Funding Instrument: **Sabbatical Grants to Complete Doctoral Degrees**

Functional Domain: **Grants Management and Systems Administration**

Document: **Application and 2018 Funding Guide**

Date: **May 2017**

Contents

Abbreviations

CoG   Conditions of Grant

CV   Curriculum Vitae

DA   Designated Authority

DST   Department of Science and Technology

DVC   Deputy Vice Chancellor

HICD   Human and Infrastructure Capacity Development

NRF   National Research Foundation

WBS   Work Breakdown Structure

1.   Introduction

In 2010, the National Research Foundation (NRF) introduced the '*Improving Academic Qualifications of Academic Staff and Researchers'* grant to accelerate the completion of doctoral degrees in order to increase the research and postgraduate supervisory capacity at universities. With the allocation of additional funding by the Department of Science and Technology (DST), this intervention is now being extended from 2013 to 2018 academic years.

A once-off award will be made to full-time academic staff in order to free them of their teaching and administrative duties for a 6- or 12-month sabbatical leave period. The objectives of this intervention are to –

- Accelerate the doctoral level training of full-time academic staff at public universities;

- Improve the academic qualifications of employed academics to enhance research and supervisory capacity; and

- Effect a rapid transformation in the demographic composition of the emerging researcher community with respect to gender, race and persons with disabilities.

This Call has a two-pronged approach:

- A Call to invite the Deputy Vice Chancellor (DVC): Research (or equivalent) of public universities to nominate eligible individuals for participation in this Funding Instrument; and
- A Call for the nominated individuals to apply for funding within this Funding Instrument.

This Funding Guide is intended to inform DVCs of eligibility criteria and institutional responsibility. In addition, it serves to inform nominees of the operational procedures for applying for support in this funding instrument. It covers issues around eligibility criteria, application, review procedures, funding rules and reporting requirements.

It should be read in conjunction with the *Sabbatical Grants to Complete Doctoral Degrees Framework* that forms part of the Call documentation. These can be accessed at http://www.nrf.ac.za/funding_overview.php when the opening of the Call is announced. Nominated candidates, who are in the process of completing

the research for their doctoral studies and/or preparing a dissertation for examination, must submit applications on the NRF Online Submission System, at https://nrfsubmission.nrf.ac.za.

2.   Eligibility

To qualify for support, nominations must be in line with the following eligibility criteria. Nominees must be:

- Full-time academic employees of public universities in South Africa;

- Engaged in research in any discipline and registered in doctoral programmes;

- Employed in a permanent position or on a full-time fixed-term appointment/ contract for at least one year after the completion of the sabbatical leave;

- South African citizens;

- Expected to have no teaching related duties during the six- or twelve month period of the sabbatical leave;

- Nominated by the DVC: Research (or equivalent) in the Nominations Call for this Funding Instrument;

- Close to completion of their doctoral studies at the point of application; and

- Complete the dissertation write-up in either six (6) or twelve (12) months from date of commencement of sabbatical leave.

3.   Institutional Responsibility

For this Call, the Deputy Vice Chancellor (DVC): Research (or equivalent) must:

- Nominate 80% black (African, Indian, Coloured) and 60% female candidates;

The institutional Designated Authority (DA) must:

- Ensure that the online applications are completed in full with all the necessary supporting documentation attached; and

- Validate and authorise all applications submitted on the NRF Online Submission System.

- Submit a letter to the NRF confirming the date of commencement of the sabbatical leave, to be provided <u>within **one (1) month**,</u> from the date of commencement.

4. Nomination and Application Calls

4.1 Nomination Requirements

The Call for Nominations opened **10 April 2017 and closed 11 May 2017**. It is imperative that the Office of the DVC: Research (or equivalent) completes the requested information on the nomination form through the NRF online Submission System (https://nrfsubmission.nrf.ac.za) and submits to the NRF by latest 11 May 2017, through the institutional research office.

Only nominated candidates will be eligible to apply.

*Awardees under this funding instrument should not be re-nominated as this is a once-off award.

4.2 Application Requirements

The Call for Applications will open on **29 May 2017 and 07 July 2017**. All nominated candidates must apply through the NRF Online Submission System (https://nrfsubmission.nrf.ac.za) and ensure that the following sections of the application are completed or updated:

- Registration Details.

- Applicant's details, contact information and academic/personal background. (All Sections from *"Contact Details"* to *"Articles in Non-refereed/Non-peer Reviewed Journals")*.

- Academic Information.

- Details of Research.

- Disability status if applicable.

- Research Project Plan.

- Attachments (compulsory)

o   Proof of duration of full-time, permanent or fixed-term contract of employment.

The following applications **will not be** considered:

- Incomplete applications.

- Applications from candidates who have not been nominated by the DVC (Research) of their institution.

- Applicants with incomplete *Curriculum Vitae* on the NRF Online Submission System.

- Applications that do not include a Supervisor's Recommendation.

5.   Funding

5.1   Funding Models

Funding will be provided for the financing of the sabbatical on the following models:

Funding period	Maximum NRF contribution	Allocation
six-month sabbatical	R100 000	80% for lecturer replacement
twelve-month sabbatical	R200 000	20% for thesis related costs (running expenses)

- The sabbatical leave must commence between January and September of the year of award i.e. no later than 01 October 2018.

- Submission of dissertation/thesis should not be made later than three (3) months from the completion of the sabbatical leave.

Funding will be allocated to the successful candidates according to the demographic objectives of the funding instrument, i.e. 80% black and 60% female applicants.

5.2   Funding principle: Institution

There are no limits to the number of nominations an institution may submit, bearing in mind the NRF strategic objective of transforming the academic cohort with respect to the designated groups *viz.* 80% black and 60% female.

All awards will be based on the merit of individual applications.

5.3   Funding support for sabbatical awards

Awards may be utilised for the following line items and reported accordingly as per requirements in Section 8.

- 80% of the grant towards lecturer replacement (detailed cost breakdown must be supplied in the application); and
- 20% of the grant towards thesis related expenses (running expenses) such as proofreading, binding, copying, editing etc. A detailed cost breakdown must be supplied in the application which clearly shows the 80/20 split.
- Note: Research running costs and data collection are not eligible categories for sabbatical grant funding**.**

All awards will be based on the merit of individual applications. The utilisation of funds will be audited according to standard NRF auditing procedures.

5.4   Institutional commitment

Whilst the institutions are not obligated to commit matching funding, they are required to:

- Allow the successful nominee time off equivalent to the duration of the grant; and

- Appoint suitable replacements in order to facilitate the uninterrupted work at the institution.

5.5   Multiple awards

Nominees that are selected as recipients of this once-off award may concurrently hold other grants from the NRF for the duration of this award according to the *Multiple Grants Eligibility Overview* as advertised on the NRF website.

5.6   Payment of grant

Awards will be released to the organisation where the awardee is employed on receipt of the acceptance of Conditions of Grant (CoG), duly signed by the awardee and the DA, plus proof of registration for the year of award. These documents must be uploaded onto the NRF electronic system. Payment will be made only within the rules of the NRF grant claim process.

6.   Evaluation Process

All applications for funding will be subjected to the following two-phased review process:

1. Internal screening; and
2. Panel peer-review of qualifying proposals.

6.1   Internal Screening

Screening of applications will take place at two levels, namely the submitting institution and the NRF. Firstly at the institutional level where institutions are required to ensure that the application meets the requirements as specified in the Call documents and, that it carries the institutional endorsement. Secondly, an NRF internal screening will be undertaken when the applications are received by the NRF to ensure that all the required information has been submitted and, that the application meets the eligibility criteria. Failure to meet all requirements will result in the application being precluded from further review.

6.2   Panel peer-review

The NRF will constitute local Review Panels to evaluate the applications against the set criteria shown in the table below and make recommendations to the NRF on the merit of the applications for funding.

6.2.1 Evaluation criteria

Scorecard for the evaluation of applications

Section 1: Work plan for completion of doctoral studies

Progress to date	Score
No account of progress achieved to date is mentioned.	1
A vague description of progress achieved to date is documented.	2
A fair explanation of progress achieved to date is provided.	3
A good account of progress achieved to date is described.	4
A comprehensive account of progress achieved to date is meticulously articulated.	5
Project Plan	**Score**
No/poor project plan: contains insufficient/no information regarding the activities and resources to carry out the research.	1
Incomplete project plan: contains very limited information of activities to carry out the research; no Work Breakdown Structure, no project organization, no project budget, and unrealistic timeframes and/or activities.	2
Complete project plan: include all the activities and resources required to conduct the research. The research project is considered to be achievable/feasible based on the information at hand.	3
Good project plan: strong proposal that contains a well-crafted project plan: availability of resources, including time, and appropriate alignment of human/ financial resources towards the project outcomes. The research project is highly achievable/feasible based on the information at hand.	4
Excellent project plan: contains outstanding project organisation, project schedule (Work Breakdown Structure (WBS) with the work divided into manageable activities and linked to specific time-bound outcomes; project budget which lists the activities, costs and motivation towards efficient use of resources.	5

Acknowledgements of any limitations. The research project and corresponding outputs should be achieved based on the information at hand.	

Section 2: Research outputs

Research Outputs	Score
No indication of outputs to be produced.	1
Envisaged outputs listed but no indication of logical timeframes/unrealistic outputs.	2
Doctoral thesis and one manuscript will be submitted within 12 months from completion of sabbatical leave term.	3
Doctoral thesis and two manuscripts will be submitted within 12 months from completion of sabbatical leave term.	4
Doctoral thesis and two manuscripts will be submitted within 12 months from completion of sabbatical leave term. The applicant clearly indicated the title, content and targeting of high impact factor journals for publications.	5
TOTAL FOR SECTIONS 1 and 2	

7. Award Process

Two types of awards will be provided based on the length of the sabbatical, namely:

- Six-month award at a maximum value of R100 000 (one hundred thousand rand); and

- Twelve-month award at a maximum value of R200 000 (two hundred thousand rand).

In all cases funding will be provided to a single grantee to be used purely and exclusively for the financing of a sabbatical allowing for the completion of the grantee's doctoral degree. The awards will be made in two different funding categories, namely Operational Costs and Lecturer Replacement.

Successful candidates will be required to sign the Conditions of Grant document, which outlines the terms and conditions of the award. An important condition to note is that applicants are required to spend the

funding in the period for which the grant is intended. Any carry-forward of unspent funds to the next grant year will only be permitted under extenuating circumstances, e.g. ill health, and must be motivated through the electronic Carry Forward process.

8.   Reporting

With the view to continuously monitor project performance all grantholders are required to submit project reports. The NRF will use these reports to assess project performance against timeframes and deliverables as indicated in the project work plans.

Two reporting periods are envisioned for this initiative so as to comply both with standard NRF reporting practices and the specific reporting expectation provided by the Department of Science and Technology (DST):

- A report on achievements and expenditure is to be submitted to the NRF within one month from the end of the funding period, detailing the exact use that was made of grant monies provided as well as funds that remain unspent. **A call for Final Report will be published for the above information.**

- Proof must be provided to the NRF of the submission of a doctoral thesis or dissertation to university authorities for examination, as well as proof of the publication of at least one article in an accredited academic or scientific journal, within one year from completion of the sabbatical leave. The above documents should be uploaded to the grant.

- The institutional office responsible for the award should ensure that the grantholder submits the handle or link of the dissertation or thesis deposited in the University Library's digital repository to the NRF, before or a month after their graduation ceremony to the following address, http://www.nrf.ac.za/nrf_funded_thesis_dissertation_requirements.

NB: If the stipulated conditions above are not met, the NRF reserves the right to request the awarded funding to be returned to the NRF.

9. General

9.1 NRF-online Registration

Applicants must register (if not already registered) on the NRF Online Submission System (https://nrfsubmission.nrf.ac.za), and complete or update the CV section before completing the application.

9.2 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 Capital Act,* which will override this condition of grant.

9.3 Data Storage, Usage and Dissemination

Should the outputs of the research project not be protected, conscious plans need to be made to make the data available to the larger research community through existing databases, some of which can be specific to the research field and other generic fields.

9.4 Ethics

An awardee is required to maintain the highest ethical and safety standards when conducting research, particularly when human and animal subjects are involved. It remains the responsibility of the awardee leader to comply with all relevant regulations in this respect, including those laid down by the institution concerned. If the nominee is successful, the ethical clearance certificate, if applicable, has to be submitted to the NRF before any funds can be released.

NRF contacts for queries

For enquiries about how to be nominated by your institution, please contact your research office directly.

For any queries related to the Call, process and management and administration of awards you may contact:

Project team members: GMSA

Ms Maphuti Madiga

Telephone: (012) 481 4150

E-mail address: maphuti.madiga@nrf.ac.za

Mrs Melissa Govender

Telephone: (012) 481 4311

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

Ms Malebo Mohlala

Telephone: (012) 481 4121

E-mail address: malebo.mohlala@nrf.ac.za

For technical online enquiries, please contact the NRF Support Desk during office hours on

Telephone: (012) 481 4202

E-mail address: supportdesk@nrf.ac.za

APPENDIX 1: HOW TO COMPLETE THE ONLINE APPLICATION

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://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 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.

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.

Step 3: Select the funding 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	⊕

*Applicants are urged to complete or update ALL screens of the CV, including the Research Profile and Research Outputs as this information is evaluated in the review process and will impact on the overall assessment of your application.
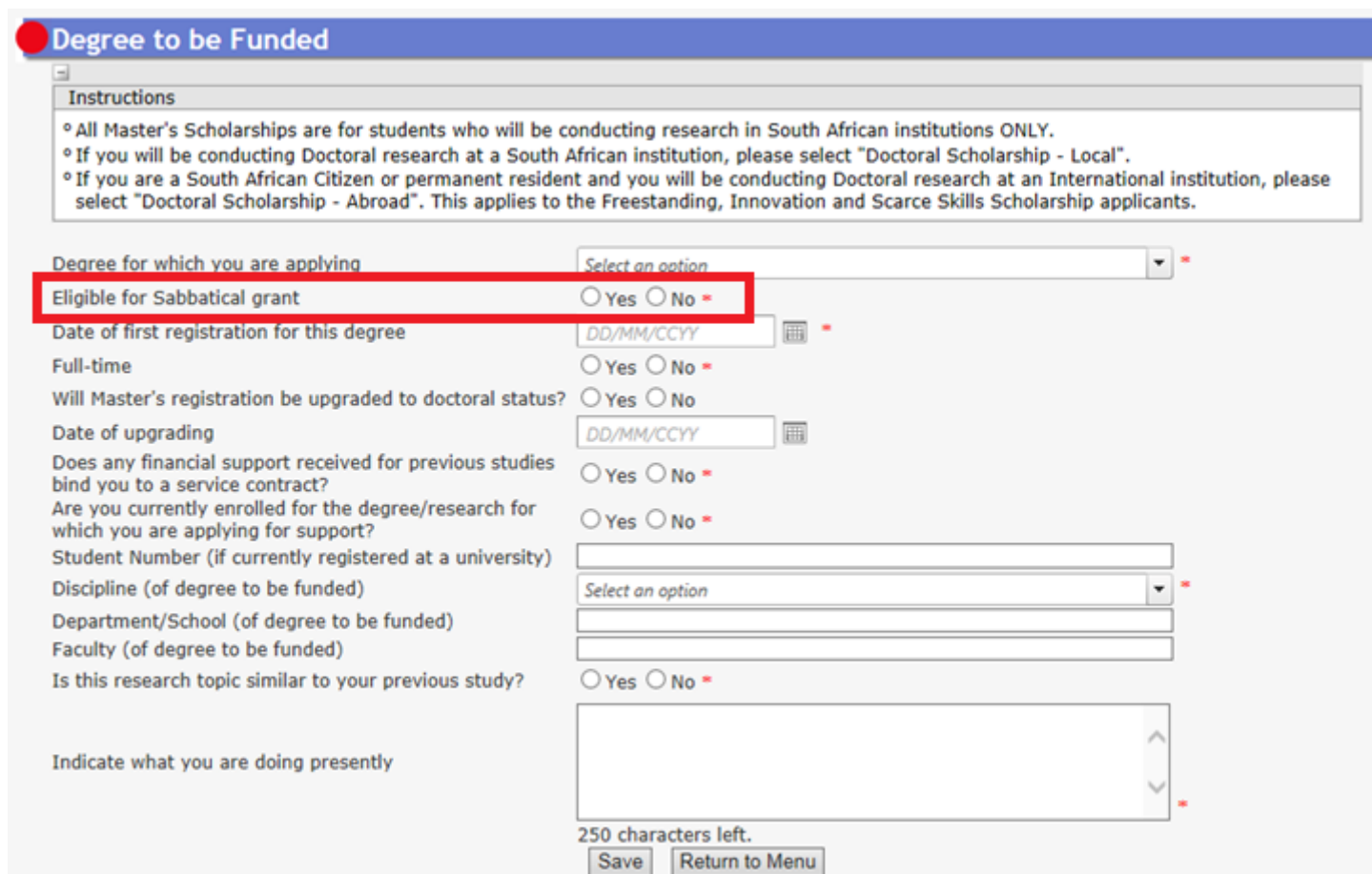
Step 4: All sections marked with a red asterisk are compulsory sections in the application. These sections must be completed in order for the final submit button to appear. The sections without asterisks are non-compulsory sections. You may enter information in these sections, if you have information 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)	ℹ	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	ℹ	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 6: The *Degree to be Funded* section is a compulsory section. The dropdown list for *Degree for which you are applying*, will have three options: (1) Master's scholarship; (2) Doctoral scholarship – local; (3) Doctoral scholarship - abroad. Please select "Doctoral scholarship – local".

Please select "**yes**" under the "**Eligible for Sabbatical Grant**".

When you select "yes", the following section will appear:

Degree for which you are applying	Doctoral Scholarship - Local ▼ *
Eligible for Sabbatical grant	⦿ Yes ○ No *
Date of Commencement of Sabbatical	CCYY/MM/DD ▦ *
Date of End of Sabbatical	CCYY/MM/DD ▦ *
Date of first registration for this degree	DD/MM/CCYY ▦ *
Full-time	○ Yes ⦿ No *

This will allow you to indicate the dates the Sabbatical will range from.

Step 7: The *Research Project Information* section requires you to select the proposed institution. If you have selected the "Doctoral scholarship - local" option in the previous section, then the institutions that you can select from the dropdown list will be limited to South African institutions (including SA national facilities). *Please indicate the institution at which you are employed, as the application will be routed through this institution for validation and submission to NRF for review. Should your institution not be on the list, please request it by selecting the support tab on the far right at the top of the screen.

Budget start year = 2018

Required funding period = 1

Budget end year = 2018

Step 8: The *Details of Research* section is one of the most important sections in the application. The section has specific instructions related to each screen. Follow the instructions to complete the section. You are required to give a concise overview about your proposed research in this section as the input is taken into consideration during the review of your application. Appropriate literature references must also be included. The Scorecard that will be used to assess your application can be viewed in Section 6 of this document.

Please ensure that your application includes the following under these specific sections:

- *Rationale and Literature Review*
  - Please provide a brief description of the doctoral study.
- *Aims and Objectives*
  - Please provide an indication of the progress achieved thus far against the aim (s) and set objectives of the doctoral study (maximum one page). This should be divided into the relevant years, providing the following information per year:
    - Research objectives according to work plan
    - Achievements
    - Reasons for non-achievement, if applicable
- *Methodology and Proposed Research Plan*
  - This section is divided into Aim(s), Objectives, Activities and Expected Outputs.
  - Each Aim should have Objectives linked to it with relevant activities, a workplan, timelines, team members and expected outputs.
  - These objectives should substantiate the requested budget.
  - The research aim(s) and objective(s) should relate directly to the research project and not to capacity or human resource development aim(s).

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 9: 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

Add   Return to Menu

Step 10: 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 Sabbatical applicant has to have one Doctoral Supervisor listed. Your application will not be processed without a response from your Doctoral supervisor.**

It is the applicant's responsibility to ensure that the referee email is correct and that the referees have responded by the closing date of 07 July 2017 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.

Step 12: *Person History* section is a section 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 *

[Save]   [Return to Menu]

Step 13: The *Financials* section is where you indicate the budget required for (1) Lecturer replacement and (2) Running Costs. Please refer to Section 5 of the Funding Guide for more details regarding the funding model of this Funding Instrument.

*For Running Costs, please indicate your costs individually i.e. select a new item each time. Example, *editing* will be one item and thesis *printing* will be another item.

Step 14: *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:

- Copy of ID or passport

- Proof of employment at institution which indicates the following:
  - Type of employment (full time, permanent, fixed term contract) *Please note that if the position is a contract one, the duration of the contract has to extend to the year after the funding period.

*Please note that should any of the required documents not be uploaded to the application, the application will be rejected without review.

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 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 proposals are screened and approved through internal institutional processes **before** submitting applications to the NRF. The NRF assumes that the respective DAs are satisfied with the standard of all proposals validated and submitted, and that the institution approves and supports the proposed research.

Step 16: 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 instruction. 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.