

## Instructions Document

Call for evaluation and rating of individual researchers 2018

Application Information	
°	The full instructions and guidelines for completion of the application are available in the NRF Call Information Documents section as well as on the Reviews and Evaluation website ( <a href="http://www.nrf.ac.za/rating">http://www.nrf.ac.za/rating</a> ).
°	A timeout will appear when there is no activity on the system for 25 minutes. Click on the refresh button (in the pop up box) as this will enable the continuation/completion of the application. When clicking on the close button the system will close.
°	It is advisable to type long text sections in MS Word and then cut and paste the text into the relevant fields.
°	Where information should not exceed a specific number of characters (e.g. 5 500), this number <b>includes</b> spaces.
°	Include (if available) a web address from where your outputs can be easily accessed by reviewers. Should the address not wrap, please use the tiny/short URL link on the internet ( <a href="http://tinyurl.com/">http://tinyurl.com/</a> or <a href="http://www.shorturl.com/">http://www.shorturl.com/</a> ) to generate a smaller URL which can then be inserted in the web address field.
°	<b>Please ensure that you select the correct institution through which your application for Evaluation and Rating will be submitted. It should be noted that if you choose the incorrect institution the relevant research administrators will not process your application. Should the institution through which you wish to submit your application for evaluation and rating not be on the dropdown list, please log a call to the Support Desk by clicking on the Support button (Support) in the top right hand corner of the screen.</b>
°	All research outputs captured under the relevant sections should be accessible in the public domain.
	Please see the NRF Statement on Predatory Journals and Deceptive Publishers ( <a href="http://predatory/rating/nrf/ac.za">http://predatory/rating/nrf/ac.za</a> ).
	If you have a DOI please indicate accordingly. However, should you not have a DOI then please indicate Not Applicable or N/A as this is a compulsory field.
°	For a dual affiliation the name of the secondary organisation is a compulsory field on this screen.


Registration Details	
°	An * at the end of a field label within a section denotes a compulsory field, and the section will not be saved unless these fields have been completed.
°	If any of your information provided below has changed since initial registration/previous update of registration details, please edit/update the relevant information where applicable.
°	The information icon (i) indicates a tooltip associated with the relevant field. When hovering over this icon, additional information will show.

Additional Details/Information	
°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	Where possible, please provide the h-index (and the date this information was drawn) from the databases listed below. (The h-index "gives an estimate of the importance, significance, and broad impact of a scientist's cumulative research contributions". Quoted from Hirsch, J. E. (2005). An index to quantify an individual's scientific research output. Proceedings of the National Academy of Sciences, 102(46), 16569-16572).

Contact Details	
°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	Please ensure that all compulsory fields in this section are complete and correct.
°	The information icon (i) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.

Qualifications	
°	<b>Should your qualifications history have been migrated from a previous NRF Online system, please click on 'Edit' and check that all the fields have been completed and are correct.</b>
°	Please fill in all your qualifications (your entire qualifications history), i.e. list your diplomas and/or degrees (e.g. BSc, MSc etc.) obtained and those for which you are currently registered. Please ensure that the level and the degree are the same, e.g. Masters (level) and MSc (degree); Doctoral (level) and PhD (degree). <b>Please do not add the field of study to the degree (e.g. MSc Psychology/PhD Psychology).</b> This information is requested in a separate field.
°	Please click on 'Add' or 'Add Another' to add a qualification.
°	Should you need to edit a qualification, click on 'Edit' to correct or amend existing records.
°	<b>Postdoctoral fellowships do not fall under Qualifications. Please capture these under Career Profile.</b>
°	In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
°	The information icon (i) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	Please ensure that the level and degree are the same, e.g. Masters (level) and MSc (degree); Doctoral (level) and PhD (degree).
°	Postdoctoral fellowships do not fall under Qualifications. Please capture these under Career Profile.
°	<b>Should your qualifications history have been migrated from a previous NRF Online system, please click on 'Edit' and check that all the fields have been completed and are correct.</b>

Career Profile	
°	Please list all the positions you have held in the past (including non-academic positions where applicable), as well as your current position. Note: Should you select 'Yes' from the dropdown list for your current position, the 'Period to' field will not be displayed.
°	Please click on 'Add' or 'Add Another' to add a position.
°	<b>Postdoctoral fellowships must be captured here.</b>
°	In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
°	The information icon (i) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
°	<b>For Rating Applications:</b> <b>The current contract must still be valid at the closing date of the call and institutions need to motivate the institutional benefits in terms of capacity building and/or student postgraduate training as well as the institutional commitment in terms of future support to enable the applicant to retain his/her association. They must provide some commitment (in the relevant block) that the association will still be in place two years after the rating becomes valid. Applications from researchers in these categories will be screened for validity of the claims before being processed according to the NRF Evaluation and Rating Eligibility Criteria ( <a href="https://eligibilitycriteria/rating/nrf.ac.za">https://eligibilitycriteria/rating/nrf.ac.za</a>) which must correspond with your selected eligibility type under the 'Application Information' screen (e.g. Permanent/fulltime, Contract (other) etc.).</b> <b>Note:</b> Should you hold more than one current contract position then additional information in the section "Application Information" will need to be completed.
°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	Please list all the positions you have held in the past (including non-academic positions where applicable), as well as your current position. Note: Should you select 'Yes' from the dropdown list for your current position, the 'Period to' field will not be displayed.
°	Postdoctoral fellowships must be captured here.

Research Expertise	
°	<b>Scientific domain</b> - Select only <b>one</b> scientific domain from the list provided.
°	<b>Primary research level(s)</b> - Select at least one but not more than <b>two</b> fields (in order of priority) from the list provided which most appropriately reflect/s your primary level(s) of research.
°	<b>Secondary research level(s)</b> - Select at least one but not more than <b>four</b> fields (in order of priority) from the list provided which most appropriately reflect/s your secondary level(s) of research.
°	<b>Fields of specialisation</b> - Please include at least one but not more than <b>ten</b> specialisation fields in order of priority (one specialisation per line).
°	Should you wish a new specialisation field to be added, please click on the 'New' button. Your request for a new field will be considered by the NRF and you will be informed by e-mail once the field has been added so that you will be able to update your application.
°	For all of the above a separate entry should be completed for each item. Click on 'Submit' to save each entry and repeat the process.
°	The information icon (  ) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.

Personal Profile	
°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	Provide a brief biographical sketch (not in bullet form) giving information not already provided elsewhere in the application.
°	The introduction must be written as a narrative and could include a short overview of where, in terms of research, you have come from, in what you are interested (in very broad terms) and where you are now.
°	Mention should be made of awards and prizes, membership of editorial boards, membership of national and international scientific committees, and other tangible recognition you have. (The latter could include citations, names of journals for which you have been invited to act as reviewer, etc.). This will enable reviewers to obtain some perspective on you and to assess your major awards and recognition. The biographical information should not exceed 5 500 characters including spaces (equivalent to one A4 page, Arial font size 10). Note: Carriage returns are counted as two characters.

Research Outputs	
°	This is a summary count of the research outputs captured in for CV for the period 1 January 2011-31 December 2018

## Articles in Refereed/Peer-reviewed Journals






°	Please click on 'Add' or 'Add Another' to add output records to the list.
°	In order to edit an existing output, click on the 'Edit' button next to the relevant record.
°	Click on the 'Delete' button on the right-hand side of the data grid to delete a record.
°	In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
°	Applicant's contribution could for example, address the following: conceptualised idea for research, lead author writing up of article, corresponding author, and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)
°	The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.
	Please see the NRF Statement on Predatory Journals and Deceptive Publishers ( <a href="http://predatory/rating/nrf/ac.za">http://predatory/rating/nrf/ac.za</a> ).
	If you have a DOI please indicate accordingly. However, should you not have a DOI then please indicate Not Applicable or N/A as this is a compulsory field.
°	<b>For Rating Applications :</b> <b>Important issues regarding research outputs</b> <ul style="list-style-type: none"> <li>It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date (i.e. 31 January 2019), is defined as 1 January 2011 to 31 December 2018.</li> <li>A separate entry must be completed for each research output.</li> <li><b>All authors should be listed in the field 'All Authors in Order Appearing on Output'. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.</b></li> </ul>
°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	<b>Please use this as the format for all authors: Langa, A.A.</b>
°	The Harvard method of referencing outputs should be used (see below for examples):
°	<ul style="list-style-type: none"> <li>If there are <b>two or three authors</b>, list them all in order with commas separating each of them, except the last one, which is preceded by 'and' e.g. Langa, A.A., Singh, A.B. and Botha, A.C. <b>Do not use an "&amp;" sign.</b></li> <li>If there are <b>four or more authors</b>, list authors to a maximum of eight in the author list. Add 'et al.' or 'and others' after the eighth author. For <b>outputs produced by a group</b>, mention the group's name, e.g. ATLAS Collaboration.</li> </ul>
°	Please <b>do not</b> put a <b>hard return</b> between the names of each author (i.e. each name on a separate line), but separate each name with a comma, see example given above.
	Please see the NRF Statement on Predatory Journals and Deceptive Publishers ( <a href="http://predatory/rating/nrf/ac.za">http://predatory/rating/nrf/ac.za</a> )
	If you have a DOI please indicate accordingly. However, should you not have a DOI then please indicate Not Applicable or N/A as this is a compulsory field.
	<b>Where more than one person has contributed to the research outputs you have listed you must describe your own contribution (applicant's contribution) to the team effort in this section. A percentage (%) of your contribution can also be included in the narrative. (Reviewers need to have this information as this is an evaluation of individual researchers.)</b>
°	Possible examples of applicant's contribution could address the following:
	Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article, corresponding author, and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)
°	<b>For rating applicants: NB: Only published outputs will be accepted. Should a Status of 'In Press' (draft manuscript), 'Accepted', 'Submitted' or 'Not Relevant', be selected for an output, please note that no year will appear for the output, therefore it will not appear on your application form and will also then not be available for selection as one of your best in the last 8 years or one of the 10 best outputs from the period prior to the last 8 years.</b>

Books	
°	Please click on 'Add' or 'Add Another' to add output records to the list.
°	In order to edit an existing output, click on the 'Edit' button next to the relevant record.
°	Click on the 'Delete' button on the right-hand side of the data grid to delete a record.
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°	The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.
	Please see the NRF Statement on Predatory Journals and Deceptive Publishers ( <a href="http://predatory/rating/nrf/ac.za">http://predatory/rating/nrf/ac.za</a> ).
	If you have a DOI please indicate accordingly. However, should you not have a DOI then please indicate Not Applicable or N/A as this is a compulsory field.
	<b>For Rating Applications</b> <b>Important issues regarding research outputs</b> <ul style="list-style-type: none"> <li>It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date (i.e. 31 January 2019), is defined as 1 January 2011 to 31 December 2018.</li> <li>A separate entry must be completed for each research output.</li> <li><b>All authors should be listed in the field 'All Authors in Order Appearing on Output'. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.</b></li> </ul>
°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	Do not include any contributions to conferences that have been published in book form in this section.
°	<b>Please use this as the format for all authors: Langa, A.A.</b>
°	The Harvard method of referencing outputs should be used (see below for examples):
	<ul style="list-style-type: none"> <li>If there are <b>two or three authors</b>, list them all in order with commas separating each of them, except the last one, which is preceded by 'and' e.g. Langa, A.A, Singh, A.B. and Botha, A.C. <b>Do not use an "&amp;" sign.</b></li> <li>If there are <b>four or more authors</b>, list authors to a maximum of eight in the author list. Add 'et al.' or 'and others' after the eighth author. For <b>outputs produced by a group</b>, mention the group's name, e.g. ATLAS Collaboration.</li> </ul>
°	Please <b>do not</b> put a <b>hard return</b> between the names of each author (i.e. each name on a separate line), but separate each name with a comma, see example given above.
	Please see the NRF Statement on Predatory Journals and Deceptive Publishers ( <a href="http://predatory/rating/nrf/ac.za">http://predatory/rating/nrf/ac.za</a> )
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	<b>Where more than one person has contributed to the research outputs you have listed you must describe your own contribution (applicant's contribution) to the team effort in this section. A percentage (%) of your contribution can also be included in the narrative. (Reviewers need to have this information as this is an evaluation of individual researchers.)</b>
°	Possible examples of applicant's contribution could address the following:
	Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article, corresponding author and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)
°	<b>For rating applicants: NB: Only published outputs will be accepted. Should a Status of 'In Press' (draft manuscript), 'Accepted', 'Submitted' or 'Not Relevant', be selected for an output, please note that no year will appear for the output, therefore it will not appear on your application form and will also then not be available for selection as one of your best in the last 8 years or one of the 10 best outputs from the period prior to the last 8 years.</b>

Chapters in Books	
°	Please click on 'Add' or 'Add Another' to add output records to the list.
°	In order to edit an existing output, click on the 'Edit' button next to the relevant record.
°	Click on the 'Delete' button on the right-hand side of the data grid to delete a record.
°	In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
	Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article, corresponding author and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)
°	The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.
	Please see the NRF Statement on Predatory Journals and Deceptive Publishers ( <a href="http://predatory/rating/nrf/ac.za">http://predatory/rating/nrf/ac.za</a> ).
	If you have a DOI please indicate accordingly. However, should you not have a DOI then please indicate Not Applicable or N/A as this is a compulsory field.
	<b>For Rating Applications:</b> <b>Important issues regarding research outputs</b> <ul style="list-style-type: none"> <li>It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date (i.e. 31 January 2019), is defined as 1 January 2011 to 31 December 2018.</li> <li>A separate entry must be completed for each research output.</li> <li><b>All authors should be listed in the field 'All Authors in Order Appearing on Output'. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.</b></li> </ul>
°	<b>Should you have Chapters in Books that have been migrated from a previous NRF Online system, please click on 'Edit' and edit the field Applicant's Contribution with a description of your contribution (the system has populated this field with 'not specified'). The field is now a compulsory field (as it is for all other research outputs). Once you have added your contribution, click on 'Save' and do the same for each migrated chapter in books. You will not be able to 'Final Submit' your application if this field is blank.</b>
°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	Do not include any contributions to conferences that have been published in book form in this section.
°	<b>Please use this as the format for all authors: Langa, A.A.</b>
°	The Harvard method of referencing outputs should be used (see below for examples):
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Refereed/Peer-reviewed Conference Outputs	
°	Please click on 'Add' or 'Add Another' to add output records to the list.
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°	Click on the 'Delete' button on the right-hand side of the data grid to delete a record.
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°	The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.
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°	An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
°	<b>Only published conference proceeding that have been subjected to a rigorous and full refereeing/ peer-review must be included here. Do not included peer-reviewed published abstract nor published conference proceedings that have not been subjected to a rigorous and full refereeing/peer-review process.</b>
°	<b>Please use this as the format for all authors: Langa, A.A.</b>
°	The Harvard method of referencing outputs should be used (see below for examples): <ul style="list-style-type: none"> <li>If there are <b>two or three authors</b>, list them all in order with commas separating each of them, except the last one, which is preceded by 'and' e.g. Langa, A.A, Singh, A.B. and Botha, A.C. <b>Do not use an "&amp;" sign.</b></li> <li>If there are <b>four or more authors</b>, list authors to a maximum of eight in the author list. Add 'et al.' or 'and others' after the eighth author. For <b>outputs produced by a group</b>, mention the group's name, e.g. ATLAS Collaboration.</li> </ul>
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Patents	
°	Please provide information on all past and current patents under your name or as a result of a collaborative effort. Also include whether the patent is a Utility, Design or Plant patent in the description section.
°	In order to add a new Patent, click on the Add icon (  ). Capture all relevant information in the window that opens on the right-hand side.
°	In order to edit a record, click on the Edit icon (  ) next to the relevant record. Click on the delete icon (  ) next to the relevant record to delete it.
°	In order to add Application Details for a Patent, click on the Add icon (  ) below the relevant Patent.
°	The information icon (  ) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
°	<b>For Rating Applications: Only 'granted' status will show on the rating application</b>
°	Also include whether the patent is a Utility, Design or Plant patent in the description section.
°	Insert a URL to a website where the full patent application can be accessed (e.g. off your personal web page). A PCT application is often a good option.
Supporting Documentation	
°	<a href="#">Additional information on application types?</a>
°	<a href="#">Additional information on Statuses?</a>

Keynote/Plenary Addresses	
°	Please click on 'Add' or 'Add Another' to add output records to the list.
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<ul style="list-style-type: none"> <li><b>For rating applicants: NB: Only published outputs will be accepted. Should a Status of 'In Press' (draft manuscript), 'Accepted', 'Submitted' or 'Not Relevant', be selected for an output, please note that no year will appear for the output, therefore it will not appear on your application form and will also then not be available for selection as one of your best in the last 8 years or one of the 10 best outputs from the period prior to the last 8 years.</b></li> </ul>

Prototypes
<ul style="list-style-type: none"> <li>Prototype – may be defined as an original model on which something is patterned e.g. a model, a mock-up, dummies, paradigm.</li> <li>In the 'Description' box a description of the prototype which includes any relevant references should be provided. It is important that this description is as comprehensive as possible within the character restrictions.</li> <li>In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.</li> <li>Applicant's contribution could address the following: Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article, corresponding author and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)</li> <li>The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.</li> <li>Please see the NRF Statement on Predatory Journals and Deceptive Publishers (<a href="http://predatory/rating/nrf/ac.za">http://predatory/rating/nrf/ac.za</a>).</li> <li><b>For Rating Applications:</b> <b>Important issues regarding research outputs</b> <ul style="list-style-type: none"> <li>It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date (i.e. 15 February 2019), is defined as 1 January 2011 to 31 December 2018.</li> <li>A separate entry must be completed for each research output.</li> <li><b>All authors should be listed in the field 'All Authors in Order Appearing on Output'. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.</b></li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Prototype – may be defined as an original model on which something is patterned e.g. a model, a mock-up, dummies, paradigm</li> <li>An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.</li> <li>In the 'Description' box a description of the prototype which includes any relevant references should be provided. It is important that this description is as comprehensive as possible within the character restrictions.</li> <li><b>Please use this as the format for all authors: Langa, A.A.</b></li> <li>The Harvard method of referencing outputs should be used (see below for examples): <ul style="list-style-type: none"> <li>If there are <b>two or three authors</b>, list them all in order with commas separating each of them, except the last one, which is preceded by 'and' e.g. Langa, A.A., Singh, A.B. and Botha, A.C. <b>Do not use an "&amp;" sign.</b></li> <li>If there are <b>four or more authors</b>, list authors to a maximum of eight in the author list. Add 'et al.' or 'and others' after the eighth author. For <b>outputs produced by a group</b>, mention the group's name, e.g. ATLAS Collaboration.</li> </ul> </li> <li>Please <b>do not</b> put a <b>hard return</b> between the names of each author (i.e. each name on a separate line), but separate each name with a comma, see example given above.</li> <li>Please see the NRF Statement on Predatory Journals and Deceptive Publishers (<a href="http://predatory/rating/nrf/ac.za">http://predatory/rating/nrf/ac.za</a>).</li> <li><b>Where more than one person has contributed to the research outputs you have listed you must describe your own contribution (applicant's contribution) to the team effort in this section. A percentage (%) of your contribution can also be included in the narrative. (Reviewers need to have this information as this is an evaluation of individual researchers.)</b></li> <li>Possible examples of applicant's contribution could address the following: Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)</li> <li><b>For rating applicants: NB: Only published outputs will be accepted. Should a Status of 'In Press' (draft manuscript), 'Accepted', 'Submitted' or 'Not Relevant', be selected for an output, please note that no year will appear for the output, therefore it will not appear on your application form and will also then not be available for selection as one of your best in the last 8 years or one of the 10 best outputs from the period prior to the last 8 years.</b></li> </ul>

Other Recognised Research Outputs
<ul style="list-style-type: none"> <li>These include any other measurable research outputs that clearly embody new or substantially developed insights, for example, annotated bibliographies, catalogues, CD-ROMS, contributions to major research databases, development and production of software, dictionaries, electronic publications, plant-breeding rights, research guides, scholarly editions, vaccines, websites, etc.</li> <li>For all these research outputs concise descriptions must be included with particular reference to the contribution to new knowledge and insights.</li> <li>In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.</li> <li>Applicant's contribution could address the following:</li> </ul>

Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article, corresponding author and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)
<ul style="list-style-type: none"> <li>◦ The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.</li> </ul>
Please see the NRF Statement on Predatory Journals and Deceptive Publishers ( <a href="http://predatory/rating/nrf/ac.za">http://predatory/rating/nrf/ac.za</a> ).
<b>For Rating Applications:</b> <b>Important issues regarding research outputs</b> <ul style="list-style-type: none"> <li>◦ It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date (i.e. 31 January 2019), is defined as 1 January 2011 to 31 December 2018.</li> <li>◦ A separate entry must be completed for each research output.</li> <li>◦ <b>All authors should be listed in the field 'All Authors in Order Appearing on Output'. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.</b></li> </ul>
<ul style="list-style-type: none"> <li>◦ These include any other measurable research outputs that clearly embody new or substantially developed insights, for example, annotated bibliographies, catalogues, CD-ROMS, contributions to major research databases, development and production of software, dictionaries, electronic publications, plant-breeding rights, research guides, scholarly editions, vaccines, websites, etc.</li> </ul>
For all these research outputs concise descriptions must be included with particular reference to the contribution to new knowledge and insights.
<b>Please use this as the format for all authors: Langa, A.A.</b>
<ul style="list-style-type: none"> <li>◦ The Harvard method of referencing outputs should be used (see below for examples): <ul style="list-style-type: none"> <li>◦ If there are <b>two or three authors</b>, list them all in order with commas separating each of them, except the last one, which is preceded by 'and' e.g. Langa, A.A., Singh, A.B. and Botha A.C. <b>Do not use an "&amp;" sign.</b></li> <li>◦ If there are <b>four or more authors</b>, list authors to a maximum of eight in the author list. Add 'et al.' or 'and others' after the eighth author. For <b>outputs produced by a group</b>, mention the group's name, e.g. ATLAS Collaboration.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>◦ Please <b>do not</b> put a <b>hard return</b> between the names of each author (i.e. each name on a separate line), but separate each name with a comma, see example given above.</li> </ul>
Please see the NRF Statement on Predatory Journals and Deceptive Publishers ( <a href="http://predatory/rating/nrf/ac.za">http://predatory/rating/nrf/ac.za</a> ).
<b>Where more than one person has contributed to the research outputs you have listed you must describe your own contribution (applicant's contribution) to the team effort in this section. A percentage (%) of your contribution can also be included in the narrative. (Reviewers need to have this information as this is an evaluation of individual researchers.)</b>
<ul style="list-style-type: none"> <li>◦ Possible examples of applicant's contribution could address the following:</li> </ul>
Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)
<ul style="list-style-type: none"> <li>◦ <b>For rating applicants: NB: Only published outputs will be accepted. Should a Status of 'In Press' (draft manuscript), 'Accepted', 'Submitted' or 'Not Relevant', be selected for an output, please note that no year will appear for the output, therefore it will not appear on your application form and will also then not be available for selection as one of your best in the last 8 years or one of the 10 best outputs from the period prior to the last 8 years.</b></li> </ul>

Books edited by Applicant
<ul style="list-style-type: none"> <li>◦ Edited works - include in this category publications that you have edited, including introductions or editorial commentary.</li> </ul>
<ul style="list-style-type: none"> <li>◦ You should make clear precisely what your contribution has been and the ways in which it includes substantial original research.</li> </ul>
<ul style="list-style-type: none"> <li>◦ Please note that chapters (that you have authored) in edited books that include substantial original research should be listed under 'books' or 'chapters in books'.</li> </ul>
Edited works - include in this category publications that you have edited, including introductions or editorial commentary <ul style="list-style-type: none"> <li>◦ You should make clear precisely what your contribution has been and the ways in which it includes substantial original research.</li> <li>◦ Please note that chapters (that you have authored) in edited books that include substantial original research should be listed under 'books' or 'chapters in books'</li> </ul>
Please see the NRF Statement on Predatory Journals and Deceptive Publishers ( <a href="http://predatory/rating/nrf/ac.za">http://predatory/rating/nrf/ac.za</a> ).

Best Research Outputs in Last 8 Years
<ul style="list-style-type: none"> <li>◦ New outputs cannot be added on this screen, please go to the relevant section on either the application progress screen or the research outputs link in the 'My CV' section of the online system to add another output, then return to this section. Select not more than five outputs that you consider to be your best during the assessment period and click on the 'Add' button.</li> </ul>
<ul style="list-style-type: none"> <li>◦ For each of these selected entries, give brief reasons, in no more than one or two sentences (± 800 characters, including spaces), for your choice. For example: 115 citations since 2001; a novel method or new direction in the field; invited to deliver keynote addresses in Chicago and London on these research findings; top-ranked journal in the field with an impact factor of 3.25; most prestigious conference in my field; exhibited in major galleries around the world, etc.</li> </ul>
<ul style="list-style-type: none"> <li>◦ A list of the selected outputs, with the motivation will be displayed in the section 'Best research outputs in last 8 years'. Please consult the <a href="#">'Key Research Areas and Types of Research Outputs document'</a> when selecting your five best research outputs.</li> </ul>
<ul style="list-style-type: none"> <li>◦ <b>Copies of the five best outputs <u>must</u> be included with the application. Please go to the 'Attachments' section on the Edit Application screen and upload the five best research outputs in the last 8 years selected in this section. (Please note: <u>No</u> other attachments may be added under the attachments section except copies of the five best outputs. If the title of the research outputs and the uploaded outputs do not correspond, your application will be rejected.)</b></li> </ul>



- The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.
- However, if any of your five best outputs in the last eight years is larger than 4MB, please email [researchoutputs@nrf.ac.za](mailto:researchoutputs@nrf.ac.za) in order for us to send you a link to upload your large research output. Please do not use the [researchoutputs@nrf.ac.za](mailto:researchoutputs@nrf.ac.za) link to log any other problems you may be experiencing with the system to us, please click on the [Support](#) button (at the top right-hand side of the screen) to do this.
- Click on the '>' icon next to the relevant Research Output type listed below to access the records under that type. A grid will be displayed saying 'No records to be displayed'.
  - Click on the '**Add**' button below this grid to display the records from your CV for the selected Research Output type.
  - Select the record(s) from your CV that you would like to include to this section and click on the '**Add**' button. Click on 'Save and return to menu' to save the outputs.

### Best Research Outputs from Student Supervision in Last 8 Years

°	Provide the <b>names of the research students</b> (doctoral and master's) whom you would like to identify as having contributed to your core research area during the period under review (i.e. 1 January 2011 - 31 December 2018) who have produced, in your opinion, the best research outputs such as peer-reviewed publications, books, peer reviewed journal articles, refereed conference proceedings etc.
°	Include <b>full references of the research contribution(s)</b> . If you have already provided these outputs amongst your own research outputs (in terms of co-authored outputs) please do not repeat them here.
°	This information should <b>not exceed 5 500 characters including spaces</b> (equivalent to one A4 page). <b>Note:</b> Carriage returns are counted as two characters.

### Best Research Outputs Prior to Last 8 Years

°	If you have research outputs preceding 2011, your rating application will be enhanced if you provide reviewers with some indication about the best work which you have done in this period. You are given the opportunity to provide up to <b>ten</b> research outputs which you consider your best before <b>2011</b> .
°	These outputs need to have been captured in the relevant section(s) <b>on the CV</b> in order for them to appear in the section 'Best research outputs prior to the last eight years'.
°	Once you have added the research outputs in the respective sections, click on the link 'Best research outputs prior to the last eight years'.
°	Identify not more than <b>ten</b> of your best research outputs prior to the last eight years.
°	Click on the '>' icon next to the relevant Research Output type listed below to access the records under that type.
°	Click on the <b>'Add'</b> button to display a window listing the records from your CV for the selected Research Output type.
°	Select the record(s) from the list that you would like to add to this section and click on the <b>"Add"</b> button.
°	No motivation is required in this case.
°	<ul style="list-style-type: none"> <li>Click on the '&gt;' icon next to the relevant Research Output type listed below to access the records under that type. A grid will be displayed saying 'No records to be displayed'.</li> <li>Click on the <b>'Add'</b> button below this grid to display the records from your CV for the selected Research Output type.</li> <li>Select the record(s) from your CV that you would like to include to this section and click on the <b>'Add' button</b>.</li> <li>Click on 'Save and return to menu' to save the outputs.</li> </ul>

### Brief Description of Completed Research



°	A succinct <b>narrative</b> of accomplished research <b>emphasising only achievements over the last eight years</b> (i.e. 1 January 2011 - 31 December 2018), and with reference to the relevant research outputs listed for the last eight years, must be provided. If the relevant outputs may not have been read by, or be accessible to reviewers, it is essential that you include a brief but concise description of the work done, a summary of the results
°	Your statement on your completed research should not exceed <u>11 000 characters including spaces</u> (equivalent to two A4 pages). <b>Note:</b> Carriage returns are counted as two characters.
°	The brief description of completed research should be similar to writing a review of your work and the progress of findings (like in a journal review or introduction/background in an article). Citations, invitations etc. can be included here as you are describing the research but not the roles of the individuals involved.

### Self-assessment of Research Outputs

°	An assessment of your own contributions to your research field over the last 8 years must be provided. The self-assessment should also be in the form of a narrative, where special emphasis should be placed on those contributions listed amongst the best research outputs. Please provide an account of how these best research outputs reflect the development and growth of your research during the recent years. Mention should be made of instances where you have, in your view, made noteworthy contributions to the extension of knowledge in your field, as well as how your work relates to others in your field. Your self-assessment should only relate to research done during the last 8 years.
°	Use this opportunity to use the first person and to describe the role that you played in the work.
°	<b>Where more than one person has contributed to the research outputs you have listed you must indicate your own contribution (applicant's contribution) to the team effort in this section.</b>
°	Repetition/duplication of outputs (e.g. as a conference proceeding and a journal article) is strongly discouraged.
°	Your self-assessment statement should not exceed <u>5 500 characters including spaces</u> (equivalent to one A4 page). <b>Note:</b> Carriage returns are counted as two characters.


### Ongoing and Planned Future Research

°	Provide a brief but comprehensive statement in the form of a <b>narrative</b> on your ongoing and planned future research. This must include your research vision for the next six years as well as a concise discussion of your envisaged research activities during this period.
°	<b>Any outputs that have not yet been published/produced, (i.e. those 'in press' or 'accepted' or 'submitted') must NOT BE Included as research outputs in the period under review but should be included in this section.</b>
°	Your statement should not exceed <u>5 500 characters including spaces</u> (equivalent to one A4 page). <b>Note:</b> Carriage returns are counted as two characters.

Assessment Panel	
	<ul style="list-style-type: none"> <li>At least one assessment panel (and a maximum of three assessment panels in order of priority) must be selected from the dropdown list of assessment panels. Indicate the name of the assessment panel which is most appropriate for your research by clicking on the 'Add' button.</li> <li>Consult the '<a href="#">Key Research Areas and Types of Research Outputs document</a>' in order to ascertain the most appropriate panel (see also the link to this document below). Select an option in the Panel dropdown list and click on 'Save'</li> <li>Please indicate the most appropriate choice amongst the assessment panels listed by using the 'Update Order' function. Use the  icon and  to move your selection higher or lower in the order.</li> <li>The panel selected as the first choice will be the primary panel to handle the application.</li> <li>If your research is interdisciplinary or you are unsure of your primary panel please refer to the section entitled Is your</li> <li>It must be noted that applications will be referred to one panel only, i.e. the panel selected as your first choice. However, should the Specialist Committee members of this panel be of the opinion that the application would be better suited by being referred to another panel, the application will be sent to the members of the Specialist Committee of the suggested panel for their opinion. Once the Specialist Committee members of both panels agree on the most appropriate panel to handle the application, the applicant and employing institution will be advised of this and given the opportunity to agree/disagree with the movement of the application to another panel.</li> </ul>

Is your research Interdisciplinary (IDR)	
	<ul style="list-style-type: none"> <li>The NRF endorses and accepts the Global Research Council Statement of Principles on Interdisciplinary (IDR).</li> <li>In order to assist the Specialist Committees to select the most appropriate primary panel, please explain in which field/discipline your primary contribution in the last eight years has been made. Please refer to the section entitled Assessment Panel.</li> </ul>

Feedback	
	<ul style="list-style-type: none"> <li>All applicants are requested to indicate whether they wish to receive feedback by selecting an option below.</li> <li>Kindly note that: Researchers who are placed in the A1 rating category will not receive feedback.</li> <li>Reviewers will remain anonymous.</li> <li>While the NRF will engage in discussion about all aspects of the evaluation process it cannot enter into any discussion on the contents of feedback supplied.</li> </ul>

Possible Reviewers	
	<ul style="list-style-type: none"> <li>Please suggest suitable reviewers for this proposal.</li> <li>Please be frank as to your relationship with the reviewer: acquaintance, collaborator, ex-colleague, etc.</li> <li>A minimum of 6 and a maximum of 10 reviewers have to be added for this section to mark as complete.</li> <li>Reviewers from the same institution as the applicant should not be selected.</li> </ul>
	<b>Rating Application 2019:</b> <ul style="list-style-type: none"> <li>Provide names and full contact details of a minimum of 6 and a maximum of 10 reviewers (in order of priority) who are best able to assess your recent research outputs and standing (*what is a peer – see definition below) and contributions working in your fields(s), preferably an appropriate <b>mix of national and international reviewers</b>. Please do not nominate more than one reviewer from the same institution.</li> <li>Reviewers who are <b>closely associated</b> (e.g. close professional colleague, personal friend, current research collaborator (for example, those whom you have frequently published with in the period under review), must not be nominated as this could be a conflict of interest. <b>Please note that members of the Specialist Committees may reject reviewers suggested by you and this will be to your disadvantage.</b></li> <li>Reviewers from your own department/school should not be nominated. An exception (e.g. PhD supervisor) can be made in the case of applicants nominated for the P and Y rating categories.</li> </ul> <p>*Definition of a peer: "A peer is a researcher or person with a research background who has the requisite knowledge and experience and the ability to exercise objective fair judgment of the applicant and to provide an appropriate assessment of the applicant's research and research standing."</p>
Excluded Reviewers	
	<ul style="list-style-type: none"> <li>Applicants are given the opportunity to identify reviewers (not exceeding three) who the NRF should not approach. A reason is required in each instance. Although the NRF would normally not approach such reviewers, it reserves the right to do so if necessary.</li> <li>The information icon () indicates that a tooltip is associated with the relevant field. When hovering over this icon, additional information will show.</li> </ul>

Attachments	
	Please consult with the Call documents to determine what attachments are compulsory. Please note that if they are not attached, the application will not be processed for reviewing.
	Capture an appropriate Description for the document to be uploaded.
	Select the Document Type to be uploaded.
°	Capture an appropriate Description.
°	Click the Browse button below to select the file on your local machine.
°	Click on the Upload button to save.
°	Upload pages individually if document is larger than 4MB. <b>(For rating applications, please see specific instructions in this section of the rating application.)</b>
°	Please do not upload zip files. Acrobat reader has built-in security to prevent the opening of zip files by default (please read the article at <a href="http://forums.adobe.com/thread/520515">http://forums.adobe.com/thread/520515</a> for more information).
<b>Rating Application 2019</b>	
°	Please upload copies of your five best research outputs captured in the section 'Best research outputs in the last 8 years' here. <b>Do not upload any outputs/documents other than the outputs listed as one of the 'Best research outputs in the last 8 years'.</b> Please click on the "View" link to each attachment and ensure that the attachment opens properly (i.e. a maximum of five outputs can be uploaded.). Please ensure that the title of each research output correlates with the description e.g. title of article. Should these two section not correspond your application will be considered as incomplete (see section on Declaration on the online application).
°	If any of your best outputs in the last eight years is larger than 4MB, or split into more than one file, please email <a href="mailto:researchoutputs@nrf.ac.za">researchoutputs@nrf.ac.za</a> in order for us to send you a link to upload your large research output(s). These outputs will not show on the application but will be stored on the NRF server and will be accessible to reviewers when the application is sent out for review.
°	For research outputs that are not available in an <b>up-loadable</b> format (e.g. a music performance/patents/ products, etc.), applicants are requested to upload a short <b>framing document</b> (this document should explain the conception of the research output, its practical context and the theoretical concerns informing it and how it contributes to fresh/new understanding. The document could include references to websites, review documents etc. that will enable prospective reviewers to understand the context of the research output.
°	<b>Note: By submitting an output to the NRF with a copyright not owned by the author, the author warrants that the necessary permission has been obtained from the copyright owner to allow the NRF to place outputs in the public domain. The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work.</b>

Checklist for Attachments	
°	Outputs uploaded to application
°	Enter 0 under Number of outputs larger than 4MB not uploaded to application if not applicable.*
	Number of outputs less than 4MB uploaded to application
	Number of outputs larger than 4MB not uploaded to application