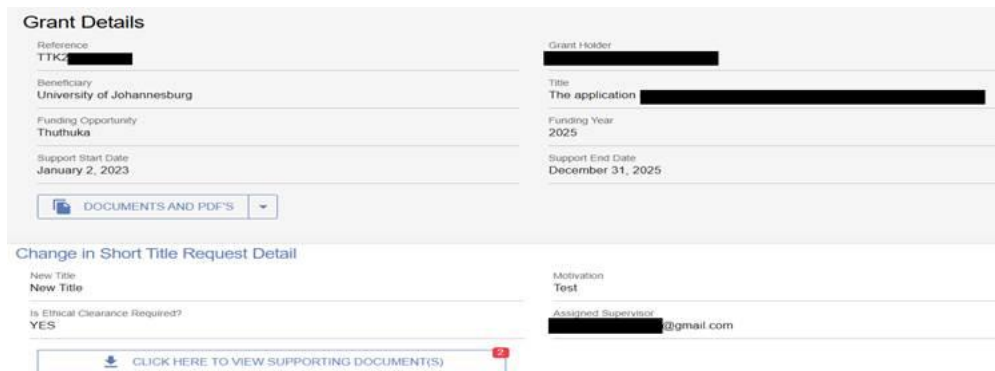
The screenshot shows two sections of a web application. The top section, titled "Change in Short Title Status", displays two status items: a green checkmark for "The Change in Short Title Request created by the Grant Holder" and a red X for "Pending Approval by Supervisor". The bottom section, titled "Process Request", features a toggle switch set to "Approve", a text input field containing "Test", and "SUBMIT" and "CANCEL" buttons. A character count "4 / 250" is visible below the 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 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.



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

Test

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