



General Progress Report Guide 2025

Research 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>

## 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.

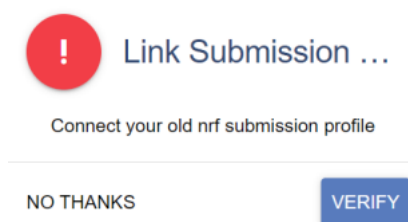
## 3. How to submit your Progress Report

**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 \*

---

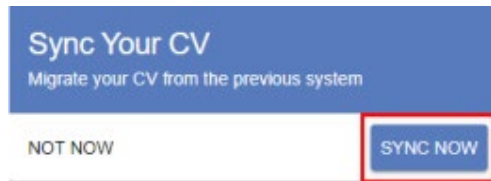
Your Old Password

CANCEL SUBMIT

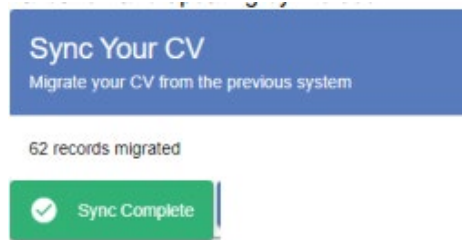
- Once the verification of the two accounts has been completed, confirmation will be shown at the bottom of the screen.



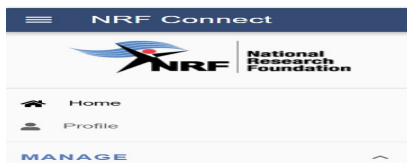
- You now have the option to sync/migrate your CV from the NRF Online Submission System to the NRF Connect. Click **SYNC NOW** to do this.



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



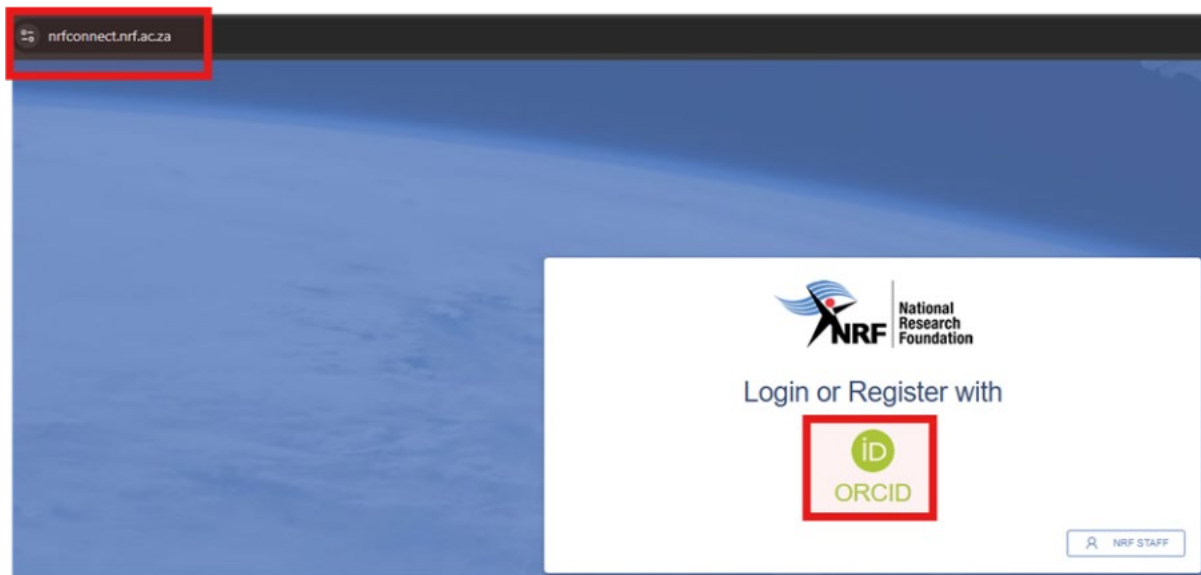
- Please ensure that the CV is updated before completing the progress report.
- After logging in, the grant holder must click on the **PROFILE** button to update their details.



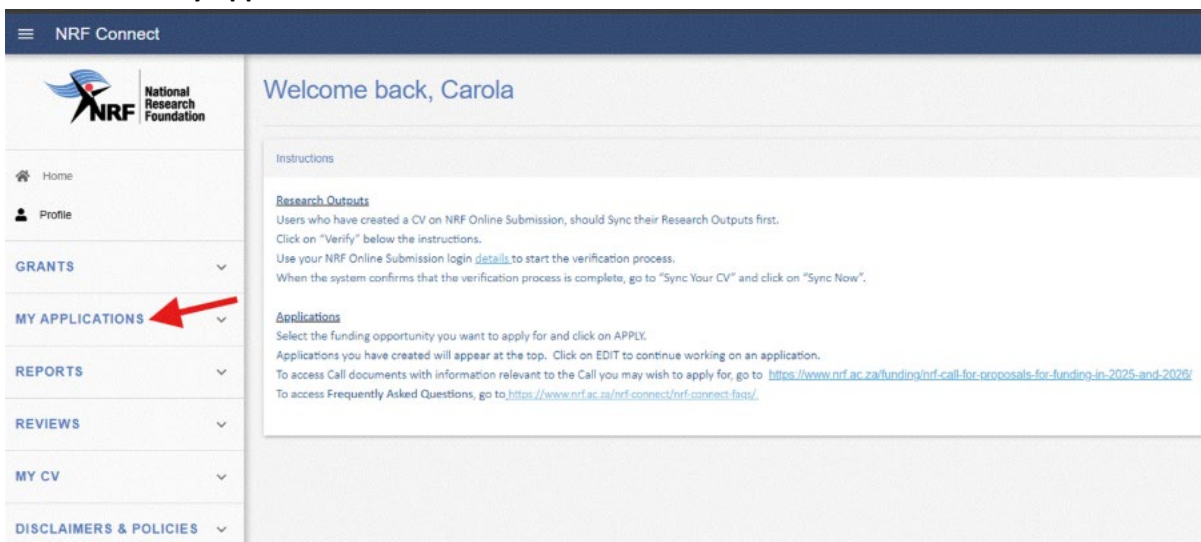
## 4. How to access your Progress Report

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 <span>2025 PR Available</span>
+	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 <span style="border: 1px solid green; padding: 2px;">+ 2025 PR Available</span>
+ 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

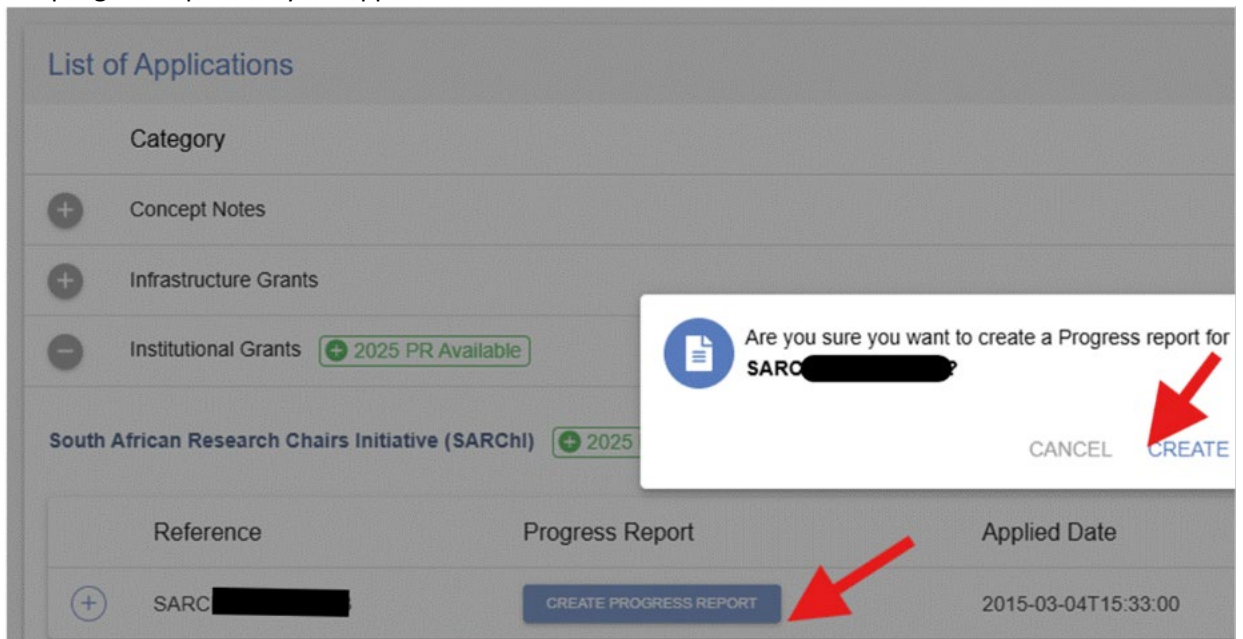
- Please consult relevant Call documents at: <https://www.nrf.ac.za/funding/nrf-call-for-proposals-for-funding-in-2025-and-2026/>
- Application Guides for SARAQ Bachelor in Engineering Technology; Diploma in Engineering Technology; BSc and BEng Undergraduate; website: <https://www.sarao.ac.za/researchandstudy/funding/>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

The 2025 NRF Next Generation and Emerging Researchers Symposium  
Upcoming!

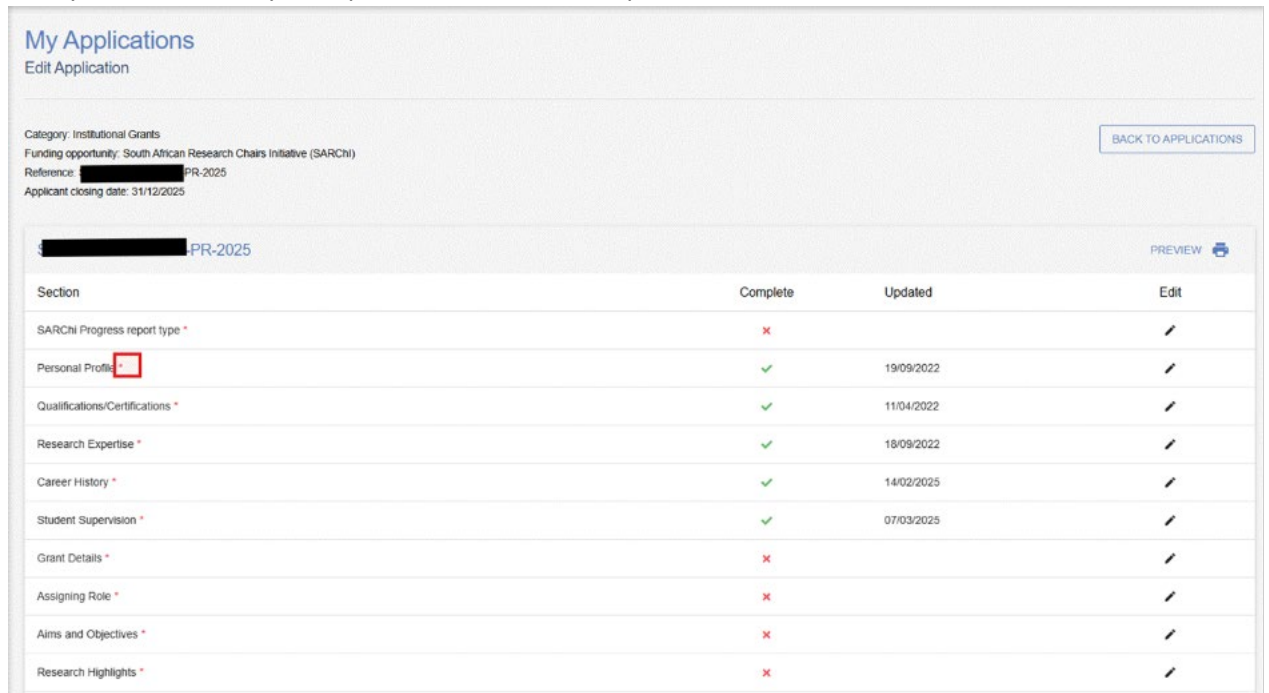
### List of Applications

Category
+ Concept Notes
+ Infrastructure Grants
+ Institutional Grants <span>+ 2025 PR Available</span>
+ 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**.



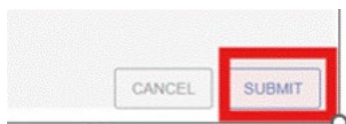
- Complete all compulsory and, where applicable, non-compulsory sections of the Progress Report (PR) form. Please note that all compulsory fields (\*) must be completed before the system will allow you to proceed to the next step.



- 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
Personal Profile	Yes
Qualifications/Certifications	No
Research Expertise	<b>YES</b>
Student Supervision	<b>No for BAAP Yes for Y-Rated Support</b>
Grant Details	Yes
Aims and Objectives	Yes
Non-academic (Transdisciplinary) Partners	<b>No for Thuthuka, YAAP and BAAP</b>
Research Highlights	Yes
Societal Impact	Yes
Knowledge Impact	Yes
Challenges Related to Research/Project	Yes
Non-academic Outputs	No

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

## 6. Screenshots of Progress Report Sections

### 6.1 Grant Details

#### 6.1.1 Screenshot

The screenshot displays a 'Grant Detail' form with a yellow 'UNSAVED' indicator. The form is organized into two columns. The left column contains: 'Application reference number' (TTK230504102075), 'Year of reporting' (2024), 'Title in original application' (Profiling the metabolic products of an antimalarial polymer therapeutic), and 'Cost Centre' (TTTK). The right column contains: 'Year Of Award \*' (a dropdown menu), 'Institution' (CSIR - Future Production: Chemicals), and 'Funding opportunity under which the grant is awarded' (Thuthuka PhD Track). At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

Application reference number TTK230504102075	Year Of Award *
Year of reporting 2024	Institution CSIR - Future Production: Chemicals
Title in original application Profiling the metabolic products of an antimalarial polymer therapeutic	Funding opportunity under which the grant is awarded Thuthuka PhD Track
Cost Centre TTTK	

CANCEL SAVE

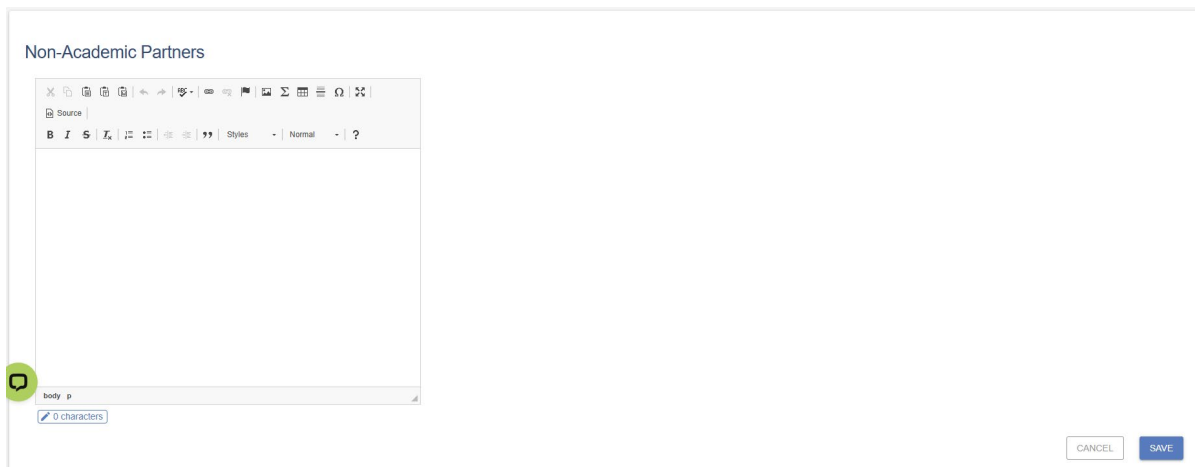
#### 6.1.2 Specific Instructions for Section

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



## 6.3 Non-academic (Transdisciplinary) Partners

### 6.3.1 Screenshot



Non-Academic Partners

body p

0 characters

CANCEL SAVE

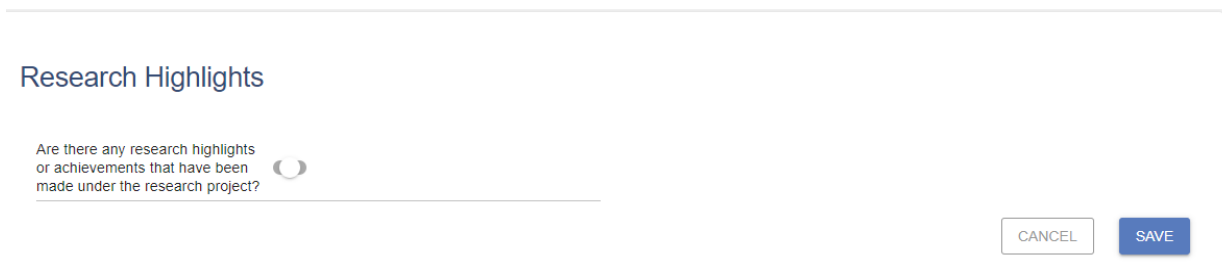
Not Applicable under TTK, YAAP and BAAP

### 6.3.2 Specific Instructions for Section

Not Applicable under TTK, YAAP and BAAP

## 6.4 Research Highlights

### 6.4.1 Screenshot



Research Highlights

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

CANCEL SAVE

### 6.4.2 Specific Instructions for Section

Toggle to the right to add Research Highlights



## 6.7 Challenges Related to Research/Project

### 6.7.1 Screenshot

#### Challenges

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 for the reporting period \*

Categorisation of challenge

CANCEL SAVE

### 6.7.2 Specific Instructions for Section

Toggle to the right to add any challenges experienced.

## 6.8 Non-academic Outputs

### 6.8.1 Screenshot

Non-Academic Outputs

0 characters

CANCEL SAVE

Not Applicable for TTK, YAAP and BAAP

### 6.8.2 Specific Instructions for Section

Not Applicable for TTK ,YAAP and BAAP

## 6.9 Research Outputs

### 6.9.1 Screenshot

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							

## 6.9.2 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.

## 6.10 Leveraging of Funds

### 6.10.1 Screenshot

The screenshot shows a table titled "Leveraging of Fund" with a "CREATE NEW" button in the top right corner. The table has the following columns: Source, Source Type, Amount, Nature of contribution, Total value leveraged, Period start date, Period end date, and Amount expended in reporting. A single row is visible with the following data:

Source	Source Type	Amount	Nature of contribution	Total value leveraged	Period start date	Period end date	Amount expended in reporting
CSIR	Science Council		Project will be aligned with CSIR-related projects. The CSIR has committed to supporting the candidate by assisting with the providing facilities or research space to conduct the project activities. T				

At the bottom of the table, there is a "Records per page: 10" dropdown and "1-1 of 1" text. Below the table, there is a message: "No leveraging of funds in the reporting period" with a circular refresh icon. At the bottom right, there are "CANCEL" and "SAVE" buttons.

### 6.10.2 Specific Instructions for Section

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

## 6.11 Collaboration

### 6.11.1 Screenshot

The screenshot shows a table titled "Collaboration" with a "CREATE NEW" button in the top right corner. The table has the following columns: Name, Surname, Institution, Email Address, Role, Did Collaboration Take Place?, and Benefits of collaboration/reason. A message "No data available" with a warning triangle icon is displayed below the table header. Below the table, there is a message: "No collaboration in reporting period" with a circular refresh icon. At the bottom right, there are "CANCEL" and "SAVE" buttons.

### 6.11.2 Specific Instructions for Section

Click **CREATE NEW** to add a collaboration or toggle to the right if there is no collaboration.

## 6.12 Science Engagement

### 6.12.1 Screenshot

Science Engagement CREATE NEW

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

No data available

No science engagement in reporting period

CANCEL SAVE

### 6.12.2 Specific Instructions for Section

Click **CREATE NEW** to add science engagement or toggle to the right if there is no science engagement.

## 6.13 Financials

### 6.13.1 Screenshot

Financials REFRESH FINANCIAL DATA BACK TO APPLICATION

Financial Item	Awarded Amount in Reporting Period	Total Amount Expensed	Balance Available for Carry Forward	% Claimed	Edit
Running expenses	275270	86469.7	188800.3	31	
[BF] Running expenses	275270	275270	0	100	
Research equipment	107400	0	107400	0	
[BF] Research Equipment	7400	0	7400	0	

Records per page: 5 1-4 of 4

### 6.13.2 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.

Use the edit function to justify unspent funds and motivate for a carry forward. Click SAVE once the information has been added to each relevant section.

Financial Item  
**Research equipment**

Awarded Amount in Reporting Period 107400	Total Amount Expensed 0	Balance Available for Carry Forward 107400	% Claimed 0
--	----------------------------	---	----------------

Justification for Unclaimed Funds \*

500 max character limitation (including spaces) | Please check instructions 0 / 500

Motivation for Carry Forward/Continuation of Grant \*

500 max character limitation (including spaces) | Please check instructions 0 / 500



Amount Requested for Carry Forward \*

[SAVE](#) [CANCEL](#)

## 6.14 National Infrastructure Platform

### 6.14.1 Screenshot

National Infrastructure Platform [CREATE NEW](#)

National Infrastructure Platform	Type of Platform	Planned Usage	Value of Usage
CSIR – Materials Science and Manufacturing	Data and equipment	6	 


Records per page: 10 1-1 of 1




### 6.14.2 Specific Instructions for Section



Click **CREATE NEW** to add National Infrastructure Platform.

## 6.15 Human Capacity Development: Supported Students/ Researchers/Other

### 6.15.1 Screenshot

Human Capacity Development \* x 

Section	Complete	Updated	Edit
Supported Students/Researchers/Other *	x		
Other Students not Supported by NRF *	x		
Supervised by Other Members on the Project *	x		



Supported Students/Researchers/Other						CREATE NEW
initials	Surname	Name of Degree/Diploma	Level	Status	Year	
 No data available						
No human capacity development in the reporting period for Supported Students/Researchers/Other 						<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>

### 6.15.2 Specific Instructions for Section

Click **CREATE NEW** to add Supported Students/ Researchers/ Other. Grant holder must toggle **NO** if there are no students.

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

### 6.16.1 Screenshot

Supervised by Other Members on the Project						CREATE NEW
Initials	Surname	Name of Degree/Diploma	Level	Status	Year	
 No data available						
No human capacity development in the reporting period for students supervised by other member of the project 						<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>

### 6.16.2 Specific Instructions for Section

Click **CREATE NEW** to add students supervised by other members on the project. Grant holder must toggle **NO** if there are no students.

## 6.17 Alignment to National Imperative

### 6.17.1 Screenshot

**Classification in line with NRF Broad Categories** CREATE

NRF Broad Category	Justification for Selection
Medical And Health Disciplines	The project is proposed to broaden the application of polymer therapeutics to specifically infectious disease treatment. The merger with Metabolomics

Records per page: 5 1-1 of 1

**National Priorities** CREATE

National Priorities	Justification for Selection
⚠ No data available	

**National Strategy** CREATE

National Strategies	Justification for Selection
Science Technology and Innovation Strategy for Africa 2024 (STISA 2024)	This project has relevance with 'Priority 02: Prevention and control of disease' of STISA 2024 strategic orie

Records per page: 5 1-1 of 1

**Sustainability Development Goals** CREATE

Sustainability Development Goals	Justification for Selection
----------------------------------	-----------------------------

BACK TO NATIONAL IMPERATIVES

### NRF Broad Categories

Categories ▼

Justification for Selection

Comments

CANCEL SAVE

## 6.17.2 Specific Instructions for Section

Grant holder must complete the **COMMENTS** section before this section can be saved/marked as complete. Click **CREATE** to add Categories/Justification for selection and comments.

## 6.18 Equipment Purchases

### 6.18.1 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

### 6.18.2 Specific Instructions for Section

Toggle to the right if there is any equipment purchased and fill in the required information. Toggle to the left if no equipment was purchased in the reporting year.

## 6.19 Application Support Input

### 6.19.1 Screenshot

Instructions

- Please do not list yourself, or any students, or postdoctoral fellows.
- Select the role of your referee. Search for them in the NRF Connect database by using their email address or part of their name by clicking the *search* button.
- Should you find the relevant person, click on the box next to their name, complete the rest of the fields and *save*.
- If you could not locate the person you are looking for, *click user not found*, and complete the rest of the fields, and *save*.
- Upon clicking the Save button, the system will send an automated email with a link to the referee email address inserted/captured. Once this is done, the section will be marked as "Complete".
- Please consult with the Framework Documents to determine the type of compulsory referee(s) that need to be added.
- **SARAO SCHOLARSHIP:** Applicants must provide links to at least two references. For Honours and Master's applicants, one of the references must be a university academic (lecturer), and for Doctoral applicants one of the references must be a university academic and the other a research supervisor.
- **GENERAL SCHOLARSHIP Masters, Doctoral & Extension Support:** Please refer to the relevant Framework document for the referee role(s) and number of referees required. Please adhere to the requirements. Only nominate ONE referee. *\*Note: If you nominate more than one referee and all do not respond, the system will not allow the institution to submit your application.*

BACK TO APPLICATION

Application Support Input CREATE NEW

Role	Surname	First Name	Institution	Email	Resend Invitation	Delete
No data available						

## 6.19.2 Specific Instructions for Section

Mandatory for PhD Track and YAAP. Not compulsory for Thematic grants and Strategic Science Missions grantholders.

## 6.20 Data Management

### 6.20.1 Screenshot

The screenshot shows a web-based form titled "Data Management". At the top, there is a rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, insert image, link, unlink, and help. Below the toolbar is a "Source" tab and a text area containing the following text:

The research data files, experimental procedures and all other relevant documentation required and/or voluntarily provided by the investigator will be stored in the archive facilities of North West University and that of the CSIR for a period of 15 years, unless stipulated otherwise. The data obtained will be compiled in reports, progress presentations, and a thesis document at the end of the qualification period as well as publications in peer-reviewed journals, for knowledge dissemination purposes. Publications stemming from the research work will be published in preferentially open-access journals listed in the *Transformative Agreement (TAs)* or *Read and Publish (R&P)* agreements taken up by various South African university libraries and science councils.

At the bottom left of the form, there is a "Progress" label. At the bottom right, there is a red circular icon with a white exclamation mark. Below the form, a red horizontal line separates the form content from the footer. In the footer, there is a "Progress required" label, a "CANCEL" button, and a "SAVE" button.

### 6.20.2 Specific Instructions for Section

Type progress in the provided space.

## 6.21 Attachments

### 6.21.1 Screenshot

#### Attachments

TTK230504102075-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: [SARAO Postgraduate Scholarships Application Guide for the 2024 Academic Year](#)
- **SARAO** will NOT consider any applications where the required documents are not attached.

BACK TO APPLICATION

Documents

Age related motivation  
0.0B / 0.00%

Supporting Documents  
0.0B / 0.00%

Thuthuka Institutional Support form  
0.0B / 0.00%

CANCEL SAVE

### 6.21.2 Specific Instructions for Section

Click **+** to add required attachments and **click SAVE**.

## 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:

<b>Closing Date for Grant holders/Students/Fellows:</b>	<b>16 February 2026</b>
<b>Closing Date for Designated Authorities:</b>	<b>02 March 2026</b>

## 9. FAQ

Click on the link below to access the 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 [supportdesk@nrf.ac.za](mailto: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	Onderstepoort 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	University 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 4067	Professional Officer	
Competitive Programme for Rated Researchers	North-West University	Jane Mabena	(012) 481 4067	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 4295	Liaison Officer	
Competitive Support for Unrated Researchers	Council for Scientific and Industrial Research, CSIR	Siphokazi Ntsingila	(012) 481 4295	Liaison Officer	
Competitive Support for Unrated Researchers	Stellenbosch University	Siphokazi Ntsingila	(012) 481 4295	Liaison Officer	
South Africa Weather Services	All	Siphokazi Ntsingila	(012) 481 4295	Liaison Officer	
Competitive Support for Unrated Researchers	University of Cape Town	Uzubenathi Nomawule	(012) 481 4364	Professional Officer	
Competitive Support for Unrated Researchers	Durban University of Technology	Uzubenathi Nomawule	(012) 481 4364	Professional Officer	
Competitive Support for Unrated Researchers	Ithemba Laboratory for Accelerator Based Sciences	Uzubenathi Nomawule	(012) 481 4364	Professional Officer	

Competitive Support for Unrated Researchers	Nelson Mandela University	Uzubenathi Nomawule	(012) 481 4364	Professional Officer	
Competitive Support for Unrated Researchers	Rhodes University	Uzubenathi Nomawule	(012) 481 4364	Professional Officer	
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Competitive Support for Unrated Researchers	South African Institute for Aquatic Biodiversity (SAIAB)	Uzubenathi Nomawule	(012) 481 4364	Professional Officer	
Competitive Support for Unrated Researchers	Sol Plaatje University	Uzubenathi Nomawule	(012) 481 4364	Professional Officer	
Competitive Support for Unrated Researchers	Sefako Makgatho University	Uzubenathi Nomawule	(012) 481 4364	Professional Officer	
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Competitive Support for Unrated Researchers	University of Fort Hare	Lerato Thokoane	(012) 481 4327	Liaison Officer	
Competitive Support for Unrated Researchers	University of KwaZulu-Natal	Lerato Thokoane	(012) 481 4327	Liaison Officer	
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Competitive Support for Unrated Researchers	University of the Western Cape	Singathwa Mbangeni	(012) 481 4269	Professional Officer	
Competitive Support for Unrated Researchers	University of the Free State	Singathwa Mbangeni	(012) 481 4269	Professional Officer	
Competitive Support for Unrated Researchers	University of Limpopo	Singathwa Mbangeni	(012) 481 4269	Professional Officer	
Competitive Support for Unrated Researchers	University of Mpumalanga	Singathwa Mbangeni	(012) 481 4269	Professional Officer	
Competitive Support for Unrated Researchers	University of Venda	Singathwa Mbangeni	(012) 481 4269	Professional Officer	
Competitive Support for Unrated Researchers	Walter Sisulu University	Singathwa Mbangeni	(012) 481 4269	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 4067	Professional Officer	
Competitive Support for Unrated Researchers	North-West University	Jane Mabena	(012) 481 4067	Professional Officer	
African Coelacanth Ecosystem Programme	All	Lerato Thokoane	(012) 481 4327	Liaison Officer	
Marine and Coastal Research	All	Lerato Thokoane	(012) 481 4327	Liaison Officer	
SA National Antarctic Programme (SANAP)	All	Lerato Thokoane	(012) 481 4327	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 4269	Professional Officer	
Belmont Forum Sustainable Oceans	All	Tracy Klarenbeek	(012) 481 4177	Manager	
Development Grants (DVGR)	All	Tracy Klarenbeek	(012) 481 4177	Manager	
Earth Systems Science Research Programme	All	Martin Tjatji	(012) 481 4126	Professional Officer	
Alliance for Collaboration on Climate & Earth Systems Science (ACCESS)	All	Katleho Ralehoko	(012) 481 4188	Professional Officer	
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)		Katleho Ralehoko	(012) 481 4188	Professional Officer	
Foundational Biodiversity Information Programme (FBIP) - Concept Notes	All	Nocawe Ndayi	(012) 481 4359	Professional Officer	
Foundational Biodiversity Information Programme (FBIP) - Small Grants	All	Nocawe Ndayi	(012) 481 4359	Professional Officer	

Foundational Biodiversity Information Programme (FBIP) - Large Grants	All	Nocawe Ndayi	(012) 481 4359	Professional Officer	
Global Change Social Sciences Research Programme	All	Jonathan Diederiks	(012) 481 4104	Manager	
Human and Social Dynamics	All	Katleho Ralehoko	(012) 481 4188	Professional Officer	
African Origins Programme	All	Katleho Ralehoko	(012) 481 4188	Professional Officer	
U'GOOD Full proposal	All	Zodwa Mbuyazi	(012) 481 -4310	Professional Officer	
Telkom-National Research Foundation Future Technologies Programme	Kedishia	Maphumulo	<a href="mailto:KN.Maphumulo@risa.nrf.ac.za">KN.Maphumulo@risa.nrf.ac.za</a>	(012) 481 4014	Professional Officer
	Leana	Meiring	<a href="mailto:L.Meiring@risa.nrf.ac.za">L.Meiring@risa.nrf.ac.za</a>	(012) 481 4187	Professional Officer

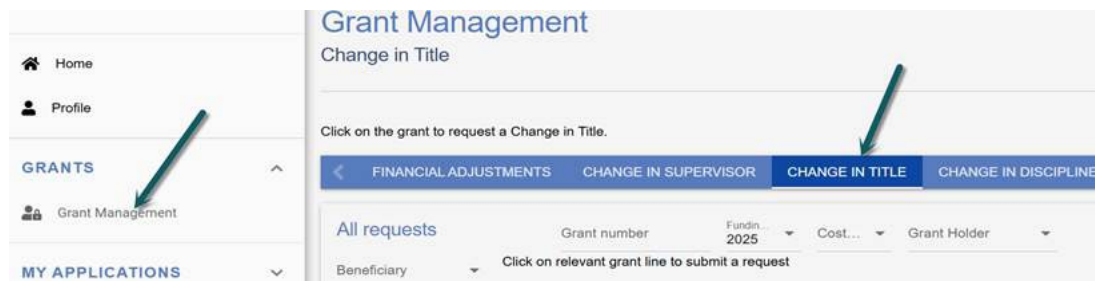
## Appendix 2

### Change in Title

Navigate to [nrfconnect.nrf.ac.za](http://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.

The screenshot shows the 'All requests' table. The table has columns for Grant Holder, Grant Number, Year, Funding Opportunity, Status, and Cost Centre. A single row is visible 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

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  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.

Click on the grant to request a Change in Title.

CHANGE IN TITLE

All requests

Grant number: [redacted] Fundin: 2025 Cost... Grant Holder

Beneficiary: [redacted] Click on relevant grant line to process a request

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 Request Detail** heading.

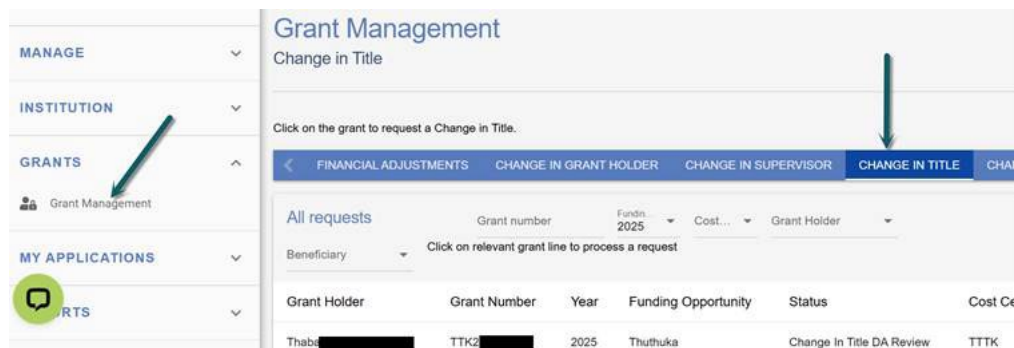
The screenshot shows two main sections. The top section, titled "Grant Details", contains a grid of information: Reference (TTK: [redacted]), Beneficiary (University of Johannesburg), Funding Opportunity (Thuthuka), Support Start Date (January 2, 2023), Grant Holder ([redacted]), Title (The application: [redacted]), Funding Year (2025), and Support End Date (December 31, 2025). Below this is a button labeled "DOCUMENTS AND PDF'S". The bottom section, titled "Change in Short Title Request Detail", contains: New Title ([redacted]), Motivation (Test), Is Ethical Clearance Required? (YES), Assigned Supervisor ([redacted]@gmail.com), and a button labeled "CLICK HERE TO VIEW SUPPORTING DOCUMENT(S)" with a red notification icon.

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.

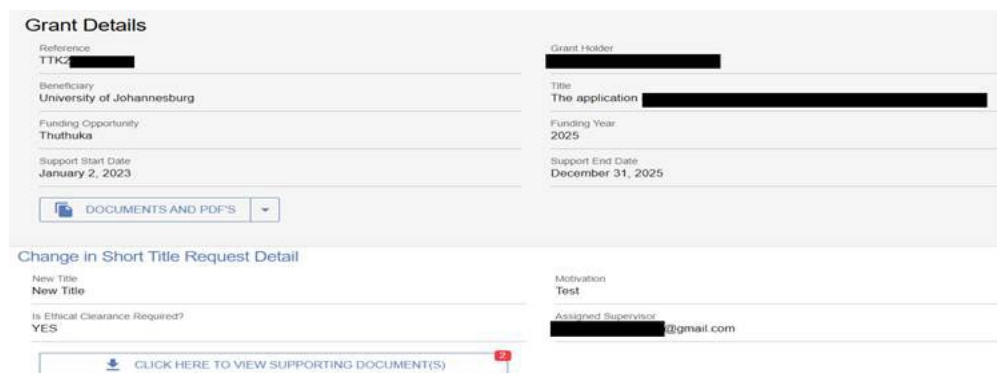
The screenshot shows two sections. The top section, titled "Change in Short Title Status", displays two status items: a green checkmark with the text "The Change in Short Title Request created by the Grant Holder" and a red X with the text "Pending Approval by Supervisor". The bottom section, titled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

### 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

SUBMIT    CANCEL


#### 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

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#### 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