



Professional Development Programme

Application Guide for 2018 Funding

Opening date: 29 March 2017

Closing date: 26 May 2017

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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
PDP	Professional Development Programme
UID	Unique Identification
PI	Principal Investigator

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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 Professional Development Programme (PDP), application funding guidelines and processes. It should be read in conjunction with the programme call or framework document, which can be accessed at <https://nrfsubmission.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 PDP applications which is published on the NRF website and is accessible online at <https://nrfsubmission.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 liaise with your institution regarding their internal 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://nrfsubmission.nrf.ac.za> from **Thursday, 30 March 2017**. Applicants are advised to complete their applications as soon as possible to prevent IT system overload near the closing date.

****Only one Lead Applicant need apply per institution. The application allows for multiple projects.***

The Lead Applicant (Research Director) creates an application indicating the Details of Research. This section allows the Lead Applicant (Research Director) to provide an overview of the institutional research interest and also allows the lead applicant to add the details of more than one Principle Investigator (PI) who have projects within the fields of research and are interested in hosting Doctoral students and Postdoctoral fellows. In this case the PIs whose contact details are added by the Lead Applicant will receive automated emails with a link to enable them to complete the details of their research projects. The Lead Applicant will not be able to complete the application before the PIs complete their research details sections and it is the responsibility of the Lead Applicant to ensure that the PIs complete their sections.

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 Submission 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 your email address has changed, please contact the NRF Support Desk to update it on the system.

If you are not yet registered on the NRF Online Submission System, please register to access the system.

The screenshot displays the NRF Online Submission System interface. At the top, the NRF (National Research Foundation) and RISA (Research and Innovation Support and Advancement) logos are visible alongside the system title. A left-hand navigation menu contains links for Home, New Registration, and Reset Password. The main content area includes a 'Home' link, feedback and support options, and a section titled 'Instructions' with the following text:

- **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] icon next to the relevant call to show a list of document(s). To open the document, click on the relevant link.**

The 'Log In' section features a blue header and two input fields: 'ID/Passport/Unique Number:' and 'Password:'. A 'Show Password' checkbox is present next to the password field. A 'login' button is located below the fields. Links for 'Reset password.' and 'Not registered? Click here to register.' are provided. The 'Open Calls' section, also with a blue header, lists several grant programs:

- 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 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**

Welcome Mrs Melissa Govender
Feedback Support

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- SKA SA Grants

Landing Page

Information

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

Step 3: Select the funding programme on the Create Application screen, this will create a new application for you to complete. Please note this should only be selected once and a reference number will be created on the application.



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Welcome Mr Sello Daniel Raseruthe
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 Research Chairs in National Research Facilities 2017	17 January 2017	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 2214	
Infrastructure Funding Instruments in support of the National Equipment Programme (NEP) 2017	08 March 2016	30 September 2017	
National Natural Science Foundation of China (NSFC)/NRF Cooperation 2018	16 February 2017	20 April 2017	
National Research Foundation / European Research Council 2017 Call	20 March 2017	12 May 2017	



Step 4: The screen below shows that an application has been created. To access this screen go to My Applications, List of Applications. By clicking on the edit icon on the relevant reference number, you will be able to continue working on the application.

NRF RISA
National Research Foundation Research and Innovation Support and Advancement

NRF Online Submission System

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Create Application
List of Applications

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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
DST-NRF Professional Development Programme (PDP) Block Grant Call for 2018	PDP17032220905		22 Mar 2017	Application in progress	✘	✎	⊖
Internship Programme - Applicants 2017	INTA16101020560		10 Oct 2016	Submitted to NRF for review	✔	✎	⊖
Internship Programme - Host Institutions 2017	INTH16080220440		02 Aug 2016	Open for amendment	✔	✎	⊖
DST-NRF Professional Development Programme (PDP) Call for 2016	PDP16022919898		29 Feb 2016	Open for amendment	✔	✎	⊖
Internship Programme - Applicants 2016	INTA15100519605		05 Oct 2015	Open for amendment	✔	✎	⊖
Internship Programme - Host Institution 2016	INTH15073019488		30 Jul 2015	Open for amendment	✔	✎	⊖
DST-NRF Professional Development Programme (PDP) Call for 2016	PDP15061019321	sdfsdf	10 Jun 2015	Submitted to institution	✔	✎	⊖
Internship Programme - Host Institution 2015	INTH15033019070		30 Mar 2015	Submitted to NRF for review	✔	✎	⊖

[Click here for application statuses](#)

©NRF Online Submission System

Step 5: This screen shows all sections of the application, including the CV. Ensure that your CV is updated as this will be referred to when assessing the application. 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)		22 Mar 2017	
Registration Details *		06 Oct 2016	
Contact Details *		05 Oct 2015	
Qualifications *		10 Mar 2017	
Research Expertise *		29 Feb 2016	
Personal Profile *		03 Oct 2016	
Career Profile		10 Mar 2017	
Books		10 Jun 2015	
Chapters in Books		10 Jun 2015	
Refereed/Peer-reviewed Conference Outputs		10 Jun 2015	
Articles in Refereed/Peer-reviewed Journals		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		10 Jun 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	
Student Supervision Record		10 Jun 2015	
Disability *		22 Mar 2017	
Details of Institution *		24 Mar 2017	
Details of Research *		24 Mar 2017	
Preferred Panel *		22 Mar 2017	
Declaration *		22 Mar 2017	
Attachments *		22 Mar 2017	
Print Preview		22 Mar 2017	

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

Step 6: *Details of Institution* section requires you to select your proposed institution from a drop down list. You will also have to select the Accountable Research Director (person who has the overall responsibility for research at the institution) as well as the Designated Authority (person who will be responsible for the administration of the grant).



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Landing / My Applications / Edit Application - PDP17032220905 / Details of Institution

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Details of Institution

Instructions

° This Block Grant must be under signature of the Research Director or equivalent, who has overall responsibility for research at the respective institution. In addition, the designated authority (DA) will be for administrative matters.

Institution


Accountable Research Director

Research Director's Email Address

Administrative Designated Authority

Designated Authority's Email Address

Save Return to Menu



Step 7: The *Details of Research* section is one of the most important sections in the application. This section allows the Lead Applicant (Research Director) to provide an overview of the institutional research interest and also allows the Lead Applicant to add the details of more than one Principal Investigator (PIs) who have projects and are interested in hosting PhDs and Post Docs.

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) PIs are entered under the *Project Details* sub-section to be completed by the Research Director, then all three PIs need to have *Research Collaborators* and *Doctoral Supervisors and Postdoctoral Mentors* linked to them in order for all sub-sections to mark as complete.

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
Project Details (Research Director to complete) *	✓	22 Mar 2017	
Project Details (Principal Investigator to complete) *	✓	24 Mar 2017	
Research Collaborations (Principal Investigator to complete) *	✓	22 Mar 2017	
Doctoral Supervisors and Postdoctoral Mentors (Principal Investigator to complete) *	✓	22 Mar 2017	

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Step 8: *Project Details* sub-section has to be completed by the Lead Applicant (Research Director)

Project Details (Research Director to complete)

Instructions

- Institutional Project Description: Provide brief background of the research project as well as clear aims and objectives for the block grant application.
- Alignment with national priority/scarce skill area and/or vulnerable disciplines: How will the PDP doctoral and postdoctoral training align with national priorities, scarce skill area(s) and/or a vulnerable discipline at your institution?
- Alignment of Human Capacity Development (HCD) with institutional staffing plan and institutional retention strategy: How does the project's Human Capacity Development strategy align with institutional staff plan and institutional retention strategy?
- Available research grants or funding: Indicate any available research grant or funding not listed by the Principal Investigator's to support the research to be undertaken by the Doctoral students and Postdoctoral Fellows at an institutional level.

Project	PI's Name	PI's Email Address	Edit	Delete
---------	-----------	--------------------	------	--------

Add

Save Return to Menu

Once the Research Director adds the PI's contact details, an automated email with a link will be sent to PIs to enable them to complete the details of their research projects. The Lead Applicant will not be able to complete the application before the PIs completed their Details of Research sections and it is the responsibility of the Lead Applicant to ensure that the PIs complete their sections.

Step 9: The *Research Collaboration* sub-section requests the PI 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.

Step 10: The sub-sections *Doctoral Supervisors and Postdoctoral Mentors* are very important and requires the PI to indicate the supervisors/mentors as well as the number of doctoral students and postdoctoral fellows the institution can host for the required period of support.

Doctoral Supervisors and Postdoctoral Mentors

Instructions

- All participating supervisors or mentors must be registered on the NRF online system.
- In addition, the already existing supervisors and mentors must update their CV on the NRF online Submission system.
- Individuals that have not uploaded their CVs on the NRF Online System will not be approved as Doctoral supervisors or Postdoctoral mentors.

Project	Name	Role	Field of Specialisation	Number of Doctoral Students	Number of Postdoctoral Fellows	Edit	Delete
No records to display.							

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

Doctoral Supervisors and Postdoctoral Mentors

Instructions

- All participating supervisors or mentors must be registered on the NRF online system.
- In addition, the already existing supervisors and mentors must update their CV on the NRF online Submission system.
- Individuals that have not uploaded their CVs on the NRF Online System will not be approved as Doctoral supervisors or Postdoctoral mentors.

Project *

Supervisor/Mentor *

Gender

Race

Citizenship

Division/Unit *

Email Address

Role * *

Field of Specialisation * *

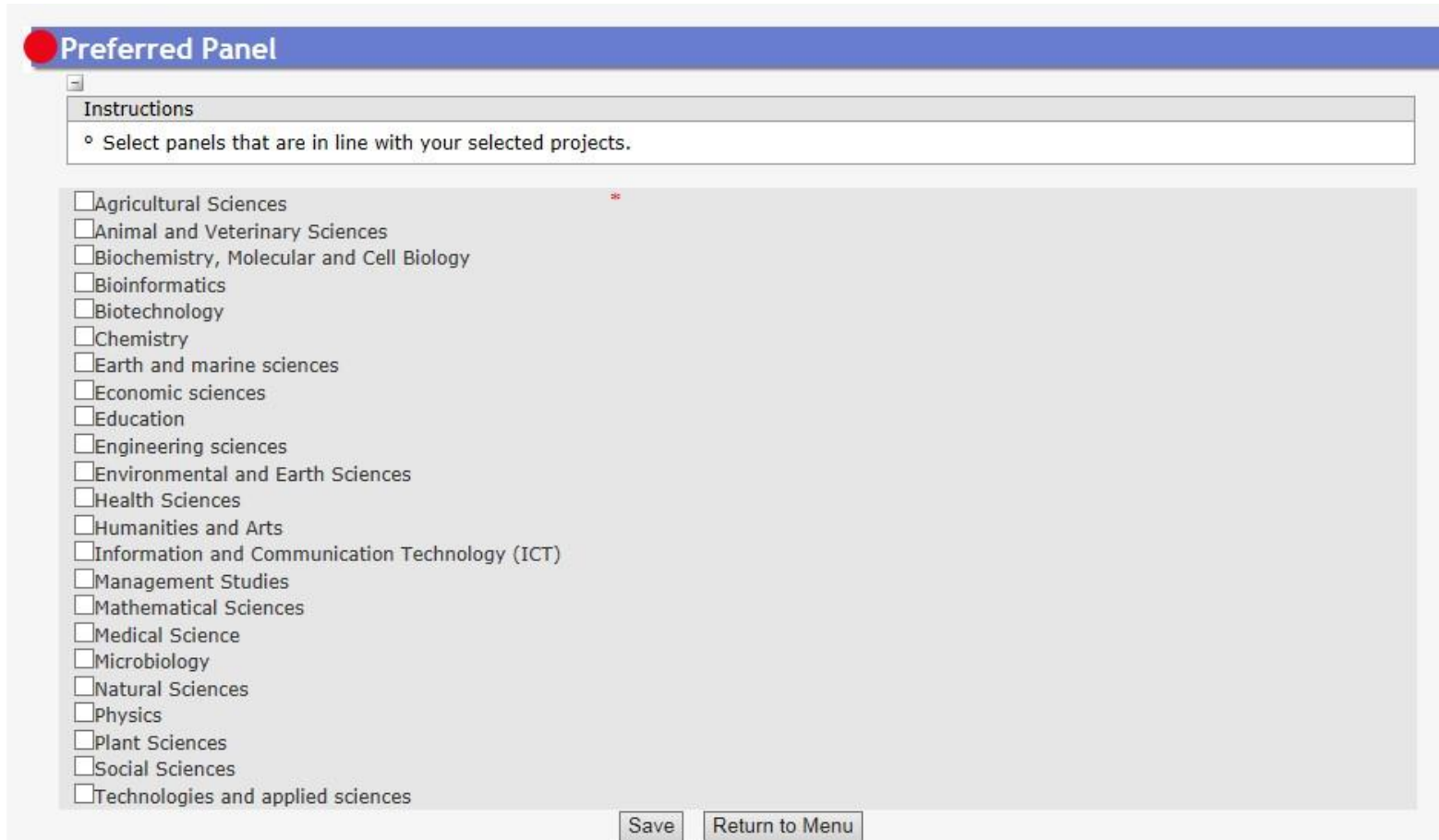
Number of Doctoral students to be supervised *

Number of Postdoctoral fellows to be supervised *

You will have to search for the doctoral supervisor or postdoctoral mentor. If the person is not registered on the NRF Online Submission System, you will not be able to find them. Therefore, please ensure that the supervisors/mentors are registered and their CVs updated* prior to completing the application.

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

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 titled "Instructions" with a sub-heading "Select panels that are in line with your selected projects." Below this is a list of 20 scientific and technical fields, each with an unchecked checkbox. At the bottom right of the list area are two buttons: "Save" and "Return to Menu".

Preferred Panel

Instructions

◦ Select panels that are in line with your selected projects.

- Agricultural Sciences
- Animal and Veterinary Sciences
- Biochemistry, Molecular and Cell Biology
- Bioinformatics
- Biotechnology
- Chemistry
- Earth and marine sciences
- Economic sciences
- Education
- Engineering sciences
- Environmental and Earth Sciences
- Health Sciences
- Humanities and Arts
- Information and Communication Technology (ICT)
- Management Studies
- Mathematical Sciences
- Medical Science
- Microbiology
- Natural Sciences
- Physics
- Plant Sciences
- Social Sciences
- Technologies and applied sciences

Step 12: Applicants need to complete the *Declaration* section by ticking the box indicated below:



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Landing / My Applications / Edit Application - PDP17032220905 / Declaration

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Declaration

Instructions

◦ No incomplete applications will be processed.

I declare that the information given in this application form is **complete** and **accurate** to the best of my knowledge. I understand that the award is made on a provisional basis subject to meeting all the **programme criteria** and **conditions of grant**.



Step 13: Please remember to attach the signed *Declaration of the Research Director or equivalent* form, ID copy and the proof of employment.

Your application will be deemed incomplete should the required documents not be uploaded to the *Attachments* section.

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Attachments

Instructions

- Select the Document Type to be uploaded.
- Capture an appropriate Description.
- Click the Browse button below to select the file on your local machine.
- Click on the Upload button to save.
- Upload pages individually if document is larger than 4MB. **(For rating applications, please see specific instructions in this section of the rating application.)**
- 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).

DST-NRF Professional Development Programme (PDP) Call for 2017

- The following document must be uploaded for this section to mark as complete: Declaration of the research director or equivalent.

Description	Type	File Name	Edit	View	Delete
Ms T maistry	supervisor/mentor	Ms T maistry.pdf			
Mrs OM Motsepe	supervisor/mentor	Mrs OM Motsepe.pdf			
Mrs S PILLAY	supervisor/mentor	Mrs S PILLAY.pdf			
Declaration	Declaration from the Heads of the Collaborating Institutions	Report - 92533.pdf			

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

Step 14: 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 15: The Final Submit button will appear only if all compulsory sections are complete. PIs must remember to click the submit button in order for their section of the overall application to reflect as complete for final submission by the Research Director. 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 Research Director, 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 Professional Development Programme

Criteria	Sub-Criteria	Weight
1. Track Record of all supervisors and mentors	Past research outputs (Journal articles, conference presentations and proceedings, book chapters, patents and awards), the supervisor's and mentors research experience, postgraduate supervision and postdoctoral mentor experience.	15%
2. Human Capital Development	Alignment of Human Capacity Development (Postgraduate students and Postdoctoral fellows) with institutional Staffing plan and institutional retention strategy, alignment with national priority/scarce skill area and/or vulnerable discipline.	45%
3. Potential projected research Outputs	Details of envisaged realistic outputs of the research such as publications, conference proceedings, toolkits, policy documents etc.	15%
4. Collaboration on Research Project	Collaboration between institutions includes historically disadvantaged higher education institutions. Existing research collaborations with national and international research institutions and universities demonstrated.	20%
5. Running cost	Access to research grant or funding to support the research to be undertaken by the Doctoral students and Postdoctoral Fellows.	5%
Outcome		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 inquire *via* their institutional office.

Grantholders 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.

7. Awardee Responsibilities

7.1 Reporting

Continued funding beyond the first year is dependent on the submission of an Annual Progress Report (APR) by the fellows nominated under the award. APR's will be open 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 grantholder 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 grantholder should notify the NRF in writing of the proposed changes as soon as possible.

8. Scientific Compliance

8.1 Methodology

The grantholder takes scientific responsibility for the research to be undertaken, including its objectives and the methodology outlined in the project proposal. The grantholder 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.