












General Progress Report Guide 2025  
Travel, Training and Conference 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?

Postdoctoral Fellows and Researchers who received NRF funding in the 2025 grant year **must** complete a progress report on the NRF Connect system.

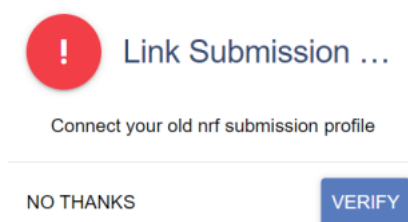
## 3. How to submit your Progress Report

**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 \*

---

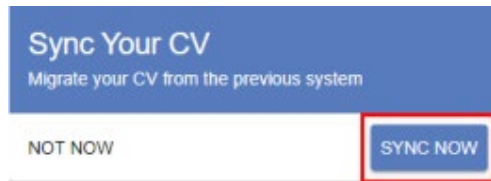
Your Old Password

CANCEL SUBMIT

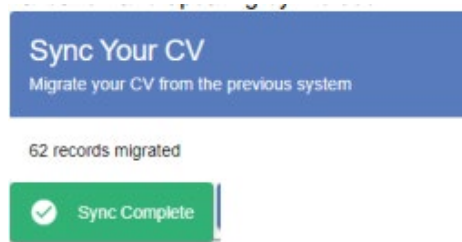
- Once the verification of the two accounts has been completed, confirmation will show at the bottom of the screen.



- 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.

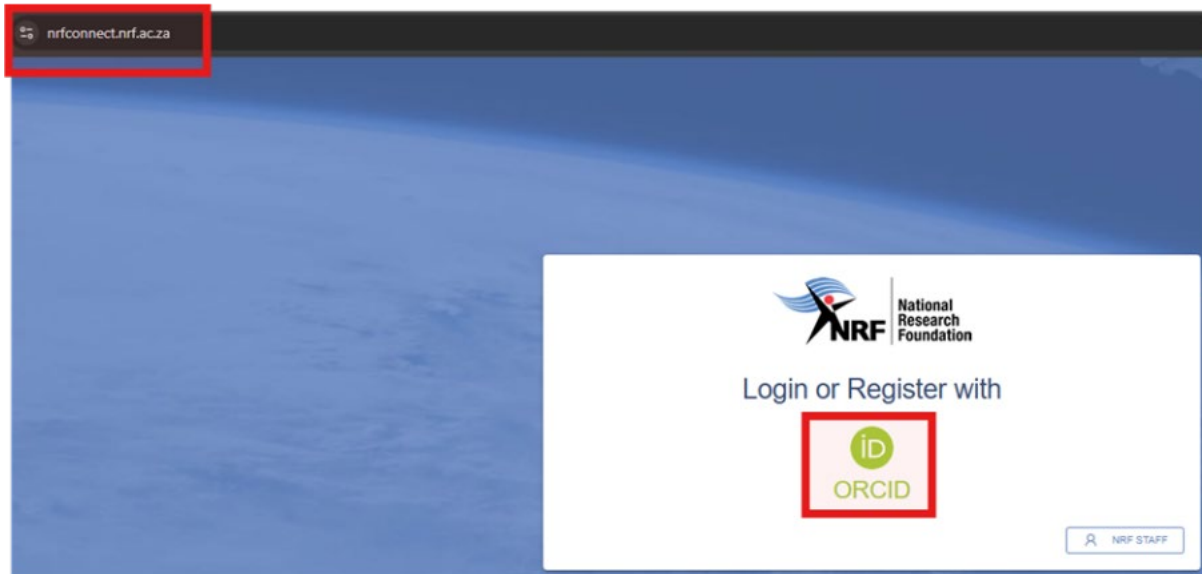


- Please ensure that the CV is updated before completing the progress report.
- After logging in, the grant holder must click on the **PROFILE** button to update their details.

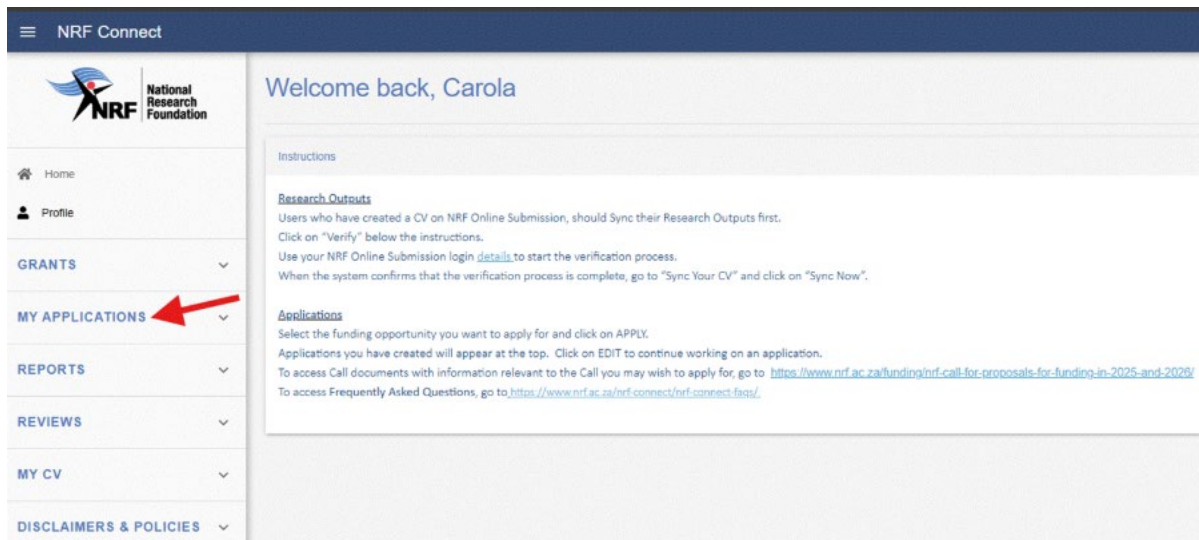
## 4. How to access your Progress Report

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 style="color: green;">2025 PR Available</span>
	NRF Postgraduate Scholarships
	Postdoctoral Grants

- Under the list of applications, you will see the category list 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 <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

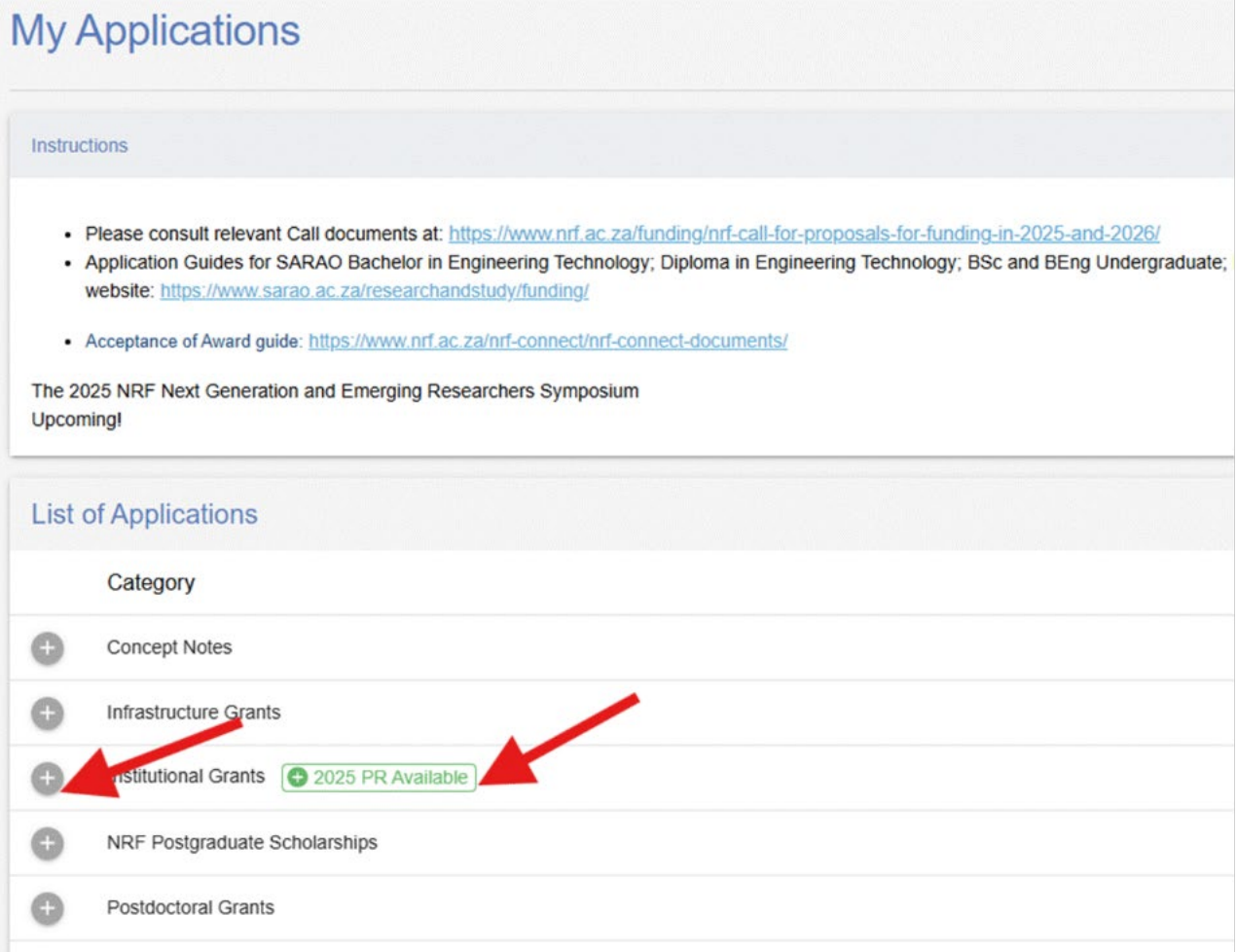
Instructions

- 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**.

**List of Applications**

Category

- + Concept Notes
- + Infrastructure Grants
- Institutional Grants + 2025 PR Available
- South African Research Chairs Initiative (SARChI) + 2025

Reference      Progress Report      Applied Date

+ SARC [redacted]	<a href="#">CREATE PROGRESS REPORT</a>	2015-03-04T15:33:00
-------------------	--	---------------------

- Complete all the 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 submit.

**My Applications**  
Edit Application

Category: Institutional Grants  
Funding opportunity: South African Research Chairs Initiative (SARChI)  
Reference: [redacted] PR-2025  
Applicant closing date: 31/12/2025

[BACK TO APPLICATIONS](#)

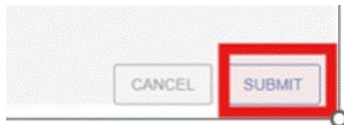
[redacted] PR-2025 PREVIEW

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
Career History	Yes
Qualifications/Certifications	Yes
Student Supervision	Yes
Grant Details	Yes
Details of Funding Request	Yes
Event/Activity Attendance	Yes
Research Expertise	Yes
Research Highlights	Yes
Expected Outcomes/Outputs	Yes
Impact of the Research	Yes
Challenges Related to Research	Yes
Human Capacity Development	No
Summary: Human Capacity Development	No
Research Output	Yes
Leveraging of Funds	Yes
Collaboration	Yes

Science Engagement	Yes
Financials	Yes
National Infrastructure Platform	Yes
Feedback on Funding Received	Yes
Alignment to National Imperative	Yes
Attachments	No

## 6. Screenshots of Progress Report Sections

### 6.1 Grant Details

#### 6.1.1 Screenshot

##### Grant Detail

Application reference number ERT240411213600	Year Of Award * ▼
Year of reporting 2024	Institution University of KwaZulu-Natal
Title in original application The requirements for a GMP compliant, sterile lab for production c	Funding opportunity under which the grant is awarded Equipment-related Travel and Training Grants
Cost Centre MOBG	

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**.

## 6.2 Details of Funding Request

### 6.2.1 Screenshot

#### Details of Funding Request

Application On Behalf Of  
Applicant/Principal Investigator

Support Requested  
International travel

## 6.3 Event / Activity Attendance

### 6.3.1 Screenshot

#### Event/Activity Attendance

Reason For Not Completing Event Activity

Due to staffing limitations in my department, I could not attend the event during the first semester of 2024. This engagement has been moved to semester 1 of 2025

Is The Event Activity Completed  
No

When Will The Event Activity Be Attended  
2025-03-19

Will The Event Activity Still Be Attended  
Yes

## 6.4 Challenges Related to Research

### 6.4.1 Screenshot

#### Challenges

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

---

CANCEL SAVE

## 6.5 Research Output

### 6.5.1 Screenshot

Search

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

### 6.5.2 Specific Instructions for Section

Grant holder must update their CV before the outputs will reflect on the report.

## 6.6 Leveraging of Funds

### 6.6.1 Screenshot

#### Leveraging of Fund

CREATE NEW

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

No leveraging of funds in the reporting period

CANCEL SAVE

### 6.6.2 Specific Instructions for Section

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

## 6.7 Collaboration

### 6.7.1 Screenshot

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

No collaboration in reporting period

CANCEL SAVE

### 6.7.2 Specific Instructions for Section

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

## 6.8 Science Engagement

### 6.8.1 Screenshot

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

### 6.8.2 Specific Instructions for Section

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

## 6.9 Financials

### 6.9.1 Screenshot

Financial Item	Awarded Amount in Reporting Period	Total Amount Expensed	Balance Available for Carry Forward	% Claimed	Edit
Running expenses	60000	0	60000	0	

Records per page: 5 1-1 of 1

### 6.9.2 Specific Instructions for Section

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.

## 6.10 National Infrastructure Platform

### 6.10.1 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

### 6.10.2 Specific Instructions for Section

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

## 6.11 Feedback on Funding Received

### 6.11.1 Screenshot

#### Feedback on Funding Received

Feedback Original Expected Outcomes Outputs Results

Feedback Original Purpose Reason

Original Expected Outcomes Outputs Results

Original Purpose Reason

## 6.12 Alignment to National Imperative

### 6.12.1 Screenshot

The screenshot displays three sections of the application form, each with a 'Justification for Selection' field and a 'CREATE' button.

- Classification in line with NRF Broad Categories:** The 'NRF Broad Category' is 'Medical And Health Disciplines'. The justification text reads: 'We are requesting funding for an expert radiochemist to come and train our radiographers, nuclear physicians, physicists and registrars in the nuclear medicine department at Inkosi Albert Luthuli Central Hospital on the use of the new equipment ( soft capsule...'. A progress bar is visible below the text.
- National Priorities:** The 'National Priorities' is 'Job Creation'. The justification text reads: 'The visiting expert will transfer skills to our current staff and students sothat they are better positioned not only to render essential nuclear medicine services to their patients but to use the skills for better job opportunities. We plan to create a radiopharmacy post in the d...'. A progress bar is visible below the text.
- National Strategy:** The 'National Strategies' is 'Science Technology and Innovation Strategy for Africa 2024 (STISA 2024)'. The justification text reads: 'This expert visit will bring innovation to the department and increase research output by supporting PhD and MMed research projects and transfer skills on labelling of novel radiotracers for PET/CT imaging and thera...'. A progress bar is visible below the text.

### 6.12.2 Specific Instructions for Section

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

## 6.13 Attachments

### 6.13.1 Screenshot

The screenshot displays the 'Instructions' and 'Documents' sections of the application form.

**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/masters-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/>

**Documents:**

Supporting Documents  
0.00%

Buttons: BACK TO APPLICATION, CANCEL, SAVE

### 6.21.2 Specific Instructions for Section

Click + to add required attachments

## 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-fags/>

## 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

## **Knowledge, Interchange and Collaboration (KIC)**

### **Equipment-Related Travel and Training Grants (ERTTG)**

### **European Research Council (ERC)**

### **South Africa/ China Young Scientist Exchange Programme (YSEP)**

### **NRF/ DFG Partnership on International Research Training Groups (IRTGs)**

All queries or comments related to the above funding instruments should be addressed to:

#### ***For content-related queries***

Please contact:

Jan Phalane

Professional Officer: International Grants and Partnerships (IGP)

Telephone: (012) 481-4147

E-mail: [JR.Phalane@risa.nrf.ac.za](mailto:JR.Phalane@risa.nrf.ac.za)

## **DSI-NRF Conference Fund**

### **International Science Council Grants (ICSU)**

All queries or comments related to the above funding instruments should be addressed to:

#### **For content-related queries**

Please contact:

Busiswa Molefe

Professional Officer: International Grants and Partnerships (IGP)

Telephone: (012) 481-4028

E-mail: [BV.Molefe@risa.nrf.ac.za](mailto:BV.Molefe@risa.nrf.ac.za)

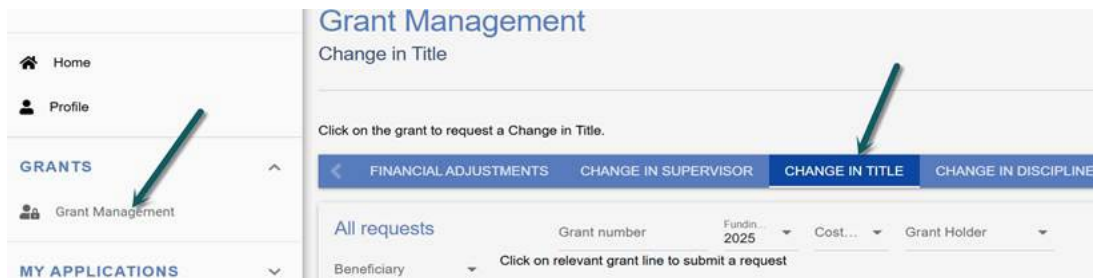
## Appendix 2

# 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 'Change in Title' module with a table of grants. The table has columns for 'Grant Holder', 'Grant Number', 'Year', 'Funding Opportunity', 'Status', and 'Cost Centre'. A red arrow points to the 'CHANGE IN TITLE' tab, and another red arrow points to the table.

Grant Holder	Grant Number	Year	Funding Opportunity	Status	Cost Centre
Thabo [REDACTED]	TTK22 [REDACTED]	2025	Thuthuka	No Request	TTTK

### Searching and selecting a supervisor

The screenshot shows the 'Change In Short Title Request Detail' form. It has fields for 'New Title' and 'New Title'. Below these is a search bar for 'Student Supervisor' with a search icon. A dropdown menu shows 'Thabo [REDACTED]@gmail.com'. To the right is a radio button for 'Is ethical clearance required?' with 'No' selected. Three numbered callouts provide instructions: 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. 3. Then click on the drop down to select the supervisor.

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

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

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

<p>New Title New Title</p>	<p>Motivation Test</p>
--------------------------------	----------------------------

Student Supervisor  
Thabo [REDACTED]  
[REDACTED]@gmail.com]

Enter a minimum 3 characters to trigger searching ...

Is ethical clearance required?  No  Yes

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.

National Research Foundation

Click on the grant to request a Change in Title.

CHANGE IN TITLE

All requests

Grant number Fundn. 2025 Cost... Grant Holder

Beneficiary 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.

**Grant Details**

Reference: TTK2

Beneficiary: University of Johannesburg

Funding Opportunity: Thuthuka

Support Start Date: January 2, 2023

Grant Holder: [Redacted]

Title: The application [Redacted]

Funding Year: 2025

Support End Date: December 31, 2025

DOCUMENTS AND PDF'S

---

**Change in Short Title Request Detail**

New Title: [Redacted]

Motivation: Test

Assigned Supervisor: [Redacted]@gmail.com

Is Ethical Clearance Required? YES

CLICK HERE TO VIEW SUPPORTING DOCUMENT(S)

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 Change in Short Title Request created by the Grant Holder

✗ Pending Approval by Supervisor

Process Request    Reject     Approve

Test

4 / 250

SUBMIT    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.

**Grant Management**

Change in Title

Click on the grant to request a Change in Title.

FINANCIAL ADJUSTMENTS    CHANGE IN GRANT HOLDER    CHANGE IN SUPERVISOR    **CHANGE IN TITLE**    CHA...

All requests

Grant number: 2025    Cost...    Grant Holder

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

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

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

Beneficiary: University of Johannesburg

Funding Opportunity: Thuthuka

Support Start Date: January 2, 2023

Grant Holder

Title: The application

Funding Year: 2025

Support End Date: December 31, 2025

DOCUMENTS AND PDF'S

**Change in Short Title Request Detail**

New Title

Motivation: Test

Assigned Supervisor: @gmail.com

Is Ethical Clearance Required? YES

CLICK HERE TO VIEW SUPPORTING DOCUMENT(S)

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.

X 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**

**Grant Details**

Reference: TTK2

Beneficiary: University of Johannesburg

Funding Opportunity: Thuthuka

Support Start Date: January 2, 2023

Grant Holder

Title: **New Title**

Funding Year: 2025

Support End Date: December 31, 2025

