



science and technology

Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA



RISA
Research and Innovation
Support and Advancement

NRF-FRF Sabbatical Grant 2019

Application and Funding Guide

Grants Management and Systems Administration

Date: April 2018



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List of Acronyms

PR	Progress Report
DA	Designated Authority
GMSA	Grants Management and Systems Administration
HEI	Higher Education Institution
HICD	Human and Institutional Capacity Development
RISA	Research and Innovation Support and Advancement
NRF	National Research Foundation
DST	Department of Science and Technology
FRF	First Rand Foundation

Contact Details

When making an enquiry, please use “NRF-FRF Sabbatical Grant” as the email subject line.

For NRF Online application and grants management related enquiries, please contact:

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For funding instrument related enquiries, please contact:

Ms Maphuti Madiga

Professional Officer: Human and Infrastructure Capacity Development (HICD).

Telephone: 012 481 4150

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

For technical NRF online submission enquiries, please contact the NRF Support Desk during office hours from 08:00 to 16:30 from Monday to Friday.

Telephone: 012-481 4034

E-mail: supportdesk@nrf.ac.za

Application and funding guidelines are explained in this document. Applicants must read this document together with the following document: **NRF-FRF Sabbatical Grant Framework** which highlights the eligibility criteria and requirements of the funding instrument.

1. Introduction

This Application and Funding Guide provides an overview of the application process and funding guidelines for the NRF-FRF Sabbatical Grant funding instrument. It should be read in conjunction with the abovementioned **Framework**, which may be accessed at <https://nrfs submission.nrf.ac.za>.

The Framework provides detailed information with respect to the 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. Application Process

The NRF issues a call for applications for the NRF-FRF Sabbatical Grants that is published on the NRF website and is accessible online at <https://nrfs submission.nrf.ac.za> .

The Deputy Vice-Chancellor (DVC) for research or equivalent, at each of the public universities in South Africa will nominate candidates to apply for the competitive sabbatical grant. The DVC shall ensure that there is institutional support for the academic and provide a letter of motivation detailing the reasons for nominating the candidate, the alignment with the university research and academic staffing plan and, any strategic partnership with other universities for proposal development, co-supervision and/or support for emerging research development. Furthermore, the applicant's mentor should also oversee the application process to ensure that the proposals submitted to the NRF are detailed and of good quality.

A maximum of eight (8) applications will be allowed per institution in each call for applications, at least four (4) of these must be for a Doctoral Sabbatical grant and the remaining applications may be for Postdoctoral Sabbatical grant. The target is to award two (2) new grants to each university in each call of applications, one (1) of which must be for a Doctoral Sabbatical grant. Each candidate may hold only one (1) sabbatical grant in this funding instrument

Once an applicant submits an application on the NRF Online Submission System, it will be duly authorised and approved by the Designated Authority (DA) of the research office at the prospective South African host institution. Applications submitted by applicants' will be automatically routed to the institutional DA of the submitting institution for validation by the deadline date determined by individual institutions. Applicants' must enquire with their respective institutions regarding the institutional internal closing dates. The processing of a successful grant application by the NRF, until the commencement of funding, takes approximately five (5) months from the DA closing date for application.

3. How to Submit Applications

Applications may be completed on the NRF Online Submission System at <https://nrfs submission.nrf.ac.za>. Applicants are advised to complete their applications ahead of the closing date for applications to prevent system overload on the NRF submission system nearer the closing date.

In aspiring for greater efficiency, the NRF has standardised the NRF Online Application forms with standardised sections to be completed. Carefully follow the instruction under each section noting compulsory sections, sections requiring specific information and sections that must be marked as N/A.

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 (2) weeks prior to the NRF closing date.

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.

Home
New Registration
Reset Password

Feedback 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

- 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
- 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

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 NRF- FRF Sabbatical Grant 2019 on the create application screen and a new application will open for the applicant to complete. Please note that this must be selected only once. To continue working on the same application, go to My Applications - List of Applications and select the same call, *NRF - FRF Sabbatical Grant 2019* by clicking on the Edit button.

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.
- Due to potential international review of applications and progress reports, the NRF requires that all applications and progress reports be completed in English.

Call	Open Date	Closing Date	Apply
Indigenous Knowledge Systems Call 2015	18 June 2014	01 August 2214	
NRF-FRF Sabbatical Grant 2019	12 March 2018	30 March 2018	
Testing provisioning	08 March 2018	30 March 2018	

*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. Failure to complete or update the CV section could result in an unfavourable review outcome.

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 be available. 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)		08 Mar 2018	
Registration Details *		23 Aug 2017	
Contact Details *		23 Aug 2017	
Career Profile *		08 Mar 2018	
Qualifications *		12 Sep 2016	
Research Expertise *		02 Jun 2016	
Student Supervision Record *		08 Mar 2018	
Personal Profile		08 Mar 2018	
Absence from Research		08 Mar 2018	
Disability *		23 Aug 2017	
Books		08 Mar 2018	
Chapters in Books		08 Mar 2018	
Articles in Refereed/Peer-reviewed Journals		08 Mar 2018	
Refereed/Peer-reviewed Conference Outputs		08 Mar 2018	
Patents		08 Mar 2018	
Keynote/Plenary Addresses		08 Mar 2018	
Articles in Non-refereed/Non-peer Reviewed Journals		08 Mar 2018	
Other Significant Conference Outputs		08 Mar 2018	
Technical/Policy Reports		08 Mar 2018	
Products		08 Mar 2018	
Artefacts		08 Mar 2018	
Prototypes		08 Mar 2018	
Other Recognised Research Outputs		08 Mar 2018	
Project Information *		08 Mar 2018	
Details of Research *		08 Mar 2018	
Attachments		08 Mar 2018	
Ethical Clearance *		08 Mar 2018	
Possible Reviewers *		08 Mar 2018	
Excluded Reviewers		08 Mar 2018	
Preferred Panel *		08 Mar 2018	
Financials: Operating Costs *		08 Mar 2018	
Financials: Other Sources *		08 Mar 2018	
Student Resources *		08 Mar 2018	
Science Engagement *		08 Mar 2018	
Participating Members		08 Mar 2018	
Print Preview		08 Mar 2018	

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

Step 5: The *Project Information Section* requires you to select the proposed institution where you will be conducting your studies/research. The project and budget start and end years are compulsory fields.

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	Select an option	i *
Short Title of Project		*
Is this project multi-disciplinary?	<input type="radio"/> Yes <input checked="" type="radio"/> No *	
Project Abstract		*
	1949 characters left.	
Project Start Year	2019 *	
Project End Year	2020 *	
Budget Start Year	2019	
Maximum required funding years	2 *	
Budget End Year	2020	
Has this project previously been funded by the NRF?	<input type="radio"/> Yes <input checked="" type="radio"/> No *	



















©NRF Online Submission System

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 a concise overview of your proposed research in this section as the input is taken into consideration during the assessment of your application. Appropriate literature references must also be included. The Scorecard that will be used to assess your application may 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.
- ° **Please refer to the Framework document of the call that you are applying for.**

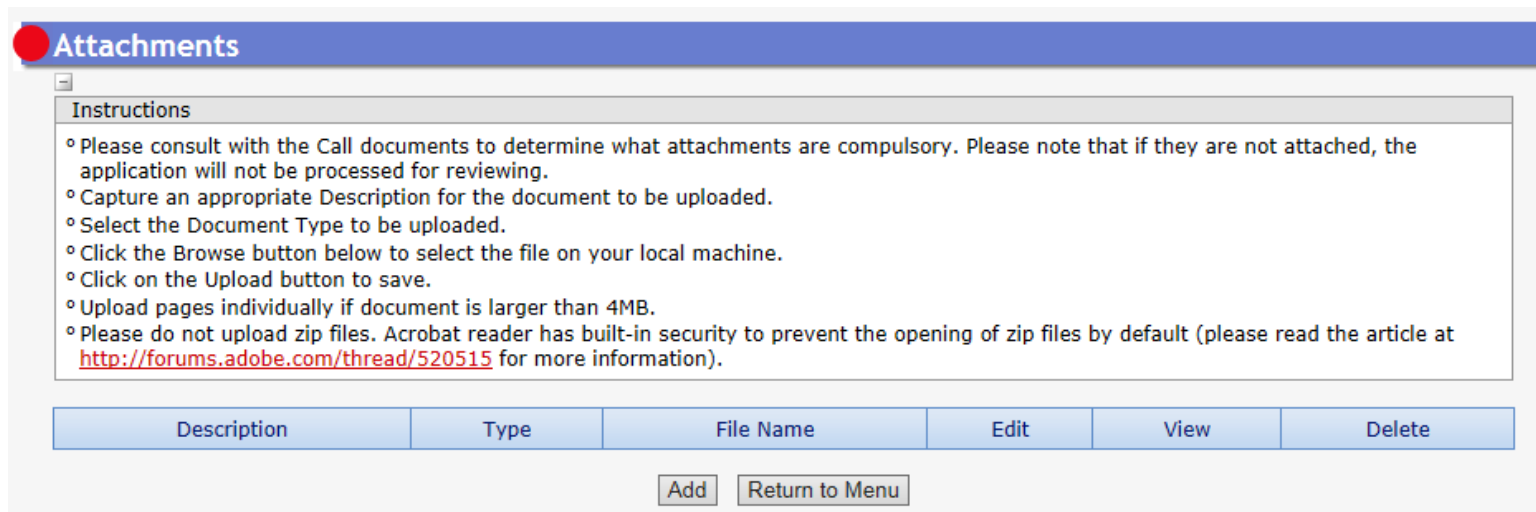
Section	Complete	Date Updated	Edit
Potential Impact *		08 Mar 2018	
Problem Statement *		08 Mar 2018	
Rationale and Literature Review *		08 Mar 2018	
Aims and Objectives *		08 Mar 2018	
Methodology and Proposed Research Plan *		08 Mar 2018	
Transformation *		08 Mar 2018	
Anticipated Outputs *		08 Mar 2018	
Alignment to National Strategies *		08 Mar 2018	
Data Management and Utilisation *		08 Mar 2018	

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

Step 7: Attachments section

The following documents must be attached to the application:

- A DVC Nomination and institutional support. This letter of motivation must detail the reasons for nominating the candidate, the alignment with the university research and academic staffing plan and, any strategic partnership with other universities for proposal development, co-supervision and/or support for emerging research development. The letter must include the funding track.
- A self-motivation from the applicant which details how this grant will advance his/her academic and research career plan and the benefits and intended outcomes to be achieved from the sabbatical leave. The letter must include the funding track.



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 8: Ethical Clearance

Ethical Clearance

Instructions

- Select whether this project requires ethical clearance from an international or national research ethics committee.
- If this project requires ethical clearance, select whether it has been obtained and add any relevant comments.
- Upload proof of granting of ethical clearance, if available, in the Attachments section.

Does this project require ethical clearance? Yes No *

Note: The granting of ethical clearance remains the responsibility of the applicant's institution.

Has ethical clearance been obtained Yes No *

Additional Comments on Ethical Clearance

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, 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: The *Excluded Reviewers* section is not compulsory in this Call. In this section applicants are given the opportunity to identify reviewers (not exceeding three) who the NRF should not approach. A reason is required in each instance. Although the NRF would normally not approach such reviewers, it reserves the right to do so if necessary.

Excluded Reviewers

Instructions

° Applicants are given the opportunity to identify reviewers (not exceeding three) who the NRF should not approach. A reason is required in each instance. Although the NRF would normally not approach such reviewers, it reserves the right to do so if necessary.

Surname	Initials	Email Address	Institution	Edit	Delete
No records to display.					

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

Step 11: Financials: Operating Costs is a compulsory section. Please refer to Table 1 below as well as to Section 2 in this guide for details of categories supported under this call. Kindly adhere to the specified categories as funds requested under categories that are not supported by this funding instrument will not be considered. Please note that budget requested under funding categories that are not supported by this funding instrument (see Table 1 below) will not be considered for funding.

Financials: Operating Costs

Instructions

- Please ensure that you have read all the Call Information Documents and abide by the eligibility rules.
- 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.
- Add new items, as required, in each category.

Equipment
Running Expenses
Sabbatical
Science Engagement
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
2018

Motivation

Accommodation
Airfare
Costs for joint conferences and workshops
International conferences
International travel
Local conferences
Local travel
Materials and Supplies
Research/technical/ad hoc assistants
Subsistence
Visiting scientist *

Return to Menu

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Table 1: Financial categories supported under the NRF - FRF Sabbatical Grant funding instrument

Broad Category	Online application Categories	Funding Guide Categories
Running Expenses	Accommodation	Not applicable to this call
	Airfare	Not applicable to this call
	Materials and Supplies	Applicable to this call
	Costs for Joint Conferences and Workshops	Not applicable to this call
	International Conferences	Applicable (including airfare and accommodation)
	International Travel	Applicable to Postdoctoral Sabbatical Grant only (including airfare and accommodation)
	Local Conferences	Applicable (including airfare and accommodation)
	Local Travel	Applicable (including airfare and accommodation)
	Research/Technical / Adhoc Assistants	Applicable to this call
	Subsistence	Not Applicable for this call
Visiting Scientist	Not applicable to this call	
Sabbatical	Lecturer Replacement	Applicable (with the costs breakdown)
Research Equipment	Research Equipment	Applicable to this call
Science Engagement	Science education interventions	Not applicable to this call
	Science communication (including media)	Not applicable to this call
	Science awareness	Not applicable to this call
	Policy/practice	Not applicable to this call

The Financials sections below are not applicable to this call, however they are compulsory sections. Therefore please enter N/A in the text fields and 0 in the amount field.

Financials: Other Sources

Instructions

- ° This is a compulsory section of the application. Should you not have any sources to add under this section, please enter N/A in the text fields and 0 in the amount field.
- ° Please specify any other sources of funding for this research project.
- ° Please provide the total requested amount per summary per year.

Source	Source Type	Edit	Delete
<input type="button" value="Add"/> <input type="button" value="Return to Menu"/>			

Summary

Source	Source Type	2018	2019
Total:		R 0	R 0

Financials: Student Support

Instructions

- ° All requested student funding must relate directly to the proposed research project, as requested from the NRF.

Level	Edit	Delete
Masters (Full-time)		
<input type="button" value="Add Another"/> <input type="button" value="Return to Menu"/>		

Summary

Level	2018	2019
Masters (Full-time)	R 150 000	R 150 000
Total:	R 150 000	R 150 000

Step 12: The *Science Engagement* section is a compulsory section. If you will not be running any science engagement activities, you must still select “add” and indicate “N/A” under “activity” and category”.

The screenshot shows the 'Science Engagement' section. It has a blue header with a red circle icon and the text 'Science Engagement'. Below the header is a collapse icon and an 'Instructions' box containing the text: '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.' Below the instructions is a table with four columns: 'Activity', 'Category', 'Edit', and 'Delete'. At the bottom of the section are two buttons: 'Add' and 'Return to Menu'.

Step 13: *Student Resources* is a compulsory section. Please indicate “no” under this section as this is not supported under this call.

The screenshot shows the 'Student Resources' section. It has a blue header with a red circle icon and the text 'Student Resources'. Below the header is a collapse icon and an 'Instructions' box containing the following text: 'An * at the end of a field label within a section denotes a compulsory field, and the section will not be saved unless all compulsory fields have been completed.', 'Please ensure that you have read all the Call Information Documents to check whether or not this call provides funding for student support.', 'Should funding for students be required for this project, select “Yes” below.', and 'Once this section is saved, the “Financials: Student Support” section will show where the relevant funding can be requested.' Below the instructions is the question 'Are student resources required for this project?' followed by two radio buttons: 'Yes' (selected) and 'No *'. At the bottom of the section are three buttons: 'Save', an information icon, and 'Return to Menu'.

Step 14: 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.

For the **Doctoral Sabbatical Grant**, please provide details of a Masters supervisor and your proposed Doctoral supervisor.

For the **Postdoctoral Sabbatical Grant**, please provide details of a Doctoral supervisor and proposed postdoctoral supervisor/host.

Reference Record

Instructions
Please complete the reference section below.

Title *

Surname

Initials

First Name

Department

Faculty

Organisation where based *

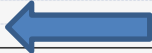
Email Address

Role

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 the call 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	dfjkjdjfkds
Institution	CAPE ANIMAL MEDICAL CENTRE
Email Address	melissa.govender@nrf.ac.za
Role	Supervisor/Host of research
Responded	No



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

The institutional DA must ensure that all proposals are screened and approved through internal institutional processes **before** submitting applications to the NRF. The NRF assumes that the respective DA is 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 instructions. Such applications will be rejected and will not proceed for merit review. 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.

4. Categories of Support

When completing the Financials sections, applicants need to consider all costs that could impact on undertaking the research, such as the direct and indirect costs. Budget approvals by the NRF are subject to the availability of funds in any given financial year.

4.1 Running Expenses

Budget requests must be well motivated according to the requirements of the NRF-FRF Sabbatical Grant Funding Instrument. Budget requests that are not well motivated according to the requirements of the Funding Instrument will not be approved for funding.

4.1.1 Materials and Supplies

Goal

Materials and Supplies refer to the daily running expenses/costs of the research project. These items must be directly related to the project.

Materials and Supplies is a compulsory category of funding. However, should your research not require this, please substantiate in the application.

Materials and Supplies are any items with a life expectancy of generally less than a year, and which are consumed in the normal course of operation in all field of research.

Laboratory Materials and supplies such as equipment with a value of less than R3 000 should be captured under Materials and Supplies even if not consumed in the normal course of operations e.g. pipettes.

Eligibility

- Applies to applicants in all funding Tracks.
- Only project-related direct costs are covered.
- Every type of purchase must be clearly identified individually and be well-motivated in the budget submission.
- Funding may be considered for applicants/team members with disabilities and other special needs as specified in the *Code of Good Practice on Employment of People with Disabilities*, as stated in the *Employment Equity Act* (No. 55 of 1998). **A clear motivation should be provided.**

Applicants are required to submit the following:

- A detailed description of items, e.g. description of the material, quantity, reagent grade and cost per unit;
- Survey related costs, e.g. number of questionnaires, stationary, photocopies, etc.; and
- Details of singular items above R3 000.

Exclusions

- Indirect costs (overheads);
- Registration fees for enrolment;
- Basic office equipment;
- General stationary, photocopying and printing costs;
- Journal publications, journal subscription costs and textbooks;
- Telephone, fax and internet costs;
- Personal laptops, computer hardware, and purchase or renewal of software licenses unless for specialised equipment and software licences.
- Any funding line that is listed as: "miscellaneous", "other" or "etc."

4.1.2 International and Local Conferences

Goal

To provide support to an applicant that intends to attend local and/or international conferences as a mechanism to further the goals of their projects.

Eligibility

- Applies to applicants for NRF-FRF Sabbatical Grant who are **presenting a paper or poster** at a conference in the field of the research project funded by the NRF.
- Applies to applicants where:
 - a conference has been identified; and
 - a paper or poster will be presented.

In addition, preference will be for conferences where applicants can demonstrate the following:

- networking opportunities;
 - launch of collaboration; and/or
 - professional society/association meetings.
- Attendance of international conferences in subsequent years will be considered only if the grantholder's paper at the previous international conference, for which funding was awarded, has been published in a peer-reviewed journal or proceedings, or if evidence of acceptance for publication is supplied.

NB: Attendance of a workshop will only qualify if the workshop is attached to the conference, with capacity building initiatives.

Exclusions:

- Visa and permit fees;
- Events not attached to the conference;
- Presentation of the same work at multiple conferences; or
- Attendance of more than one conference abroad per year.

Applicants are required to motivate the following:

- a conference has been identified, indicate name and place of conference.
- a paper or poster will be presented.

4.1.3 International Travel

This category is applicable to the NRF-FRF Postdoctoral Sabbatical Grant applicants only. If you are planning to undertake an international visit e.g. a research visit to an institution or laboratory abroad, applicants must provide a planned programme of work which demonstrates how the proposed visit fits in with the applicant's research work plan. In addition, the applicant must attach a letter from the host institution formally inviting the applicant to the institution on a research visit and must include dates of the proposed visit.

4.1.4 Local Travel

Goal

To provide support to applicants, or students of the applicant (only those funded by the NRF within this project), to cover travel for **research** and **fieldwork** that is related to the research project.

When determining the cost pertaining to local travel, researchers must ensure that the most economical and safe transport is utilized.

Eligibility

Applies to applicants and their students for application in all the funding Tracks.

Applicants are required to submit the following:

- A motivation and purpose (why) and place (where to) of the travel that is related to the project objectives and methodology.
- Detailed budget breakdown including:
 - Cost for economic air travel.
 - For travel by road, the number of kilometres to be travelled and costs based on the applicant's institutional rates.
 - Type and cost of accommodation and duration of stay.
 - Subsistence allowance based on the applicant's institutional rates.

Exclusions

Meetings, workshops, networking and collaboration event.

4.1.5 Research/Technical/ad hoc Assistants

Goal

To provide support for **specialised technical skills** essential to the completion of the project; if a skills gap exists in the research team.

Eligibility

Applies to applicants in all funding Tracks.

Appointees as Temporary Support Staff must have a minimum qualification of a BTech or Honours. Technical Assistance Support (e.g. services of a statistician) includes using statistical software packages (e.g. Statistical Package for the Social Science-SPSS, Statistical Analysis System-SAS, etc.) to analyse data.

Applicants are required to submit the following:

- Details on research assistance required, e.g. consulting and legal services, editing and proofreading, data capturing, survey fees, forums facilitator fees or assistant, e.g. Statistician, Technician, Transcriber, Translator, Field worker.
- Identified skills gap in the research team;
- Expected skills transfer, if applicable; and

- Detailed cost breakdown, e.g. technical assistant work for three hours per day for a total period of three months, at a rate of R80 rand per hour.

Exclusion

Administrative and/or secretarial support.

4.2 Sabbatical

This category caters for Lecturer Replacement. A detailed cost breakdown for lecturer replacement must be supplied in the Financials section.

4.3 Research Equipment

Goal

To provide support to applicants for the **purchase** of equipment, contributing to the purchase of large equipment, or covering the **maintenance, service or upgrade** costs for equipment or **hiring** of equipment.

Eligibility

Applies to applicants in all funding Tracks.

Applicants are required to submit the following:

- Details of laboratory equipment to be purchased, e.g., water bath, autoclave, water purification system, gel dryer,;
- Details of the contributing to the purchase of large equipment, e.g. shipping and customs.
- A motivation for specialised hardware, e.g. audio-visual equipment, and specialised software;
- If more than one item of a particular piece of equipment is purchased, a motivation per application should be provided;
- Maintenance costs, for new equipment that is purchased with NRF funding, must be budgeted for (if not requested in this application);
- Equipment should be purchased following the institutional procurement policies; and If the funds are not used to purchase equipment, but to cover equipment maintenance/service/upgrade costs, to enable research to be carried out on the Thuthuka project, provide at the minimum the following:
 - Detailed description of the equipment, e.g. (camera or tape recorder for data capturing purposes)
 - Description of how the equipment will be used in the Thuthuka project
 - Details of the specific maintenance or service or upgrade.

Exclusions

- Personal laptops, net books, hand-held notebooks, and personal digital assistant (PDA) devices.
- Licence fees or renewals of licences of non-specialised software (e.g. Ms Office)

5. Screening and Review Processes

5.1. Overview of the Screening Process

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

5.2. Overview of the Review Process

The NRF's peer review policy requires that all applications be subjected to a review process. Applications submitted to this funding instrument will go through a virtual panel review process. Panel members are selected from the NRF database and other sources, which is updated on a continuous basis. When selecting the virtual 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).

Based on the outcomes of the review process, applications will either be eligible for funding or not. A selection committee, comprising of representative from the NRF and FirstRand Foundation, will consider the recommendations from the review process and assess the budget requests in order to make the final awards for successful sabbatical applications. The selection of successful applicants takes into account the recommendations of the peer review panel, the objectives and targets of the funding instrument, and the available funds. Grant approvals and awards will be done in accordance with NRF auditing requirements.

6. Ranking of Applications

The purpose of the scoring system is to evaluate applications, based on funding instrument criteria, in order to determine applications that are most deserving of the limited funds available. All research 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 is given a weighting to indicate its relative importance. Kindly consult the table below for details on the criteria used.

Table 2: NRF Scorecard for the Assessment of Proposals for NRF – FRF Sabbatical Grant

Criterion	Review dimensions	% Weighting
Institutional Nomination	Reasons for nominating the candidate by the DVC; Alignment with the university research and academic staffing plan; AND Strategic partnership with other universities for proposal development, co-supervision and/or support for emerging research development	10
Applicant's Motivation	Reviewers will assess the applicant's academic and research career plan; AND Benefits and intended outcomes to be achieved from the sabbatical leave.	10
Track Record of Applicant	Reviewers will assess the candidate's potential to succeed based on past achievements AND Research outputs (e.g., the professional development of the applicant; journal articles; conference presentations and proceedings; books and book chapters; and patents). The candidate's scholarly capabilities, leadership qualities and experience as reflected in the application and the supervisor's additional insights into the applicant's capabilities.	10
Research Proposal	Reviewers will assess the Scientific and technical quality of the proposal and the project contribution to new knowledge and new methodologies in the field; <ul style="list-style-type: none"> • The articulation, the appropriateness of/and the match between research aims and objectives; • The multidisciplinary aspects of the proposed study; 	30
Project Management <ul style="list-style-type: none"> • Project organisation 	Project organization refers to composition of project teams; their roles and responsibilities; the proposed research activities; and the supervision.	20

<ul style="list-style-type: none"> • Project scheduling • Budget 	<p>Project scheduling: work breakdown of the project to ensure that specific outcomes are achieved; as well as the objectives and associated timelines in place to divide the scope of work into manageable activities. Details of in country or international visits need to be included in the project schedule. In addition, applicants must provide a planned Programme of work which demonstrates how the proposed visit fits in with the applicant's research work plan.</p> <p>Project budgeting refers to effective planning and budgeting of resources.</p>	
Postgraduate Supervision	Current postgraduate students supervised or planned supervision over the sabbatical period.	10
Expected Outputs	This NRF recognized research outputs (e.g., the candidate's professional development; journal articles; conference presentations and proceedings; book chapters; patents). The achievability of the proposed outputs within the given timeframe.	10

7. Application 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 publish a list of successful applications on the NRF website, www.nrf.ac.za/bursaries/calls. Thereafter, successful applicants will receive a letter of award.

8. Change Requests

8.1. 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.

8.2. Changes in Project Scope, Supervisor or Institution

Changes may occur where a project scope, supervisor, mentor or host institution may need 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. Such requests must be forwarded to the NRF 30 days before the change is intended to take place.

9. Scientific Compliance

9.1. Methodology

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

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 Property Rights Act, 1* which will override this condition of grant.

9.3. Ethics

The fellow 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.

9.4. Predatory Publishing

The use of predatory journals and deceptive publishers compromises the creation and dissemination of rigorous scientific and scholarly work within the Digital and Open Access movement. In order to protect the integrity of the NRF's processes and reputation from these unethical and unscholarly practices, the NRF reserves the right to not consider applications where this practice is evident. The NRF encourages its stakeholder community to:

- Ensure that its researchers and students adhere to the principles of research integrity and are aware of predatory journals and deceptive publishers; and
- Avoid publishing in journals that do not have a rigorous peer review system or scholarly publishing practices.

10. References

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

NRF Statement on Predatory Journals & Deceptive Publishers [online] Available at: <http://www.nrf.ac.za/media-room/news/nrf-statement-predatory-journals-deceptive-publishers>