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Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA



International Institute for
Applied Systems Analysis



National
Research
Foundation

Application and Funding Guide

SASAC High-Level Capacity Strengthening Programme 2018

Grants Management and Systems Administration

Contents

Contact Details.....4

1. Introduction5

2. Conditions of Grant5

3. Application Process.....5

4. How to Submit Applications.....6

5. Screening and Review Processes.....18

5.1. Overview of the Screening Process.....18

5.2. Overview of the Review Process18

6. Ranking of Applications.....19

7. Application Feedback and Disputes20

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
SASAC	Southern African Systems Analysis Centre
NRF	National Research Foundation

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Application and funding guidelines are explained in this document. Applicants must read this document together with the following document: Framework for SASAC High-Level Capacity Strengthening Programme 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.

Tel: 012 481 4202

E-mail: supportdesk@nrf.ac.za

1. Introduction

This Guide provides an overview of the SASAC High-Level Capacity Strengthening Programme funding instrument, its application and funding guidelines and processes. It should be read in conjunction with the **Framework Document for SASAC High-Level Capacity Strengthening Programme**, which can be accessed at <https://nrfs submission.nrf.ac.za>. The Framework provides detailed information with respect to objectives of the funding instrument, eligibility criteria etc. This document does not, however, constitute a complete set of the policies, procedures or systems used by the NRF.

2. Conditions of Grant

- Successful applicants are required to complete and sign an agreement (Statement of Acceptance) that will be shared by the SASAC management team at the time of the award.
- During the programme, participants commit to completing the draft manuscript for publication. All participants must bring relevant documents (such as key references, data, graphics etc.) with them in order to complete the manuscript. The completed manuscript must be submitted for publication, by 05 November 2018, with copies of the manuscript sent to Professor Mary Scholes (mary.scholes@wits.ac.za).
- In preparation for the programme, awardees are required to prepare a five (5) minute power point presentation on their current research work.

3. Application Process

A call for applications for the SASAC High-Level Capacity Strengthening Programme is published on the NRF website and is accessible at <https://nrfs submission.nrf.ac.za>. The SASAC High-Level Capacity Strengthening Programme will not accept more than one application per applicant per year. All applications must be duly authorised and approved by the Designated Authority (DA) of the research administration at the institution that submits the application. Applications must be submitted electronically to the institutional DA of the submitting institution for validation at the deadline date determined by individual institutions. Applications from international candidates will be routed directly to the NRF for validation. **Applicants must enquire with their institutions regarding internal closing dates.** The processing of a successful grant application takes approximately three (3) months from the time of submission until the commencement of funding.

4. How to Submit Applications

Applications may be completed on the NRF Online Submission System at <https://nrfs submission.nrf.ac.za> from **Thursday, 5 April 2018**. Applicants are advised to complete their applications as soon as possible after the call is open to prevent IT system overload nearer the **closing date of 27 April 2018**.

Step 1: This is an electronic submission system and applicants must be registered on the system in order to create and complete an application. If you had previously registered and submitted an application on the NRF Online System (<http://nrfonline.nrf.ac.za>) before February 2012 and your application was not successful, your details would have been migrated to the new NRF Online Submission System (<https://nrfs submission.nrf.ac.za>). 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.

Most application screens have application specific instructions to help you work through the section. Please read the instruction carefully before completing the section.

The screenshot displays the homepage of the NRF Online Submission System. At the top, there is a blue header with the NRF logo, the text 'RISA Research and Innovation Support and Advancement', and the title 'NRF Online Submission System'. Below the header is a navigation menu with links for 'Home', 'New Registration', and 'Reset Password'. A blue arrow points to the 'Home' link. The main content area features a 'Home' breadcrumb, 'Feedback' and 'Support' links, and an 'Instructions' section. The instructions include: 'If you have already registered on the previous systems (NRF Online and Interim), please use your existing login details to access this system. If you have forgotten your password, please click on the Reset Password link on the left-hand menu.', contact information for the Support Desk (Tel: +27 12 481 4202, E-mail: supportdesk@nrf.ac.za), and a note about accessing call-related documents. Below the instructions are two main sections: 'Log In' and 'Open Calls'. The 'Log In' section has a blue arrow pointing to it, containing fields for 'ID/Passport/Unique Number' and 'Password' (with a 'Show Password' checkbox), a 'login' button, and links for 'Reset password' and 'Not registered? Click here to register'. The 'Open Calls' section lists various funding opportunities such as 'Community Engagement 2017', 'Competitive Programme for Rated Researchers 2017', 'Competitive Support for Unrated Researchers 2017', 'DST-NRF Professional Development Programme (PDP) Call for 2016', 'Equipment-related Travel and Training Grants 2016', 'Infrastructure Funding Instruments in support of the: National Equipment Programme (NEP) and National Nanotechnology Equipment Programme (NNEP) 2016', 'Knowledge, Interchange and Collaboration (KIC) 2016 – Round 1', and 'Research Development Grants for Y-Rated Researchers 2017'.

Step 2: Once you have logged onto the NRF Online Submission System, you will get to the 'landing page' where you will find a menu at the top left side of your screen (tab indicated with blue arrow). To create a new application, click on My Applications>Create Application.

NRF National Research Foundation | **RISA** Research and Innovation Support and Advancement | **NRF Online Submission System**

Welcome Mrs Melissa Govender
Feedback Support

My Profile
My Applications → Create Application
Tools → List of Applications
My Progress Reports
Reports
Logout

Quick Links

- Grantholder Tools
- Institution Facilities
- Panel Meetings
- Application and Output History (NRF Online)
- Application History (NRF Interim)
- SKA SA Grants

Landing Page

Information

- PLEASE NOTE: The summary below only lists output records that were migrated from the previous NRF Online system. New records that are added on this system will not form part of this summary.
- Applicants must ensure that their CV is updated/completed before creating an application.
- In order for your migrated research outputs to show on the CV or be accessible for selection on applications that require your publication record, you **must** verify (review) the outputs listed in the **Research Outputs Summary** table below. In order to do this, click on the output type that still has outputs to be verified (see the To be Reviewed column). Scroll to the bottom of the screen and a heading saying cleaned-up research output records from NRF Online will be displayed. Click on the little black arrow. This will display the output(s) that needs to be verified. Then click on the View icon, it will open a screen with the data for the output. Please fill in the missing information and save the page. If you have more than one output per output type, click on View for the next output. Do this for all the outputs, the output type on the landing page should now say 0. Move on to the next output type and repeat the process. Should you wish to delete an output, then click on the Feedback box, fill in the **Feedback to the NRF box** (e.g. output duplicated, please delete) and in the **Status** field, please select Delete.
- In some cases, researchers' outputs don't show at all. The reason for this is
 - The ID/passport number which the cleaned data was linked to when the clean-up exercise was undertaken differs from the ID/passport number you have just used to login to the NRF Online Submission System.
 - No outputs were added on the old NRF Online system so there was nothing to migrate. If there were outputs on the old NRF Online system but they do not show in the summary below, you need to ensure that the ID/passport numbers used on both the old NRF Online and this system (NRF Online Submission System) are the same. Please contact the NRF should your outputs not show so that this can be rectified.

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

Create Application

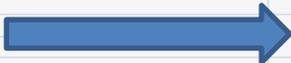
Instructions

- ° 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
Blue Skies Concept Notes 2018	03 April 2017	12 May 2017	
Blue Skies Concept Notes 2018	03 April 2017	12 May 2017	
CSIR National Laser Centre Rental Pool Programme 2016	19 April 2017	28 February 2018	
DST-NRF Collaborative Postgraduate Training Call for 2018	28 February 2017	28 April 2017	
DST-NRF Professional Development Programme (PDP) Call for 2016	08 February 2016	29 April 2017	
Extension Bursary Support for Masters and Doctoral Studies 2015	01 January 2015	26 December 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	
Knowledge, Interchange and Collaboration (KIC) 2017 – Round 1	24 March 2017	21 April 2017	
National Research Foundation / European Research Council 2017 Call	20 March 2017	12 May 2017	
Nominations of Academic Staff: Sabbatical Grants for Completion of Doctoral Degrees 2018	03 April 2017	10 May 2017	
Oman/South Africa Research Cooperation Programme 2018	27 February 2017	28 April 2017	
South Africa – Joint Institute for Nuclear Research (SA-JINR) – Mobility Grants for Researchers and Postgraduate Students 2017	11 April 2017	30 April 2017	
South African National Antarctic Programme (SANAP) 2018	03 April 2017	26 May 2017	
Testing BW	26 March 2017	22 April 2017	
Thuthuka 2018	03 April 2017	19 May 2017	
Thuthuka 2018	03 April 2017	24 May 2017	
Travel Grants Setup Testing	10 April 2017	30 April 2017	
UAT of Postdoc application	19 April 2017	24 April 2017	

Step 4: All sections marked with a red asterisk are compulsory sections in the application. These sections must be completed in order for the final submit button to appear. The sections without asterisks are non-compulsory sections. You may enter information in these sections, if you have information to enter, 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. Please ensure that once you complete information in a section, press the “save” button before returning to the main menu.

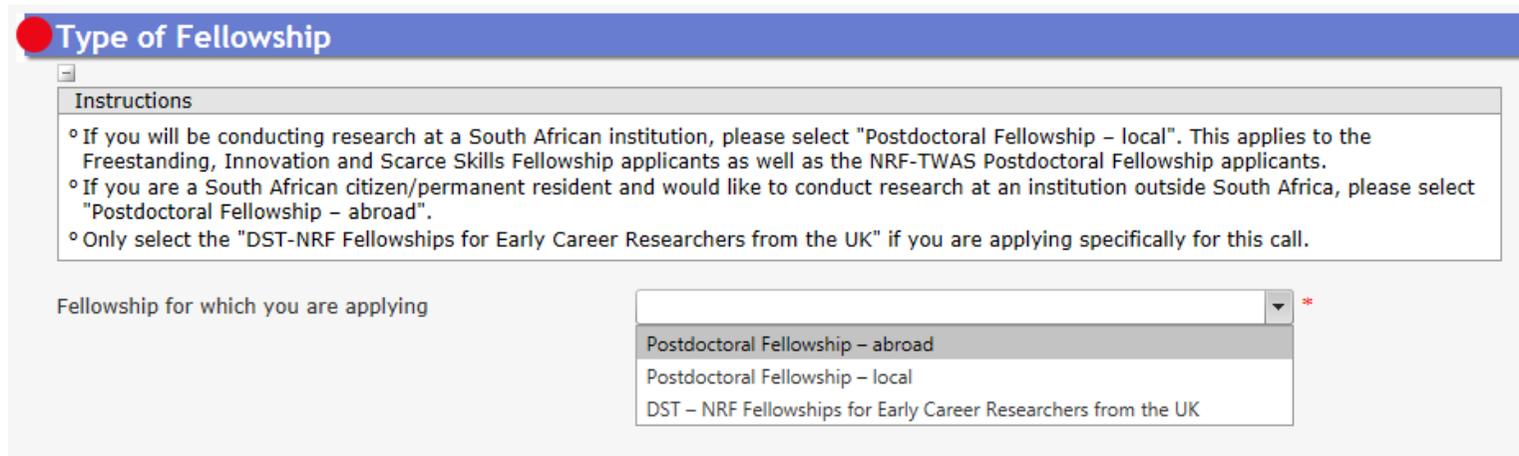
Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)	📄	19 Apr 2017	🔗
Registration Details *	✅	13 Feb 2017	🔗
Contact Details *	✅	13 Feb 2017	🔗
Qualifications *	✅	14 Mar 2017	🔗
Career Profile *	✅	22 Jun 2016	🔗
Research Expertise *	✅	10 Jun 2015	🔗
Student Supervision Record	✅	10 Jun 2015	🔗
Absence from Research	❌	19 Apr 2017	🔗
Personal Profile *	✅	19 Aug 2015	🔗
Disability *	✅	19 Apr 2017	🔗
Research Outputs	❌	19 Apr 2017	🔗
Books	❌	19 Apr 2017	🔗
Chapters in Books	✅	10 Jun 2015	🔗
Articles in Refereed/Peer-reviewed Journals	✅	10 Jun 2015	🔗
Refereed/Peer-reviewed Conference Outputs	✅	10 Jun 2015	🔗
Patents	✅	10 Jun 2015	🔗
Keynote/Plenary Addresses	✅	10 Jun 2015	🔗
Articles in Non-refereed/Non-peer Reviewed Journals	✅	10 Jun 2015	🔗
Other Significant Conference Outputs	✅	19 Aug 2015	🔗
Technical/Policy Reports	✅	10 Jun 2015	🔗
Products	✅	10 Jun 2015	🔗
Artefacts	✅	10 Jun 2015	🔗
Prototypes	✅	10 Jun 2015	🔗
Other Recognised Research Outputs	✅	10 Jun 2015	🔗
Type of Fellowship *	✅	19 Apr 2017	🔗
Fellowship to be Funded *	✅	19 Apr 2017	🔗
Research Project Information *	✅	19 Apr 2017	🔗
Academic Achievements *	✅	19 Apr 2017	🔗
Details of Research *	✅	19 Apr 2017	🔗
Science Engagement *	✅	19 Apr 2017	🔗
References *	❌	19 Apr 2017	🔗
Possible Reviewers *	✅	19 Apr 2017	🔗
Preferred Panel *	✅	19 Apr 2017	🔗
Person History *	❌	19 Apr 2017	🔗
Attachments	✅	19 Apr 2017	🔗
Print Preview	📄	19 Apr 2017	🖨️



All compulsory sections will guide you with error messages at the top of the screen. Please follow these messages to help you complete the section correctly.

Step 5: The *Type of Fellowship* section is a compulsory section. Please follow the instructions below:

- SASAC High-Level Capacity Strengthening Programme (for South African, African and IIASA national member-country candidates).
- If you are an applicant from a South African institution, please select “Postdoctoral Fellowship – local”.
- If you are an applicant from an abroad institution, please select “Postdoctoral Fellowship – abroad”.
- Please **do not** select “DST-NRF Fellowships for Early Career Researchers from the UK”.



Type of Fellowship

Instructions

- If you will be conducting research at a South African institution, please select "Postdoctoral Fellowship – local". This applies to the Freestanding, Innovation and Scarce Skills Fellowship applicants as well as the NRF-TWAS Postdoctoral Fellowship applicants.
- If you are a South African citizen/permanent resident and would like to conduct research at an institution outside South Africa, please select "Postdoctoral Fellowship – abroad".
- Only select the "DST-NRF Fellowships for Early Career Researchers from the UK" if you are applying specifically for this call.

Fellowship for which you are applying

Postdoctoral Fellowship – abroad
Postdoctoral Fellowship – local
DST – NRF Fellowships for Early Career Researchers from the UK

Step 6: 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. You are required to give concise information about your research and a clear indication of when it will be ready for publication. The input on this section is taken into consideration during the assessment of your application. Appropriate references must also be included. The Scorecard that will be used to assess your application can be viewed in Section 6 of this document.

Details of Research

Instructions
 * Please note that all fields in this section are compulsory and unless fully completed your application cannot be submitted.

Section	Complete	Date Updated	Edit
Problem Statement *	✓	19 Apr 2017	
Rationale and Literature Review *	✓	19 Apr 2017	
Aims and Objectives *	✓	19 Apr 2017	
Methodology and Proposed Research Plan *	✓	19 Apr 2017	
Anticipated Outputs *	✓	19 Apr 2017	
Potential Impact *	✓	19 Apr 2017	
Alignment to National Strategies *	✓	19 Apr 2017	
Infrastructure Required	✓	19 Apr 2017	

Return to Menu

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

Step 7: The Science Engagement section is compulsory section. If you will not be running any science engagement activities, you will still have to select “add” but you can indicate “N/A” under “activity” and category”.

Science Engagement

Instructions

◦ Indicate how you intend to communicate and engage with the wider community on the significance of your research in an effort to bridge the gap between science and society.

Activity	Category	Edit	Delete
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Step 8: The *Reference* section allows applicants to include academic referees who can comment on the applicants' academic abilities. On final submission of the application the emails containing a reference form are sent automatically to the nominated referees to provide a report on the academic and research capabilities of the applicant. ***The applicant will have to select one Line Manager or Supervisor at the current institution.**

Reference Record

Instructions

◦ Please complete the reference section below.

Title *

Surname

Initials

First Name

Department

Faculty

Organisation where based Enter a word or two in the field below (e.g. North-West or Johannesburg or Stellenbosch) to return a list of all organisations that contain the word(s). *

Email Address

Role *

It is the applicant's responsibility to ensure that the referee email is correct and that the referee(s) have responded by the closing date of 27 April 2018 as this category is assessed in the application. The applicant must view the application PDF to check if a referee has responded to the request for reference. A "yes" indicates a response and a "no" indicates no response from the referee.



References	
Title	Prof
Initials	Z
Surname	Mahlangu
Name	Zodwa
Department	dfkjdfkds
Institution	CAPE ANIMAL MEDICAL CENTRE
Email Address	melissa.govender@nrf.ac.za
Role	Supervisor/Host of research
Responded	No

Step 9: The *Possible Reviewers* section is compulsory in this Call. The section requires that you add the names of possible reviewers in your field of research that you have interacted with through conferences or other academic fora, to provide a neutral review of your proposed research project. A minimum of six (6) and a maximum of ten (10) possible reviewers are required.

Possible Reviewers

Instructions

- Please suggest suitable reviewers for this proposal.
- Please be frank as to your relationship with the reviewer: acquaintance, collaborator, ex-colleague, etc.
- A minimum of 6 and a maximum of 10 reviewers have to be added for this section to mark as complete.
- Reviewers from the same institution as the applicant should not be selected.

Surname	Initials	Email Address	Priority	Priority Up	Priority Down	Edit	Delete
No records to display.							

Step 10: *Person History* section is a section targeted at South African applicants only and required for statistical purposes by the NRF and it allows us 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 *

Step 11: Attachments section - please print, certify and then scan all of the required documentation and submit as a single PDF file; then upload to the section as one document. The following documents are compulsory:

- Passport or ID document (for South African citizens/permanent residents) copy;
- A CV with a list of recent publications; and
- Line manager or supervisor letter of reference
- Draft manuscript

Attachments

Instructions

- 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.
- 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.
- 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 <http://forums.adobe.com/thread/520515> for more information).

Description	Type	File Name	Edit	View	Delete
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***Please note that should any of the required documents not be uploaded to the application, the application will be rejected without review.**

Step 12: Applicants must ensure that they adhere to their institution’s internal closing date for submission of their application to allow for internal institutional screening and review. The internal closing date will be determined by the respective research offices or Post Graduate Office and is usually at least two weeks prior to the NRF’s closing date.

Designated Authorities (DAs) at institutions ensure that all applications are screened and approved through internal institutional processes **before** submitting to the NRF. The NRF assumes that the respective DAs are satisfied with the standard of all applications validated and submitted, and that the institution approves and supports the applications.

Step 13: The final submit button will appear only if all compulsory sections are complete. Press OK to submit your 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; you will then see the final submit button. A submitted application is automatically routed to the DA in the Research Office of the institution that you 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 instructions. 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 for this programme will go through a panel review process.

Panel members are selected from the NRF database and other sources, which are updated on a continuous basis. When selecting 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 Section 6).

The Review Panel provides recommendations to the NRF and the final funding decision is made by the NRF taking strategic and policy objectives into consideration. In awarding successful applicants, the NRF takes into account the recommendations of the peer review panel, the objectives and targets of the programme, and the available funds.

6. Ranking of Applications

The purpose of the scoring system is to evaluate applications, based on the programme criteria, in order to determine applications that are most deserving of the limited funds available. All applications submitted to the NRF 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.

Scorecard for the assessment of proposals for the SASAC High-Level Capacity Strengthening Programme

Criteria	Description	Weight
Details of Research:	<ul style="list-style-type: none"> • Description of rationale including a literature review with references • Description of the aims and objectives of the study • Alignment of applicants research area with systems analysis methodologies • Anticipated output • Clear impact of research to society • Alignment with one or more National Research Strategies 	60%
Academic/Professional Record	<ul style="list-style-type: none"> • Recent publication • Recent presentation • Student supervision 	30%
Transformation and Diversity	<ul style="list-style-type: none"> • In general, priority will be given to applicants who are female. Applicants from institutions in South Africa that are categorised as historically disadvantaged will also be prioritised (i.e. Universities of Fort Hare, Limpopo, Venda, Walter Sisulu, Western Cape and Zululand). 	10%

7. Application Feedback and Disputes

Once the review and assessment processes have been completed and the recommended funding decision has been approved, the NRF will publish a list of successful applications on www.nrf.ac.za/bursaries/calls. Thereafter, successful applicants will receive a letter from the SASAC management team informing them that they have been selected to participate in the three week programme. The application status online will not indicate whether or not the application has been approved for funding. **This programme does not provide feedback to unsuccessful applicants**; if your name does not appear on the published list of successful applications it means that your application was unsuccessful. An unsuccessful applicant who requires feedback is advised to contact their institutional office to request feedback from the NRF. The NRF does not provide feedback to all unsuccessful applicants due to the high volume of applicants.