



RISA

Research and Innovation
Support and Advancement

***DST-NRF Collaborative Postgraduate Training
Application Guide 2017***

Opening date: 16 March 2017

Closing date: 12 May 2017

Table of Contents

1. Introduction	5
2. Application Process.....	5
3. How to Submit Applications	5
4. Screening and Review Processes	21
4.1 Overview of the Screening Process	21
4.2 Overview of the Review Process.....	21
5. Ranking of Applications	22
6. Applications Feedback and Disputes	23
7. Awardee Responsibilities.....	23
7.1 Reporting	23
7.2 Managing changes during the project life cycle	23
7.2.1 Change Requests	24
7.2.1.1 Prior Approval Requests	24
8. Scientific Compliance.....	24
8.1 Methodology	24
8.2 Intellectual Property Rights	24
8.3 Ethics.....	24
9. List of References.....	25

List of Acronyms

APR	Annual Progress Report
DA	Designated Authority
GMSA	Grants Management and Systems Administration
HICD	Human and Infrastructure Capacity Development
RISA	Research and Innovation Support and Advancement
NRF	National Research Foundation
CPT	Collaborative Postgraduate Training
UID	Unique Identification

Contact Details

Ms Tsibiso Mohlomi

Professional Officer: Human and Infrastructure Capacity Development (HICD)

Telephone: (012) 481 4315

Email address: tsibiso.mohlomi@nrf.ac.za

Mr Mduduzi Tshabangu

Professional Officer: HICD

Telephone: (012) 481 4148

Email address: mduduzi.tshabangu@nrf.ac.za

Mrs Melissa Govender

Professional Officer: Grants Management and Systems Administration (GMSA)

Telephone: (012) 481 4311

E-mail address: melissa.govender@nrf.ac.za

Mr Walter Baloyi

Liaison Officer: GMSA

Telephone: (012) 481 4353

E-mail address: walter.baloyi@nrf.ac.za

The Grants Management and Systems Administration (GMSA) Directorate of the National Research Foundation (NRF) processes all grant applications. Application guidelines are explained in this document. Please read this document together with the call or framework document of the programme that highlights the programme eligibility criteria and requirements.

For technical online enquiries, please contact the NRF Support Desk during office hours (08:00 –16:30). Tel: (012) 481-4202; E_mail: Supportdesk@nrf.ac.za

1. Introduction

This Manual provides an overview of the DST-NRF Collaborative Postgraduate Training (CPT), application funding guidelines and processes. It should be read in conjunction with the programme call or framework document, which can be accessed at <https://nrfs submission.nrf.ac.za>. It does not, however, constitute a complete set of the policies, procedures or systems used by the NRF.

2. Application Process

The NRF issues a call for CPT applications which is published on the NRF website and is accessible online at <https://nrfs submission.nrf.ac.za>.

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 Designated Authority (DA) of the submitting institution for validation at the deadline date determined per institution. Please query with your institution around their closing dates.

The processing of a successful grant application takes approximately five (5) months from the time of submission until the commencement of funding.

3. How to Submit Applications

Applications can be completed on the NRF Online Submission System at <https://nrfs submission.nrf.ac.za> from **Thursday, 16 March 2017**. Applicants are advised to complete their applications as soon as possible to prevent IT system overload near the closing date.

Note: SARChI and CoE grant holders are not eligible to apply to this call.

Step 1: This is an electronic submission system and applicants need to be registered on the system in order to create and complete an application. If you previously registered on the NRF Online System (<http://nrfonline.nrf.ac.za>) before February 2012, your details would have been migrated to the new NRF Online Submission System (<https://nrfsubmission.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 should register to access the application form.

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

[Home](#)
[New Registration](#)
[Reset Password](#)

[Home](#) [Support](#)

Instructions

- **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.**
- For technical online enquiries, please contact the Support Desk (Mondays to Fridays from 08h00 to 16h30) on:
Tel: +27 12 481 4202
E-mail: supportdesk@nrf.ac.za
- **To access call related documents, please refer to the Open Calls block below. Click on the icon next to the relevant call to show a list of document(s). To open the document, click on the relevant link.**

Log In

ID/Passport/Unique Number:

Password: Show Password

[Reset password.](#)
[Not registered? Click here to register.](#)

Open Calls

- Call for evaluation and rating of individual researchers 2017
- DST-NRF Collaborative Postgraduate Training Call for 2018
- DST-NRF Professional Development Programme (PDP) Block Grant Call for 2018
- DST-NRF Professional Development Programme (PDP) Call for 2016
- Equipment-related Training and Travel Grants 2016 - 2nd Call
- Extension Bursary Support for Masters and Doctoral Studies 2015

Step 2: Once you have logged in to the NRF Online Submission System, on the landing page, go to the left hand side black menu (tab indicated with blue arrow) to create a new application, go to My Applications-Create Application

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

My Profile
My Applications **Create Application** ←
Tools List of Applications
My Progress Reports
Reports
Logout

Welcome Mrs Melissa Govender
Feedback Support

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
 1. 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.
 2. 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 funding programme for which you are applying on the Create Application screen, this will open up a new application for you to complete. Please note this should only be selected once and you'll be provided with a reference number. To continue working on an application, go to My Applications-List of Applications and click on the relevant reference number.



- My Profile
- My Applications
- My Progress Reports
- Call Provisioning
- Tools
- CVC
- Reports
- Logout

[Landing](#) / [My Applications](#) / [Create Application](#)

Welcome Mrs Melissa Govender
Support

Create Application

Instructions

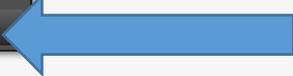
- Check your intended institution's internal closing date as it will be prior to the closing date listed for applications.
- A timeout will appear when there is no activity on the system for 25 minutes. Click on the refresh button (in the popup box) as this will enable the continuation/completion of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

Call	Open Date	Closing Date	Apply
Call for evaluation and rating of individual researchers 2017	23 August 2016	31 March 2017	
DST-NRF Collaborative Postgraduate Training Call for 2018	28 February 2017	28 April 2017	
DST-NRF Professional Development Programme (PDP) Block Grant Call for 2018	22 February 2017	31 March 2017	
DST-NRF Professional Development Programme (PDP) Call for 2016	08 February 2016	29 April 2017	
Equipment-related Training and Travel Grants 2016 - 2nd Call	29 November 2016	31 March 2017	
Extension Bursary Support for Masters and Doctoral Studies 2015	01 January 2015	26 December 2017	
Indigenous Knowledge Systems Call 2015	18 June 2014	01 August 2014	
Infrastructure Funding Instruments in support of the National Equipment Programme (NEP) 2017	08 March 2016	30 September 2017	

- Quick Links**
- [Grantholder Tools](#)
 - [Institution Facilities](#)
 - [Panel Meetings](#)
 - [Application and Output History \(NRF Online\)](#)

- My Profile
- My Applications
- My Progress Reports
- Call Provisioning
- Tools
- CVC
- Reports
- Logout

Create Application

List of Applications 

Welcome Mrs Melissa Govender
Support 

List of Applications

Instructions

- **Strictly adhere to your institution's internal closing date for submission of applications, as this will be prior to the NRF's closing date.**
- **Applications must successfully pass through the institution's internal evaluation processes before submission to the NRF.**
- 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.
- **Rating 2017 applications:**
Telephone support from Mondays to Fridays from 09:00 to 13:00 and from 13:30 to 15:30.
- **Note to applicants:** If migrated data is all in CAPS, please change this to title case/lower case (whichever is relevant) as it is difficult to read.

Call	Reference	Description	Applied Date	Status	Complete	Edit	Delete
New Test Call for provisioning	ADD17012320711	khfdsljfslj	23 Jan 2017	Application in progress			
National Research Foundation of South Africa (NRF)/ Swedish Foundation for International Cooperation in Research and Higher Education (STINT) Science 2017	STINT16062220373	skjdkjdsdsj	22 Jun 2016	Application in progress			
DAAD-NRF Joint In-Country Master's and Doctoral Scholarships 2017	DAAD16053120333	cxzkjvs/dljvlsdnvkdns	31 May 2016	Application under designated authority review			

Quick Links

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

Step 4: Applicants are urged to complete or update ALL screens of the CV, including the *Research Profile* and *Research Outputs* (if applicable), as this information is referred to in the review process.

Step 5: All sections marked with a red asterisks are compulsory sections in the application. These sections need to 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 have a yellow cross.

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)		18 Mar 2016	
Registration Details *		13 Feb 2017	
Contact Details *		13 Feb 2017	
Qualifications *		18 Jul 2016	
Career Profile *		22 Jun 2016	
Student Supervision Record *		10 Jun 2015	
Research Expertise *		10 Jun 2015	
Books		18 Mar 2016	
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	
Project Information *		18 Mar 2016	
Details of Research *		30 Mar 2016	
Preferred Panel *		18 Mar 2016	
Attachments *		30 Mar 2016	
Possible Reviewers *		18 Mar 2016	
Excluded Reviewers		18 Mar 2016	
Financials: Operating Costs *		29 Mar 2016	
Declaration *		18 Mar 2016	
Print Preview		18 Mar 2016	

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

Step 6: Most application screens have screen and application specific instructions to help you work through the section. Please read the instructions carefully before completing the section.

Step 7: *Project Information* section will require you to select your proposed institution from a drop down list. You will also have to provide summarised information on the project including the required funding period. *The normal funding period is 3 years. Only choose 5 years if you will be hosting part-time doctoral students.

Project Information

Instructions

- **Applicant's Institution refers to the applicant's employing institution.**
- The Short Title of Project field is restricted to 100 characters (including spaces), indicating the essence of the project. Characters exceeding this limit will not be saved.
- The Project Abstract field is restricted to 2 000 characters (including spaces) and should be a clearer description of what the aim of the research is about, therefore expanding on the Short Title of Project.
- The information icon (i) indicates that a tooltip is associated with the relevant field. When hovering over this icon, additional information will show.

Applicant's Institution i *

Short Title of Project *

Is this project multi-disciplinary? Yes No *

Project Abstract

2000 characters left.

Project Start Year *

Project End Year *

Budget Start Year 2018

Maximum required funding years *

Budget End Year

Has this project previously been funded by the NRF? Yes No *

Step 8: The *Details of Research* section is one of the most important sections in the application. Please provide an overview of your research projects in these sections. The section has specific instructions related to each screen. Please follow the instructions to complete the section. It is important that you enter detailed information into this section as the input is taken into consideration during the assessment process.

*Please note: If, for example, three (3) projects are entered under the *Project Details* sub-section, then all three projects need to have *Research Collaborations* and *Postgraduate Supervisors* linked to them in order for all sub-sections to mark as complete.

Section	Complete	Date Updated	Edit
Project Details *	✘	14 Mar 2017	
Research Collaborations (Principal Investigator to complete) *	✘	14 Mar 2017	
Postgraduate Supervisors *	✘	14 Mar 2017	

Project Details sub-section:

Project	Title	Description	Alignment with national priority	Outputs	Available grants or funding	Edit	Delete
---------	-------	-------------	----------------------------------	---------	-----------------------------	------	--------

Step 9: The *Research Collaboration* sub-section requests the applicant to enter any participating members/collaborators involved in each of the research projects that have been listed under the *Project Details* sub-section.

Research Collaboration

Instructions
° Complete details of each collaborative activity in sequence.

Project	Surname	Initials	Email	Institution	National/ International	Nature of Collaboration	Edit	Delete
---------	---------	----------	-------	-------------	----------------------------	----------------------------	------	--------

There are no records to display

[Add](#) [Return to Menu](#)

Research Collaboration

Instructions
° Complete details of each collaborative activity in sequence.

Project *

Surname *

Initials *

Email *

Institution * *

National/International National International *

Nature of Collaboration *

500 characters left.

Choose the relevant project from the dropdown list and complete the remaining sections.

*Note: Please include at least two Historically Disadvantaged Higher Education Institutions, one of which may be the lead institution in the application. For a list of these historically disadvantaged HEIs, please refer to the Call Document.

Step 10: The sub-section *Postgraduate Supervisors* is very important and requires the applicant to indicate the supervisors as well as the number of students (Honours, Masters and Doctoral) required for the funding period.

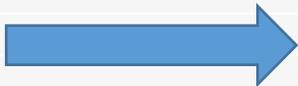
Postgraduate Supervisors

Instructions

- All participating supervisors must update their CV on the NRF Online Submission System. Individuals that have not updated their CVs will not be approved as Postgraduate supervisors.
- Indicate the number of postgraduate bursaries requested for students that will be working on this project.
- Provide a motivation why part-time postgraduate bursaries are required. Note: Overall, only 10% of postgraduate bursaries will be awarded for part-time studies in this funding instrument.

Project	Name	Institution	Division/Unit	Requested Amount	Edit	Delete
No records to display.						

Type of Scholarship	Requested Amount
Full-time Honours	0
Part-time Honours	0
Full-time Masters	0
Part-time Masters	0
Full-time Doctoral	0
Part-time Doctoral	0
Total	0
Percentage of total requested amount	0



Add Another
Return to Menu

Postgraduate Supervisors

Instructions

- All participating supervisors must update their CV on the NRF Online Submission System. Individuals that have not updated their CVs will not be approved as Postgraduate supervisors.
- Indicate the number of postgraduate bursaries requested for students that will be working on this project.
- Provide a motivation why part-time postgraduate bursaries are required. Note: Overall, only 10% of postgraduate bursaries will be awarded for part-time studies in this funding instrument.

Project: *

Name: *



Gender:

Race:

Citizenship:

Institution:

Division/Unit: *

Email Address:

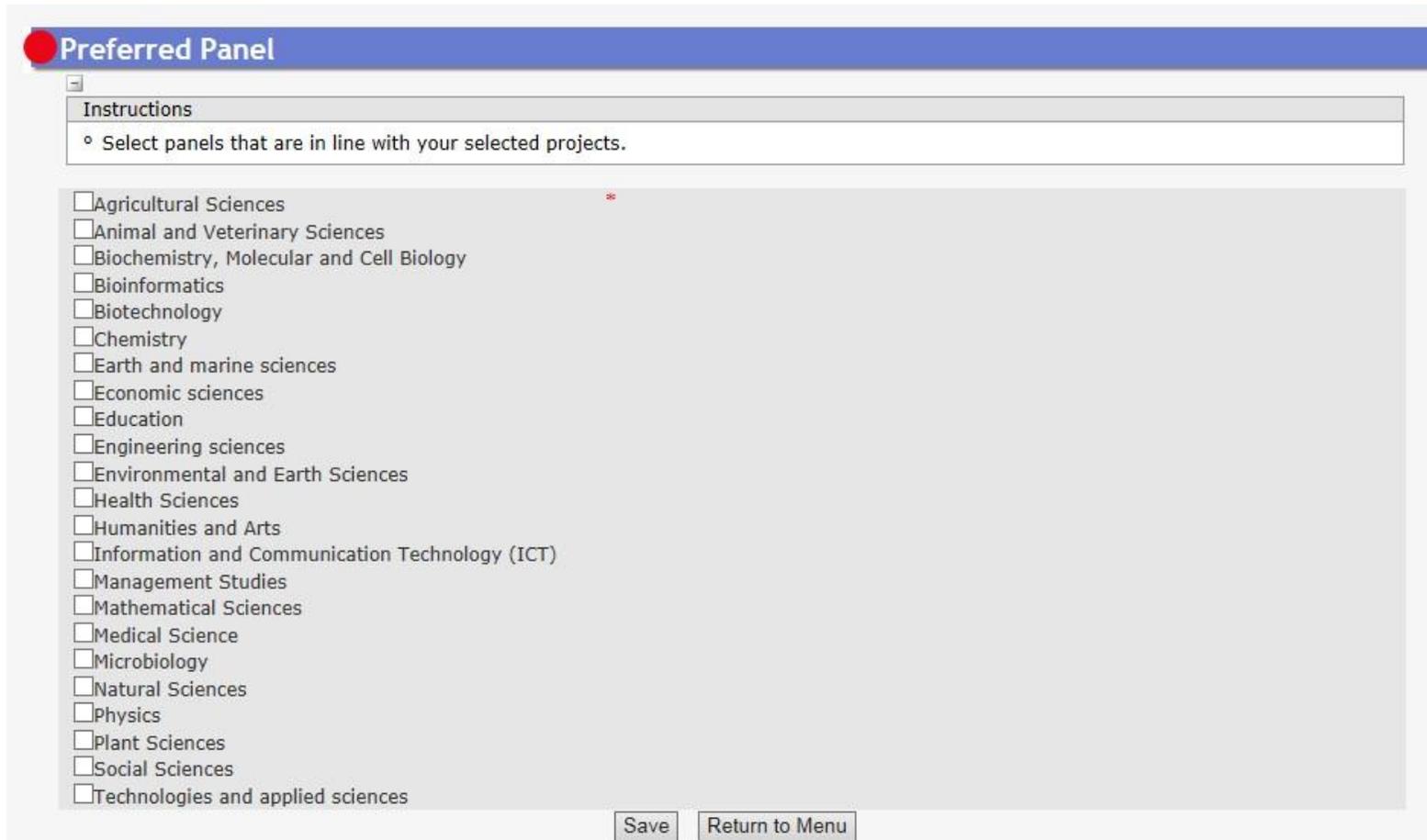
Year	Level	Number	Requested Amount	Edit	Delete
No records to display.					

You will have to search for the postgraduate supervisor. If the person is not registered on the NRF Online System, you will not be able to find them. Therefore please ensure that the relevant supervisors are registered prior to completing the application.

*The supervisor's online CV is generated as an attachment to the application.

Once you have selected the supervisor, you will then be able to add the number and level of students required per year. This will then pull through as a summary on the *Postgraduate Supervisors* sub-section.

Step 11: The *Preferred Panel* section is where you select the relevant panels under which the projects listed in your application should be reviewed.



The screenshot shows a web interface titled "Preferred Panel" with a blue header bar. Below the header is a section labeled "Instructions" containing the text: "Select panels that are in line with your selected projects." Below this is a large list of 20 scientific and technical fields, each with an unchecked checkbox. At the bottom of the list are two buttons: "Save" and "Return to Menu".

Field	Selected
Agricultural Sciences	<input type="checkbox"/>
Animal and Veterinary Sciences	<input type="checkbox"/>
Biochemistry, Molecular and Cell Biology	<input type="checkbox"/>
Bioinformatics	<input type="checkbox"/>
Biotechnology	<input type="checkbox"/>
Chemistry	<input type="checkbox"/>
Earth and marine sciences	<input type="checkbox"/>
Economic sciences	<input type="checkbox"/>
Education	<input type="checkbox"/>
Engineering sciences	<input type="checkbox"/>
Environmental and Earth Sciences	<input type="checkbox"/>
Health Sciences	<input type="checkbox"/>
Humanities and Arts	<input type="checkbox"/>
Information and Communication Technology (ICT)	<input type="checkbox"/>
Management Studies	<input type="checkbox"/>
Mathematical Sciences	<input type="checkbox"/>
Medical Science	<input type="checkbox"/>
Microbiology	<input type="checkbox"/>
Natural Sciences	<input type="checkbox"/>
Physics	<input type="checkbox"/>
Plant Sciences	<input type="checkbox"/>
Social Sciences	<input type="checkbox"/>
Technologies and applied sciences	<input type="checkbox"/>

The Scorecard used in the review process can be found in Section 5 (Page 22) of this document.

Step 12: The *Attachments* section will automatically pull through the CVs of the postgraduate supervisors you have listed.

The screenshot shows a web interface titled "Attachments". At the top, there is a blue header bar with a red circle icon and the text "Attachments". Below this is a section titled "Instructions" with a list of bullet points: "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.", and "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).". Below the instructions is a table with columns: "Description", "Type", "File Name", "Edit", "View", and "Delete". At the bottom of the table are two buttons: "Add" and "Return to Menu".

Step 13: The Financials: Operating Costs section is an important section where you will list the operating costs under the specific sub-sections that you will need. Sub-sections include Research Equipment and Specialised Computer Software, Research Materials and Supplies, Visiting Scientist/Mentor and lastly, Science Communication and Outreach Activities.

The screenshot shows a web interface titled "Financials: Operating Costs". At the top, there is a blue header bar with a red circle icon and the text "Financials: Operating Costs". Below this is a section titled "Instructions" with a list of bullet points: "The budget should reflect only the NRF contribution regarding the Operating Costs as defined in the Call documents.", "All requested funding must relate directly to the proposed research project, as requested from the NRF.", "Please ensure that you have read all the Call Information Documents and abide by the eligibility rules.", and "Add new items, as required, in each category.". Below the instructions is a section titled "DST-NRF Collaborative Postgraduate Training Call for 2018" with a bullet point: "Sixty percent (60%) of the total budget should be allocated towards human capital development (HCD) and forty percent (40%) towards operating costs. The forty percent is inclusive of Small to medium-sized equipment costing no more than R200 000 (two hundred thousand rand); Specialised computer software required for postgraduate training; Postgraduate training workshops; Travel and Subsistence for International guest lecturers. The total requested budget (Human Capital Development, Infrastructure and Operational cost) under this programme cannot exceed R1 500 000 per annum.". Below the instructions is a list of sub-sections: "Research equipment and specialised comput", "Research Materials and Supplies", "Visiting Scientist/Mentor", and "Science communication and outreach activiti". At the bottom of the list is a "Summary" button and a navigation bar with left and right arrows.

Financials: Operating Costs

Instructions

- The budget should reflect only the NRF contribution regarding the Operating Costs as defined in the Call documents.
- All requested funding must relate directly to the proposed research project, as requested from the NRF.
- Please ensure that you have read all the Call Information Documents and abide by the eligibility rules.
- Add new items, as required, in each category.

DST-NRF Collaborative Postgraduate Training Call for 2018

- Sixty percent (60%) of the total budget should be allocated towards human capital development (HCD) and forty percent (40%) towards operating costs. The forty percent is inclusive of Small to medium-sized equipment costing no more than R200 000 (two hundred thousand rand); Specialised computer software required for postgraduate training; Postgraduate training workshops; Travel and Subsistence for International guest lecturers. The total requested budget (Human Capital Development, Infrastructure and Operational cost) under this programme cannot exceed R1 500 000 per annum.

Research equipment and specialised comput...
 Research Materials and Supplies
 Visiting Scientist/Mentor
 Science communication and outreach activiti...
 Summary

Instructions

- 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.
- All requested funding must relate directly to the proposed research project, as requested from the NRF.
- Provide sufficient detail in the Item field.
- Please motivate for this item for the relevant year(s).

Item *

Year	Amount
2018	<input type="text"/> *
2019	<input type="text"/> *

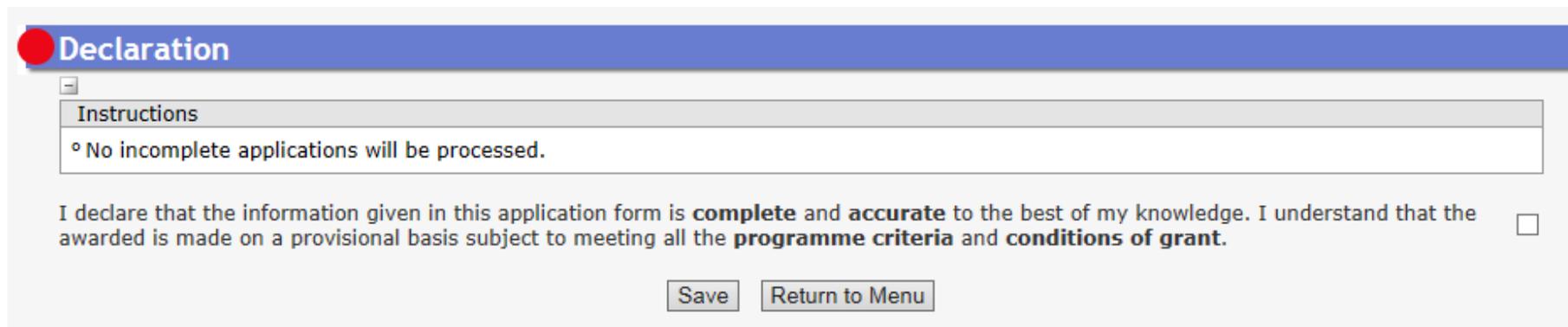
Motivation

[Return to Menu](#)

You will be able to add items under each of the sub-sections. Once complete, you will be able to view a summary of the operating costs.

Please keep in mind that 60% of the total budget should be allocated to student support and 40% of the total requested number of students towards operating costs. The capped total budget per annum is R1 500 000.

Step 14: Applicants need to complete the *Declaration* section by ticking the box indicated below:



The screenshot shows a web form titled "Declaration" with a blue header bar. Below the header is a grey box labeled "Instructions" containing the text "° No incomplete applications will be processed." Below this is a declaration statement: "I declare that the information given in this application form is **complete** and **accurate** to the best of my knowledge. I understand that the awarded is made on a provisional basis subject to meeting all the **programme criteria** and **conditions of grant**." To the right of the statement is an unchecked checkbox. At the bottom of the form are two buttons: "Save" and "Return to Menu".

Step 15: 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 and is usually at least two (2) weeks prior to the NRF's closing date.

It is important that all proposals are screened and approved through internal institutional processes **before** being submitted 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 16: The final submit button will appear only if all compulsory sections are complete. Please remember to submit your application for consideration. If all the compulsory sections are complete and the final submit button does not appear, please select any section, and resave to refresh the application. You will then see the final submit button. When an application has been submitted by the applicant, it is automatically routed to the Designated Authority (DA) in the Research Office of the institution that you have 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 details, 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 internal and 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.

4. Screening and Review Processes

4.1 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 as stipulated in the Call for applications, as well as the requirements for completing the online application. Applications that fail to meet the stipulated requirements will be rejected.

4.2 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 programme will go through a panel review process.

Panel members are selected from the NRF database and other sources, which is updated on a continuous basis. In making the selection of the 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

The Panel provides recommendations to the NRF although the final funding decision is made by the NRF. The NRF takes into account the recommendations of the peer review panels, the objectives and targets of the programme, and the available funds when awarding grants under this programme.

5. Ranking of Applications

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

Table 1: Scorecard for the evaluation of applications for Collaborative Postgraduate Training

Criteria	Sub-Criteria	Weight (Total = 100%)
1. Track Record of Applicant	Past research outputs (Journal articles, conference presentations and proceedings, book chapters, patents and awards), the candidate's research experience, postgraduate supervision experience, and experience to host a cohort of postgraduate students.	15%
2. Human Capital Development	Student involvement/training outlined, Expected outputs and outcomes in advancing HCD, alignment with national research priority/scarce skill area and/or vulnerable discipline.	40%
3. Potential Research Outputs	Details of envisaged realistic outputs of the research such as publications, conference proceedings, toolkits, policy documents.	20%
4. Collaboration on Research Project	Collaboration between institutions include historically disadvantaged higher education institutions. Existing research collaborations with national and international research institutions and universities demonstrated.	20%
5. Running Cost and Requested Budget	Access to research grant or funding to support the research to be undertaken by the Postgraduate students and feasibility of the requested budget. Must indicate the value of available or previous funds and source of funding. Sixty percent (60%) of the total budget should be allocated towards human capital development (HCD) and forty percent (40%) towards operating costs. The forty percent is inclusive of Small to medium-sized equipment costing no more than R200 000 (two hundred thousand rand); Specialised computer software required for postgraduate training; Postgraduate training workshops; Travel and Subsistence for International guest lecturers. The total requested budget (Human Capital Development, Infrastructure and Operational cost) under this programme cannot exceed R1 500 000 per annum.	5%
Total		100%

6. Applications Feedback and Disputes

Once the review and assessment processes have been completed and the recommended funding decision has been approved by the NRF, the NRF will send award letters to institutions and successful applicants. Should an unsuccessful applicant require feedback they are requested to follow the process and query *via* their institutional office.

Unsuccessful applicants that wish to appeal the funding decision taken must follow the appropriate Appeals Process of the NRF. Appeals will only be considered for this programme within a one-month period after the official publication of results on the NRF website.

Grant holders need to nominate the candidate/s under the provided UID and upload correct and relevant documents so that the NRF can process the nomination and release funds.

All unused funds will be cancelled and/or re-distributed under the programme. In addition, no carry forwards will be considered under the DST-NRF Collaborative Postgraduate Training.

7. Awardee Responsibilities

7.1 Reporting

Continued funding beyond the first year is dependent on the submission of an APR to the NRF by the students nominated under the award, during a call for APR's in October/ November of each grant year. Continued funding will be considered based on satisfactory progress and host support.

An Annual Progress Report (APR) must be submitted by the nominee in a format provided by the NRF, documenting progress made against set objectives and research outputs. The grant holder needs to re-nominate the candidate and upload proof of registration for that particular year. 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 for approval prior to the change.

7.2.1.2 Changes in supervisor/mentor

Changes may occur where a supervisor/mentor needs to be changed from the original research proposal. The request must have institutional DA endorsement and be submitted to the NRF *via* the Research Office. The grant holder should notify the NRF in writing of the proposed changes as soon as possible.

8. Scientific Compliance

8.1 Methodology

The grant holder takes scientific responsibility for the research to be undertaken, including its objectives and the methodology outlined in the project proposal. The grant holder is required to devote the necessary time to the research project in compliance with the workplan 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 candidate 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. List of References

1. RSA (2008). Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008. *Government Gazette*, 22 Dec 2008. Vol 522, no 31745.