Grants Management and Systems Administration

NRF-TWAS Doctoral Scholarships

NRF-TWAS African Renaissance Doctoral Scholarships

Application and Funding Guide 2018

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List of Acronyms

APR	Annual Progress Report
DA	Designated Authority
GMSA	Grants Management and Systems Administration
HEI	Higher Education Institution
HICD	Human and Institutional Capacity Development
RISA	Research and Innovation Support and Advancement
NRF	National Research Foundation
DST	Department of Science and Technology
TWAS	The World Academy of Sciences
UNESCO	United Nations Educational, Scientific and Cultural Organisation

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Application and funding guidelines are explained in this document. Applicants must read this document together with the following document: NRF-TWAS Doctoral Scholarships and the NRF-TWAS African Renaissance Doctoral Scholarships which highlights the eligibility criteria and requirements of each funding instrument.

For technical online enquiries, please contact the NRF Support Desk during office hours from 08:00 to 16:30 Monday to Friday on telephone 012-481 4202; E-mail: supportdesk@nrf.ac.za.

1. Introduction

This Guide provides an overview of the application process and funding guidelines for the NRF-TWAS Doctoral Scholarship / NRF-TWAS African Renaissance Doctoral Scholarships funding instruments. It should be read in conjunction with the above-mentioned **Framework document** which can be accessed at https://nrfsubmission.nrf.ac.za. The Framework document provides detailed information with respect to the objectives of the funding instruments, eligibility criteria and so forth. This document does not however, constitute a complete set of the policies, procedures or systems used by the NRF.

2. Conditions of Grant

2.1 Conditions of NRF-TWAS Doctoral / NRF-TWAS African Renaissance Doctoral Scholarships

- The scholarship shall be held as the primary source of funding for the doctoral scholarships;
- The scholarship-holder must be registered and based at an accredited South African Institution as a full-time student during the tenure of the scholarship.
- Scholarships may not be held simultaneously with another scholarship from any other TWAS, South African government or NRF administered source;
- Doctoral scholars may not concurrently hold the scholarship with any full-time employment position;
- Successful applicants will be required to give a written undertaking that they will return to their home country upon completion of the scholarship; and
- Applicants must meet the following requirements of the English Language Proficiency Academic test: IELTS 6.5 (no band less than 6.0); or TOEFL (paper) 575 (TWE 4.5); or TOEFL iBIT (min. 20); or Cambridge minimum 58. Information on the IELTS tests can be obtained from the British Council in home country or accessed on: www.ielts.org. Further information on the TOEFL test can be accessed on: www.toefl.com. Consult the British Council in the home country for assistance.

3. Application Process

The NRF is publishing the NRF-TWAS Doctoral/ NRF-TWAS African Renaissance Doctoral Call on the NRF website that is accessible online at https://nrfsubmission.nrf.ac.za. Each applicant is limited to only one (1) application per year. Once an applicant submits an application, it will be duly authorised and approved by the Designated Authority (DA) of the research administration at the prospective South African host institution where the applicant intends to undertake the doctoral research. Applications will be automatically routed to the institutional DA of the submitting institution for validation on the deadline date determined by individual institutions. **Applicants must enquire with their institutions regarding internal closing dates.** The processing of a successful grant application takes approximately five (5) months from the closing date of applications until the commencement of funding.

4. How to Submit Applications

Applications may be completed on the NRF Online Submission System at https://nrfsubmission.nrf.ac.za. Applicants are advised to complete their applications soon after the call is open to prevent IT system overload nearer the closing date.

Step 1: This is an electronic submission system and applicants must first register on the **NRF Online Submission System**, https://nrfsubmission.nrf.ac.za in order to create and complete an application. If you experience problems accessing the system with your NRF Online password, use the Reset Password button. If you are not yet registered on the NRF Online Submission System, you must register to access the application form.

Application screens have screen and application specific instructions to help the applicant work through the sections. Please read the instructions carefully before completing the section.

Step 2: After logging onto the NRF Online Submission System, applicants get to the *landing page* where there is a menu at the top left side of the screen (tab indicated with blue arrow below). Start by filling in all the sections under My Profile to create a CV. To create a new application, click on My Applications-Create Application.

Step 3: Select the funding call for which you are applying on the create application screen, this will open up a new application for you to complete. Please note that this should be selected only once. To continue working on an application, go to **My Applications- List of Applications**.

NRF RISA — National Research Foundation | Research and Innovation Support and Advancement

NRF Online Submission System

My Profile
My Applications
My Progress Reports
Tools
Reports
Logout

Landing / My Applications / Create Application

Welcome Mrs Zikhona Lose
Support

Create Application

Instructions

° Check your intended institution's internal closing date as it will be prior to the closing date listed for applications.
° A timeout will appear when there is no activity on the system for 25 minutes. Click on the refresh button (in the popup box) as this will enable the continuation/completion of the application. When clicking on the close button the system will close.

Call	Open Date	Closing Date	Apply
Extension Scholarships for Masters and Doctoral students call for 2018	19 May 2017	19 May 2017	⊕
Foundational Biodiversity Information Programme (FBIP) - Small Grants 2017	29 March 2017	07 June 2017	⊕
Indigenous Knowledge Systems Call 2015	18 June 2014	01 August 2214	⊕
Infrastructure Funding Instruments in support of the National Equipment Programme (NEP) 2017	08 March 2016	30 September 2017	⊕
Institutional Engagement and Partnership Developer (IEPD) Customised Interventions 2017	18 May 2017	25 September 2017	⊕
NRF Freestanding, Innovation and Scarce Skills Development Fund Masters and Doctoral call for 2018	19 May 2017	19 May 2017	⊕
NRF-TWAS Doctoral Scholarships and NRF-TWAS African Renaissance Doctoral Scholarships call for 2018	19 May 2017	19 May 2017	⊕
SASAC High-level System Analysis Capacity Strengthening Three Week Programme 2017	11 May 2017	11 June 2017	⊕
South African National Antarctic Programme (SANAP) 2018	03 April 2017	26 May 2017	⊕
Study Support for the completion of Part-time Doctoral studies call for 2018	19 May 2017	19 May 2017	⊕
Thuthuka 2018	30 April 2017	08 June 2017	⊕

Quick Links

Grantholder Tools
Institution Facilities
Panel Meetings
Application and
Output History (NRF Online)
Application History (NRF Interim)
SKA SA Grants
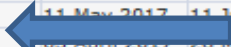
Step 4: All sections marked with red **asterisks** are compulsory. These sections must be completed in order for the final submit button to appear. You may enter information in the non-compulsory section only if you have information, to fill in, such as research outputs. Completed sections will be indicated by a green tick on the main menu, while incomplete sections will have a yellow cross. The Framework and Application Guide documents can be found under the *NRF Call Information Documents*.

o Please ensure that you have read all the Call Information Documents and abide by the eligibility rules.

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)	ⓘ	18 May 2017	✎
Registration Details *	✔	26 Apr 2017	✎
Contact Details *	✔	26 Apr 2017	✎
Qualifications *	✔	26 Apr 2017	✎
Career Profile	✔	09 May 2016	✎
Research Expertise *	✔	28 Apr 2016	✎
Student Supervision Record	✔	26 Apr 2017	✎
Absence from Research	✖	18 May 2017	✎
Personal Profile *	✔	26 Apr 2017	✎
Disability *	✔	26 Apr 2017	✎
Books	✔	29 Jul 2015	✎
Chapters in Books	✔	25 Jun 2014	✎
Refereed/Peer-reviewed Conference Outputs	✔	25 Jun 2015	✎
Articles in Refereed/Peer-reviewed Journals	✔	04 Mar 2014	✎
Patents	✔	02 Jun 2014	✎
Keynote/Plenary Addresses	✔	25 Jun 2014	✎
Articles in Non-refereed/Non-peer Reviewed Journals	✔	25 Jun 2014	✎
Other Significant Conference Outputs	✔	29 Jun 2015	✎
Technical/Policy Reports	✔	29 Jun 2015	✎
Products	✔	25 Jun 2015	✎
Artefacts	✔	11 Jun 2015	✎
Prototypes	✔	12 Jun 2015	✎
Other Recognised Research Outputs	✔	31 May 2016	✎
Degree to be Funded *	✖	18 May 2017	✎
Research Project Information *	✖	18 May 2017	✎
Academic Achievements *	✖	18 May 2017	✎
Details of Research *	✖	18 May 2017	✎
Science Engagement *	✖	18 May 2017	✎
References *	✖	18 May 2017	✎

All compulsory sections will guide applicants with error messages. Please follow these messages to help you complete the section correctly.

Step 5: *The **Degree to be Funded*** section requires applicants to select either Masters, Doctoral local or Doctoral abroad scholarships. Only SA and SA permanent residents can be funded to study abroad. Applicants who will be studying full-time must select Full time if they will be studying on a full-time basis in 2018, failing which the application will be rejected. Students in their second year of Masters or third year of Doctoral studies in 2017 are not eligible for these funding instruments. Please note that awards not taken by 30 June 2018 will be cancelled automatically. Please select No under the question on Sabbatical grant.

My Applications
My Progress Reports
Logout

Landing / My Applications / Edit Application - SGD17052221083 / Degree to be funded

Welcome Mrs Fulufhelo Malamatsho
Support

Degree to be Funded

Quick Links

° **Grantholder Tools**

° **Institution Facilities**

° **Panel Meetings**

° **Application and Output History (NRF Online)**

° **Application History (NRF Interim)**

° **SKA SA Grants**

Instructions

° All Master's Scholarships are for students who will be conducting research in South African institutions ONLY.
° If you will be conducting Doctoral research at a South African institution, please select "Doctoral Scholarship - Local".
° If you are a South African Citizen or permanent resident and you will be conducting Doctoral research at an International institution, please select "Doctoral Scholarship - Abroad". This applies to the Freestanding, Innovation and Scarce Skills Scholarship applicants.
° **Only select "Yes" under Eligible for Sabbatical Grant if you are applying specifically for the Sabbatical Grants to Complete Doctoral Degrees call. If you are applying to one of the following calls: "NRF Freestanding, Innovation and Scarce Skills Masters and Doctoral Scholarships"; 'NRF-DAAD Masters and Doctoral'; "Study Support for Completing Part-time Doctoral studies"; "Extension Scholarships for Masters and Doctoral students"; "NRF-TWAS Doctoral Scholarships", please select "No".**

Degree for which you are applying   Select an option ▼ *
Eligible for Sabbatical grant   ○Yes ○No *
Date of first registration for this degree   DD/MM/CCYY 📅 *
Full-time   ○Yes ○No *
Will Master's registration be upgraded to doctoral status?   ○Yes ○No
Date of upgrading   DD/MM/CCYY 📅
Does any financial support received for previous studies bind you to a service contract?   ○Yes ○No *
Are you currently enrolled for the degree/research for which you are applying for support?   ○Yes ○No *
Student Number (if currently registered at a university)
Discipline (of degree to be funded)   Select an option ▼ *
Department/School (of degree to be funded)
Faculty (of degree to be funded)
Is this research topic similar to your previous study?   ○Yes ○No *

Indicate what you are doing presently

Step 6: The *Research Project Information* section requires applicants to select the proposed institution. SA Higher Education Institutions (HEI), including SA national facilities, as well research institutions will be on the list. If the institution to be selected is not amongst those on the drop-down list, it can be requested by selecting the support tab on the far right at the top of the screen. Please note that it is the applicant's responsibility to find an institution and supervisor in South Africa that is willing to host them.

Research Project Information

Instructions

- All fields are compulsory in this section.
- The Short Title of Research Project field is restricted to 100 characters (including spaces).
- The Descriptive Title of Research Project field is restricted to 2 000 characters (including spaces) and should be a clearer description of what the research is about, therefore expanding on the Short Title.
- You MUST consult the attached information manual before completing your application form online.

Applicant's Proposed Institution	Select an option ▼ ⓘ *
Short Title of Research Project	*
Research Project Start Year	*
Research Project End Year	*
Budget Start Year	2018
Required Funding Period	▼ *
Budget End Year	
Descriptive Title of Research Project	
	2000 characters left.
Has this research project previously been funded by the NRF?	○ Yes ○ No *

Save   Return to Menu

©NRF Online Submission System

Step 7: In the ***Academic Achievement*** section, please enter the academic average from your previous degree by adding up all your marks and dividing by the number of courses. If your institution does not provide a mark, please enter pass in the field. The review panel will compare the scores entered with your requested academic transcript.

Academic Achievements

Instructions

° Please calculate your accumulated grade average for all subjects in final year of previous degree as well as the average for your major subjects in the final year of your previous degree and indicate the year that your previous degree was completed.
° If your academic record does not have percentages and you have passed your degree, please enter the word "pass" in the two cumulative grade point average fields below.

Cumulative grade point average percentage for all subjects of previous degree (e.g 65 or pass)   [   ] *

Cumulative grade point average percentage for major subjects in the final year of previous degree (e.g 65 or pass)   [   ] *

Year in which previous degree was completed   [   ] *

[Save]   [Return to Menu]

Step 8: The *Details of Research* section is one of the most important sections in the application. The section has specific instructions related to each screen. Follow the instructions to complete the section. Applicants must give a concise overview of the proposed research in this section as the input is taken into consideration during the assessment of the application. Appropriate literature references must also be included in this section. The Scorecard that will be used to assess the application can be viewed in the **Framework Document.**

*Please note that the Details of Research section will only mark as complete when all the sub-sections have been completed.

Step 9: The *Science Engagement* section is a compulsory section. Should applicants not be running any science engagement activities, they must click on "add" and select "N/A" under "activity" and category".

Step 10: The *Reference* section allows applicants to include academic referees who can comment on the applicant's academic abilities. On final submission of the application, the emails containing a reference response are sent automatically to the nominated referees to provide a report on the academic and research capabilities of the applicant. References required for this Call are listed below:

Doctoral applicants - Master's supervisor, Doctoral supervisor and an academic referee

NB: The applicant must periodically view the application PDF to check if a referee has responded to the request.

Step 11: *Person History* section is required for statistical purposes by the NRF. It allows the NRF to ascertain who previously received NSFAS (South African National Student Financial Aid Scheme) funding.

Person History

Instructions

° Proof of NSFAS or University financial aid scheme must be attached.

Previous studies funded by

- ☐ NSFAS bursary
- ☐ NSFAS loan
- ☐ University Financial Aid
- ☐ Family funded
- ☐ Self funded
- ☐ Other Government departments
- ☐ International donor funds
- ☐ Not funded from any other source *

Current degree funding

- ☐ NSFAS bursary
- ☐ NSFAS loan
- ☐ University Financial Aid
- ☐ Family funded
- ☐ Self funded
- ☐ Other Government departments
- ☐ International donor funds
- ☐ Not funded from any other source *

Are you currently a DST-NRF intern

○ Yes ○ No *

[Save]   [Return to Menu]

Step 12: The *Attachment* section provides a generic instruction with respect to the **compulsory** documents required and for uploading attachments to the application. Please print, certify and then scan all the required documents and upload them as a single PDF file.

(i)   Certified copy of the **Passport**

(ii)   Certified copy of **SAQA** certificates of qualifications obtained outside SA

(iii)   **Letter of acceptance** from a South African university and/or a letter from the supervisor approving the research project.

(iv)   **English Proficiency Certificate** (if available at the time of application and is compulsory if the application is funded)

(v)   A **medical certificate** in support of a disability

Step 13: Applicants must adhere to their Institution's internal closing date for submission of their applications to allow for internal institutional screening and review. The Institution's internal closing date will be determined by the respective research or postgraduate office and is usually at least two weeks prior to the NRF's closing date. DAs ensure that all proposals are screened and approved through internal institutional processes **before** submitting the applications to the NRF. The NRF assumes that the respective DAs are satisfied with the standard of all proposals validated and submitted, and that the institution approves and supports the proposed research.

Step 14: The final submit button will appear only if all compulsory sections are complete. Press OK to submit the application. If all the compulsory sections are complete and the final submit button does not appear, select any section and resave to refresh the application; the final submit button should appear. A submitted application is automatically routed to the DA in the Research Office of the institution that was selected, for internal review and validation. Late applications, additional supporting documentation or information received after the closing date will not be accepted or considered.

The NRF will not process applications that are incomplete, contain insufficient or incorrect detail, or fail to comply with instruction as such applications will be rejected. The application must be completed in sufficient detail to allow for a comprehensive review and evaluation by external reviewers. In addition to the electronic application and required attachments, the NRF may request additional information or documentation to support an application if required. Failure to supply such information or documentation upon request may result in the rejection of the application.

5. Screening and Review Processes

5.1 Overview of the Screening Process

All applications validated by institutions and submitted to the NRF are screened by the NRF for compliance with the eligibility criteria of the Call for applications, as well as the requirements for completing the NRF Online Submission application. Applications that fail to meet the stipulated requirements will be rejected.

5.2 Overview of the Review Process

The NRF's peer review policy requires that all applications be subjected to a review process. Applications submitted to this funding instrument will go through a panel review process.

Panel Review

Panel members are selected from the NRF database that is updated on a continuous basis, and other sources. In compiling the review panel, the expertise and experience of individuals in application adjudication are taken into account. In assessing the application, agreed assessment criteria are applied in the form of a scorecard (please refer to the **Framework Document).**

The Review Panel provides recommendations to the NRF and the final funding decision is made by the NRF. In awarding grants in this funding instrument, the NRF takes into account the recommendations of the peer review panels, the objectives and targets of the funding instrument, and the available funds.

6. Ranking of Applications

The purpose of the scoring system is to evaluate applications, based on funding instrument criteria, in order to determine applications that are most deserving of the limited funds available. All research scholarship applications submitted to the NRF for funding are evaluated according to a number of predetermined criteria. Applications are assessed and ranked on the basis of criteria as listed in the table below. Each area may be given a weight to indicate its relative importance. Kindly consult the table below for details on the criteria used

7. Awardee Responsibilities

7.1 Reporting

Continued funding beyond the first year is dependent on the submission of an Annual Progress Report (APR) when the official APR submission publication has been opened on the NRF website. Continued funding, up to three (3) years, will be considered based on satisfactory progress.

An APR must be submitted by the awardee / grant-holder in a format provided by the NRF, documenting progress made against set objectives and research outputs. The NRF may, in consultation with the Research Office, request interim progress reports for the purpose of implementing corrective measures timeously to ensure that stated objectives are met within stipulated timeframes.

7.2 Managing changes during the project life cycle

Changes may occur during the project life cycle due to unforeseen and extenuating circumstances. Please note the following on how to manage the award and subsequent changes (planned or unanticipated) should they arise during the project life cycle.

7.2.1 Change Requests

7.2.1.1 Prior Approval Requests

Applicants must submit all change requests in writing to the NRF for approval before effecting any changes. The request must have institutional DA endorsement and be submitted to the NRF *via* the Research Office / Post graduate funding Office for approval prior to the change.

7.2.1.2 Changes in Project Scope, Supervisor or Institution

Changes may occur where a project scope, supervisor or institution needs to be changed from the original research proposal, supervisor or institution respectively. The request must have institutional DA endorsement and be submitted to the NRF *via* the Research Office. Such requests must be forwarded to the NRF 30 days before the change is intended to take place.

8. Scientific Compliance

8.1 Methodology

The student takes scientific responsibility for the research to be undertaken, including its objectives and the methodology outlined in the project proposal. The student is required to devote the necessary time to the research project in compliance with the work-plan for the research proposal approved by the NRF so as to achieve the project's stated aims and objectives.

8.2 Intellectual Property Rights

The intellectual capital generated by NRF funded research must be appropriately protected and exploited for the benefit of South Africa. This condition should not interfere with the Intellectual Property Rights arrangements already made, on condition that the majority of the benefits arising from the intellectual capital accrue to South Africa and its citizens. This condition is aligned with the *Intellectual Property Rights Act, 1* which will override this condition of grant.

8.3 Ethics

The student is required to maintain the highest ethical and safety standards in conducting the research, particularly when human and animal subjects are involved. It remains the responsibility of the project leader to comply with all relevant regulations in this regard, including those of the institution at which the research is carried out. An ethical clearance certificate (where applicable) must be submitted to the NRF in respect of successful applications before funding can be released.

9. References

RSA (2008). Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008.G*overnment Gazette*, 22 Dec 2008. Vol 522, No 3174