



***SOUTH AFRICAN NATIONAL ANTARCTIC PROGRAMME
(SANAP)***

THEMATIC RESEARCH SUPPORT AND ADVANCEMENT

Framework Document

JUNE 2026

TABLE OF CONTENTS

PART A: SOUTH AFRICAN NATIONAL ANTARCTIC PROGRAMME (NRF RIISA)

LIST OF ACRONYMS

1 CALL FOR PROPOSALS

- 1.1 Funding Instrument Title
- 1.2 Funding Instrument Description
- 1.3 Call for proposals

2 EXECUTIVE SUMMARY

3 STRATEGIC CONTEXT

4 STRATEGIC INTENT

5 ELIGIBILITY

- 5.1 Strategic alignment
- 5.2 Applicant Eligibility
- 5.3 Rules of participation

6 GUIDING PRINCIPLES

- 6.1 Transformation, Innovation, Excellence and Sustainability for Societal Impact (TIES4I)
- 6.2 Interpreting the Scorecard
- 6.3 Postgraduate Student Support

7 APPLICATION PROCESSING

- 7.1 Application screening
- 7.2 Application assessment
- 7.3 Application ranking

8 FINANCIALS

- 8.1 Financing support
- 8.2 Logistics budget requirements
- 8.3 Funding categories
- 8.4 Financial control and reporting

ANNEXURE 1: Panel Assessment Scorecard

ANNEXURE 2: Proposal Grading

ANNEXURE 3: Preset equity scores

LIST OF ACRONYMS

ACRONYM	DETAIL
DFFE	Department of Forestry, Fisheries, and the Environment
DSTI	Department of Science, Technology and Innovation
FCS	Full Cost of Study
ISFAP	Ikusasa Student Financial Aid Programme
NDP	National Development Plan Vision 2030
NRF	National Research Foundation
PCS	Partial Cost of Study
PI	Principal Investigator
RIISA	Research Impact and Innovation Support and Advancement
SAEON	South African Environmental Observation Network
SANAP	South African National Antarctic Programme
SAPRI	South African Polar Research Infrastructure
SDGs	Sustainable Development Goals
STI	Science, Technology and Innovation
TIES4I	Transformation, Innovation, Excellence and Sustainability for Societal Impact

1 FUNDING INSTRUMENT TITLE AND DESCRIPTION

1.1 Funding instrument title

The South African National Antarctic Programme (SANAP) Funding Instrument

1.2 Funding instrument description

The SANAP is a theme-based, demand-driven geographically defined funding instrument which supports research in the Southern Ocean, including the Prince Edward Islands, Gough Island and Antarctica. The SANAP is made possible by way of collaborations with the Department of Forestry Fisheries and the Environment (DFFE) and the South African Polar Research Infrastructure (SAPRI).

This Framework Document consists of THREE sections:

PART A: SOUTH AFRICAN NATIONAL ANTARCTIC PROGRAMME (NRF RIISA);

PART B: DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE); and

PART C: SOUTH AFRICAN POLAR RESEARCH INFRASTRUCTURE (SAPRI)

All applicants need to consider all three parts of the framework document -the information relating to the research proposals, the frameworks for DFFE, which *inter alia* details logistic requirements and indicates compulsory attachments, and the SAPRI framework. Which *inter alia* details infrastructure availability and data storage requirements, included below. Each partner has specific requirements, and **the frameworks for SANAP, DFFE and SAPRI need to be considered together.**

The Research Impact and Innovation Support and Advancement (RIISA) Directorate of the NRF is responsible for the strategic direction of the funding instrument, and the review processes, grant awards, grant management processes, and outcomes of the funding instrument on behalf of the Department of Science, Technology and Innovation (DSTI).

DFFE is responsible for the provision of appropriate logistics and infrastructure support for the SANAP programme and is also responsible for assessing the Environmental Impact Assessments of all applications. It is **VITAL** that applicants wanting access to Antarctica, Marion Island and/or Gough or the SA Agulhas II at any stage of their research project read the 2026 DFFE Framework section below. Please direct any DFFE-related queries to the DFFE as detailed in the framework document.

The South African Polar Research Infrastructure (SAPRI) is hosted by the South African Environmental Observation Network (SAEON) and manage the provision of polar research infrastructure. It is **VITAL** that applicants wanting to access such research infrastructure at any stage of their research project read the 2026 SAPRI Framework section below. Please direct any SAPRI-related queries to sapri@saeon.nrf.ac.za.

1.3

Call for proposals

The SANAP invites applications to an OPEN CALL for a three-year funding cycle (2027-2029). All application materials must be submitted electronically via the NRF's Submission system at <https://nrfconnect.ac.za> . All applications must be endorsed by the research office of the principal investigator before submission to the NRF.

It is the responsibility of each applicant to familiarise himself / herself with the internal closing dates set by their institution to meet the NRF closing date. Incomplete or late submissions will not be considered.

Call Opens: **15 July 2026**

UFS internal Closing Date: **28 August 2026**

Contact details:

University of the Free State - Research Office
Ms. Thabi Mosoetsa - NRF Grants Coordinator
Mosoetsat@ufs.ac.za / 051 401 7708

For technical queries (NRF Connect)

SUPPORT DESK

012 481 4202

Supportdesk@nrf.ac.za

For all NRF RIISA content -related queries:

Ms Singathwa Mbangeni
012 481 4269
S.Mbangeni@risa.nrf.ac.za
[a](#)

Ms Tracy Klarenbeek
012 481 4177
TJ.Klarenbeek@risa.nrf.ac.za
[a](#)

2 EXECUTIVE SUMMARY

The National Research Foundation (NRF) recognises that for South Africa to be internationally competitive and to meaningfully contribute to the global economy, the country must have the capability to understand the knowledge produced by others. This understanding can best be developed through performing research. Publicly funded basic and applied research is viewed as a source of new ideas, opportunities, methods, and most importantly, the means through which problem solvers can be trained.

The SANAP is a long-term funding instrument designed to ensure the creation of a demographically balanced Antarctic research programme that strives for internationally competitive research, promotes inter-disciplinarity and creates links with other African countries.

The 2016 DSTI Marine and Antarctic Research Strategy serves to link South Africa's comparative geographic and research advantage, regional stewardship, and national interest considerations to research themes to stimulate systems scale integration of knowledge and understanding. This will not only strengthen South Africa's profile and develop advanced skills, but in so doing will also support the Country's geo-political and citizenship goals in both regional and global dialogues. The importance of South Africa's geographical proximity to Antarctica and its position as a Southern Ocean¹ littoral State cannot be overstressed.

South Africa also maintains bases at Marion and Gough Islands, administered by the DFFE. Marion Island and Prince Edward Island together form the Prince Edward Islands Group, annexed by South Africa in 1947. Gough Island is a British protectorate which hosts the South African meteorological station, which operates as part of an agreement between South Africa and the United Kingdom.

3 STRATEGIC CONTEXT

The mandate of the National Research Foundation (NRF) is to support and promote research through funding, human resource development and the provision of the necessary research facilities in order to facilitate the creation of knowledge, and innovation and development in all fields of science and technology, including indigenous knowledge, supporting and promoting public awareness of, and engagement with, science and thereby contributing to the improvement of the quality of life of all the people of the Republic (NRF Act, 1998, as amended 2019). This mandate directly supports the South African government's national priorities.

¹ This area includes the Prince Edward Islands over which South Africa exercises undisputed sovereignty. The Southern Ocean is defined as the region south of Africa comprising the ocean and the sub-Antarctic Islands up to, and including, the Antarctic Continental Shelf Zone.

The NRF's wider research support strategy is guided by the Science Technology and Innovation Decadal Plan 2022-2032² (STI Decadal Plan). The Decadal Plan highlights critical areas for investment through 2032, including strengthening human resources for STI, to transform the research system, and create an enabling environment for innovation and impact. This plan aligns with the final phase of the National Development Plan (NDP): Vision 2030, translating the vision of the 2019 White Paper on STI into defined priorities and thematic areas. This targeted approach ensures that NRF investments address national challenges while they align with global mandates such as the African Union Agenda 2063 and the Sustainable Development Goals³ (SDG's) as detailed in the 2030 Agenda for Sustainable Development.

The NRF's strategic vision is one in which knowledge and research are at the epicentre of national development. This is reflected in the NRF Vision 2030⁴. NRF Strategy 2030 provides the roadmap for the achievement of the aspirational goals set out in NRF Vision 2030, which envisions a globally competitive, inclusive, and impactful research enterprise. It seeks to position the NRF as a catalyst for knowledge generation and application to ensure that research contributes directly to national development priorities and global competitiveness. Funding instruments are designed to support a world-class knowledge and research enterprise of which the products and effects bring about advancement of the frontiers of knowledge; improve the quality of life of the people in the country; improve the competitiveness of strategic sectors and industries of our economy; provide for better protection and preservation of our national natural heritage; and lead the elevation of the technological base of our country. Ultimately, these activities collectively contribute to building a better society through research.

4 STRATEGIC INTENT

The intent of the NRF's support of the SANAP is to:

- Advance knowledge and innovation in key research priority areas that are important to South Africa;
- Contribute to the development of high-level skills in critical knowledge domains, particularly in areas that will benefit the society; and
- Enhance the impact of knowledge outputs generated through research in priority sectors through strategic partnerships with key stakeholders across South Africa's National System of Innovation (NSI).

² DSTI Science Technology and Innovation Decadal Plan 2022 – 2032. Science, technology and innovation enabling inclusive and sustainable South African development in a changing world <https://www.dsti.gov.za/index.php/documents/strategies-and-reports/189-sti-decadal-plan>

³ United Nations: The 2030 Agenda for Sustainable Development. Transforming our World <https://sdgs.un.org/2030agenda>

⁴ National Research Foundation Vision 2030. Research for a better society <https://www.saasta.ac.za/wp-content/uploads/2021/06/NRF-Vision-2030.pdf>

The objectives of the SANAP funding instrument are:

- To contribute to knowledge production about Antarctica and the Southern Ocean, including the Prince Edward Islands, in the Natural Science, Social Science and Humanities;
- To achieve world-class, socially relevant research and the development of the associated human capacity;
- To advance or develop paradigms, theories and methodological innovation relating to Antarctica and the Southern Ocean, including the Prince Edward Islands;
- To facilitate institutional, national and international collaborations; and
- To align the SANAP research investment directly with the NRF Strategy 2030 and STI Decadal Plan.

5 ELIGIBILITY

5.1 Strategic alignment

As a competitive funding instrument, the chief eligibility criteria are:

- Research in the geographic region of the Southern Ocean, including the Prince Edward Islands, Gough Island, and / or Antarctica
- Alignment with the STI Decadal Plan
- Alignment with the 2016 Marine and Antarctic Research Strategy⁵
- Scientific merit and quality of the research proposal
- Evidence of associated human capacity development

5.2 Applicant Eligibility

- Rated and unrated researchers can apply for three years funding (2027-2029).
- Researchers must be doing research on the Southern Ocean, its islands, and / or Antarctica, and must be employed (salaried full-time) by public research institutions that are recognised by directive of the Minister of Science and Technology. These include mainly Universities, Museums and Science Councils.
- Contract employees at recognised research institutions (as defined above) in South Africa may apply, on condition their contract appointment is for (at least) the duration of the project applied for in the submission. The length of the contract should be stated in the application form. Salaries must be paid by the research institution and the primary employment of the individual concerned must be at that institution. A contract researcher appointed at a research institution on behalf of a third party to fulfill a very specific function for the latter does not qualify for support.

⁵ 2016 DSTI Marine and Antarctic Research Strategy

- Retired academics/researchers if they meet all set criteria as stipulated below:
 - are resident in SA;
 - are formally employed (as defined above) by a recognised institution (as defined above);
 - are active researchers with a distinguished track record in research and postgraduate student supervision; and
 - are actively mentoring/training postgraduate students/young research staff.
- **Students, including PhD Candidates, are not eligible to apply** in this call. They may, however, find support for their proposed research by embedding this into applications submitted by eligible principal investigators as detailed above. ***Applications for own degree purposes will not be considered.***
- **Postdoctoral Fellows are not eligible to apply** as principal investigators in this call. They may, however, find support for their proposed research by embedding this into applications submitted by eligible principal investigators as detailed above.

5.3 Rules of participation

a) Principal Investigator

- Only researchers full-time employed at NRF recognized research institutions in South Africa (as defined above) are eligible to apply as principal investigators in this funding instrument.
- The principal investigator (i.e., the applicant/PI) must be an active researcher who takes intellectual responsibility for the project, its conception, any strategic decisions required in its pursuit, and the communication of results. The PI must have the capacity to make a serious commitment to the project and cannot assume the role of a supplier of resources for work that will largely be placed in the hands of others. S/he will take responsibility for the management and administration of resources allocated to the grant award. S/he will also take responsibility for timeously meeting all reporting requirements.
- A PI may not submit a research proposal for their own degree purposes; or on behalf of a student where the student in the main will be carrying out the research. The expectation is that individual student projects will be embedded within a larger research programme or project.

The research team may also include:

b) Co-investigators

A co-investigator is an active researcher who provides **significant** commitment, intellectual input and relevant expertise into the design and implementation of the research application. The co-investigator 's role will be well defined within the scope of the application. South African-based co-investigators are eligible to receive NRF funds from the grant if the team's application is successful. **Please note that post-doctoral fellows, students, technical & support staff DO NOT qualify as co-investigators or collaborators and should not be listed as such.**

The project may also include:

c) Collaborators

Collaborators are anticipated to make a **relatively small**, but meaningful contribution to the research endeavour as outlined in the application, but who have not actively participated in the research design. They are not considered a part of the core research team and are not eligible to receive NRF funds from the grant if the team's application is successful.

6 GUIDING PRINCIPLES

6.1 Transformation, Innovation, Excellence and Sustainability for Societal Impact (TIES4I)

The NRF's strategic vision is underpinned by five pivotal success factors, namely Transformation, Innovation, Excellence and Sustainability for Societal Impact (TIES4I).

Transformation:

The NRF Vision 2030 transformation imperatives are focused on a shift towards a new and inclusive democratic society by transforming the current and future equity profiles of the South African workforce, encouraging critical discourse and advancing a knowledge economy where new knowledge enhances and facilitates the development of society, and strengthening the relationship between science and society by supporting the development of responsible engaged citizens.

Impact:

The NRF Vision 2030 commits to making a positive, meaningful and lasting impact by supporting excellent research that extends the frontiers of knowledge and contributes to national challenges within society, the economy and the environment.

Excellence:

The NRF Vision 2030 commits to investing in quality research, capable established, newly established, emerging and next generation researchers by prioritising support for research that reflect excellence in scientific merit, ethics, originality, relevance, purpose, and/or methodological rigour alongside the potential for societal impact.

Sustainability:

The NRF Vision 2030 stresses the importance of the sustainability of the knowledge enterprise, the development of a human capital pipeline (including succession planning), as well as the sustainability of the national and global environment inter alia, by directly addressing the

Sustainable Development Goals⁶ (SDG's) as detailed in the 2030 Agenda for Sustainable Development

6.2 Interpreting the Scorecard

The Scorecard (Annexure 1) forms the core of the peer review process. All review panels are required to assess research proposals against a scorecard, which results in a total score for each proposal. High-scoring applications are prioritised for funding. Each criterion on the scorecard carries a weight, which influences the criterion score (Annexure 2) to the total proposal score.

The primary criteria in the scorecard are as follows:

Proposal

The review panel will assess the scientific merit and feasibility of the proposal, considering the proposed rationale, approach, methodology and literature review. The review will thus assess the potential for knowledge impact – the potential for scientific advances in understanding or interpretation. The feasibility of the proposal will in part be informed of the appropriateness of the collaborative contributions including the inclusion of Historically Disadvantaged Institutions.

This criterion score contributes 45% of the total score and is thus the most important criterion on the scorecard. The SANAP call is extremely competitive, and proposals that score an “Average” or lower for scientific merit and feasibility are not considered sufficiently competitive for funding. Only proposals that score “Above Average” and higher are further scored for inclusion into final ranking of proposals.

Equity

This refers to the equity of the applicant. This is scored according to the NRF's pre-set equity scores which can be seen in Annexure 3.

Transformation

The review panel will consider the **student graduation history** in terms of numbers, race, gender and nationality. The panel will consider a fixed period, typically the last 5 or 10 years.

Science Engagement

The review panel will consider the proposal's plan to engage with non-academic stakeholders. Science engagement is a mandatory element for the SANAP. Such science engagement activities should be embedded in the proposal as submitted to the NRF. The NRF supports science engagement through its coordination and implementation of the DSTI Science Engagement

⁶ United Nations: The 2030 Agenda for Sustainable Development. Transforming our World
<https://sdgs.un.org/2030agenda>

Strategy⁷. Within this context, science engagement refers to activities, events, or interactions characterised by **mutual learning and dialogue** among people of varied backgrounds, scientific expertise, and life experiences, who articulate and discuss their perspectives, ideas, knowledge, and values. Science engagement is an overarching term for all aspects of public engagement with science, science awareness, science education, science communication and science outreach, which aim to develop and benefit individuals and society. Engagement cannot occur in a single direction – meaningful interactions between participants are required.

Impact

The NRF Impact Framework⁸ is the key instrument for the delivery of the Impact pillar of NRF Strategy 2030. It translates strategic intent into actionable guidance for the planning, funding, and assessment of research that contributes meaningfully to both knowledge advancement and positive societal change. Complementary to this, the NRF Engaged Research Framework⁹ operationalises the Transformation and Impact pillars through the promotion of inclusive, collaborative, and context-responsive approaches. It requires researchers to actively involve societal (non-academic) stakeholders throughout the research process, to ensure relevance, uptake, and measurable societal impact. Societal impact refers to the value that research adds to society across various spheres, whether social, economic, or environmental. Societal impact reflects the direct or indirect relationship between research, or the research process, and improvement in the quality of people's lives, inclusive of innovation, technological advancements, improved sustainability, and policy developments.

Data management and use

A formal data management plan is required. This describes the anticipated acquisition or generation of data, as well as how such data (raw and published) will be managed, described, analysed, stored and made available to other researchers or the public. Importantly, this plan will also describe the mechanisms that will be used at the end of the project **to share and preserve** such data. All data management must be in accordance with the NRF Open Access Statement (2015), available at <http://ir.nrf.ac.za/page/policies>. Applicants are encouraged to consider this statement to ensure that all elements are appropriately addressed.

Successful grant applications are subject to the NRF Conditions of Grant, which clearly outline data storage, usage, and dissemination requirements. **The SANAP grant holders are also required to publish data collected or generated through SANAP projects with the SAPRI Data Centre, unless a more suitable repository is justified.**

⁷ DSI Science Engagement Strategy: Science and society engaging to enrich and improve our lives
https://www.dsti.gov.za/images/Science_Engagement_Strategy_-_SES.pdf

⁸ NRF Open Access Statement. <https://www.nrf.ac.za/wp-content/uploads/2022/02/NRF-Open-Access-Statement.pdf>

⁹ NRF Engaged Research Framework <https://www.nrf.ac.za/wp-content/uploads/2022/08/NRF-Engaged-Research-Framework.pdf>

6.3 Postgraduate Student Support (SA-based only)

Grantholder-linked postgraduate students are no longer allowed. The DSI-NRF Postgraduate Student Funding Policy has replaced the grantholder-linked modality and uses postgraduate student funding as a lever to address the challenges of inequity of access, success, and throughput. The policy is underpinned by the pursuit of research excellence in all its dimensions and has **transformation of the postgraduate cohort as the core objective**. Its purpose is to retain high academic achievers in the system to pursue postgraduate studies up to the doctoral level, as part of a national drive to grow the next generation of academics to sustain South Africa's knowledge enterprise. The NRF is prioritising postgraduate students with research inclination, with the aim to grow the pool of early career researchers. Another motivation for this policy is to fast-track the development of postgraduate students in high-impact, priority, and vulnerable disciplines critical for national socio-economic development.

All postgraduate students are required to apply on the NRF Connect system at <https://nrfconnect.nrf.ac.za>. A financial means test will be conducted by the Ikusasa Students Financial Aid Programme (ISFAP) and will in part determine whether postgraduate students will be funded either at Full Cost of Study (FCS) or Partial Cost of Study (PCS). To ensure equity of access to postgraduate studies, financially needy students (i.e., those whose combined household income is R350 000 per annum or less) and students with a disability will be funded at FCS. Academic “high-fliers” achieving a distinction or first-class pass will also be eligible for funding at FCS. International students as well as any other South African students who are not eligible for FCS will be eligible for PCS funding. The students are expected to meet the NRF minimum entry requirement to be eligible for FCS or PCS as illustrated in Table 1 below.

For further details on the NRF Postgraduate Funding policy, kindly refer to the framework document which is available on www.nrf.ac.za. Minimum marks for prior degree¹⁰, completion rates, race, gender nationality and age limits, and similar apply. These are detailed in the annual Postgraduate Funding Framework Document.

Table 1: Summary of eligibility criteria for NRF postgraduate funding for FCS and PCS

Study Level	Full Cost of Study (<i>South African Citizens and Permanent Residents only</i>)		Partial Cost of Study (All)
	Exceptional Achievers	Financial need Disability	Other
HONOURS	≥ 75% Mark in Final Year of study	≥ 65% Mark in Final Year of study	≥ 65% Mark in Final Year of study

¹⁰ In cases where a grade is not indicated, the application will not be considered for funding by the NRF.

	Non-South African Citizens are not eligible for Honours Scholarships Age limits apply		
MASTERS	≥ 75% Mark for Honours Completed Honours in one year	≥ 65% Mark for Honours Completed Honours in one year	≥ 65% Mark for Honours Completed Honours in one year
	Age limits apply		
DOCTORAL	≥ 75% Mark for Masters Completed Masters in two years	≥ 65% Mark for Masters Completed Masters in two years	≥ 65% Mark for Masters Completed Masters in two years
	Age limits apply		

The NRF will allocate all postgraduate bursaries under its management control as follows:

- 95% South African citizens and permanent residents.
- 5% students from SADC countries and from the rest of the world, and
- 55% women.

The NRF disaggregates these targets for South African citizens and permanent residents as follows:

- 90% Black (African, Coloured, and Indian).
- 10% White; and
- 1% students living with a disability.

Applicants are encouraged to identify postgraduate students that have a potential to complete their honours, Masters', and Doctoral degree with a minimum pass mark of 65%, and who are interested in pursuing research in the proposed project. The interested students must apply on the NRF Connect System by accessing the link: <https://nrfconnect.nrf.ac.za>, and should include the reference number of your application in their applications. This will enable the identification of the students' applications for consideration for funding by the NRF. Students linked to successful NRF-funded research projects will be prioritized for funding. Having said this, however, the success of these student applications not guaranteed. The awarding of student bursaries will depend on the available budget, and awards will be made in accordance with the NRF's key performance targets.

7 APPLICATION PROCESSING

7.1 Application screening

All applications validated by the appropriate designated authority of the institution and submitted before deadline to the NRF via the NRF's Submission system at nrfconnect.ac.za, are screened by

the NRF for compliance with the eligibility criteria and online application requirements. This includes the submission of the **compulsory** DFFE attachments. **Proposals not requiring the use of DFFE infrastructure must still submit the attachments completed as “Not Applicable” if so deemed.** All applications will thus require compulsory attachments to be successfully screened in. Without exception, applications that fail to meet the stipulated requirements will be rejected without review.

7.2 Application assessment

All eligible and appropriately completed applications are subjected to a competitive review process. The assessment of applications will be guided by a Panel Assessment Scorecard (**see Annexure 1**) and scored according to the Proposal Grading (**see Annexure 2**). The DSTI, the DFFE and the SAPRI will then make inputs into the strategic alignment, the infrastructure and logistics feasibility, and the environmental feasibility of the successful proposals. The NRF, in consultation with the DSTI and the DFFE, reserves the right to reject scientifically sound applications based on shortfalls relating to financial, logistic and/or environmental feasibility.

All applications will first be assessed by way of a scientific peer review panel. The NRF will select appropriate review panel members which will include specialists and other established researchers, selected based both on their respective knowledge in the field, and for their research standing. The panel meeting may be held virtually or in person. Panel members will deliberate on the submitted applications as per the scorecard using the Proposal Grading. Top scoring applications will be supported until the available resources are exhausted. The financial requirements of the top scoring applications will determine the final number of applications supported. The key performance indicators of the NRF and the transformation agenda of the country will also be taken into consideration when final funding decisions are made.

7.3 Application ranking

The purpose of the scoring system is to evaluate applications, based on the strategic objectives of the funding instrument. Funding decisions for the SANAP funding instrument are informed primarily by the accumulative grading of the review panel in respect of each assessed application, as per the assessment criteria outlined in **Annexure 1**. Each criterion is weighted, giving an indication of the strategic importance of the criteria. Applications are then ranked in accordance with their overall scores. Applicants are advised to consider the assessment criteria carefully when writing their proposals.

All fundable applications will then be assessed by the DSTI, the DFFE and the SAPRI in a second review panel. The final funding decisions are subject to an analysis of the application’s strategic alignment with government priorities, the feasibility of infrastructure usage and logistic requirements (if applicable) and financial feasibility. The NRF Key Performance Indicators as they relate to race, gender and disciplinary and institutional spread will also inform the final funding decisions, which are subject to budget availability.

8 FINANCIALS

8.1 Eligible financials

The SANAP is made possible through contract funding from the DSTI. The DSTI will fund a three-year cycle of research funding from 2027-2029. As a demand-driven funding instrument, there is no limit to the amount an applicant can request. Having said this, the financial requests need to be in line with the requirements of the proposal and should accurately reflect the anticipated needs of the proposed work. Excessive budget requests are not well received by the review panel. The application assessment process will consider proposed budget items in terms of cost, risk, and reward ratios. Decisions relating to budget items will also be governed by the overall funding instrument funds available for the period – the research budget per year for the SANAP programme is approximately R 20 million (pending contract finalization in late 2026). This amount includes research related costs, approved overwintering personnel salary costs **and** student bursaries. Funding allocations for capacity development (bursaries) will be ringfenced at 30% of the budget.

The grants of this funding instrument will support research, over-wintering personnel salaries, and the associated (and approved) logistics costs. It will also support capacity development. The successful applicants receive the conditions of grant and an award letter. The money is released upon acceptance of the conditions of grant in the first year and is released in subsequent years with the submission of an Annual Progress Report. Grant expenditure is subject to the NRF audit requirements of beneficiary institutions.

8.2 Logistics budget requirements

In addition to the research budget guidelines described below, applicants must pay careful attention to their logistical requirements and attendant budget needs for additional items required by the DFFE. This may include ship's time and/or helicopter time. When undertaking the budget section of the application, applicants **MUST** therefore also refer to the 2026 DFFE framework for additional logistics items that must be budgeted for. Additional logistics budget requirements should be costed for in the attached DEFF Logistics Costing Model **AND** the corresponding totals must be included in the online application budget template for overall financial consideration.

8.3 Funding categories

The NRF funds SANAP on an ongoing basis, and in line with contractual obligations between the NRF and the DSTI. NRF-recognised institutions (as defined above) are the primary beneficiaries of this funding instrument.

Successful applications will receive funding that accommodates the following budget items: research-related operating costs, equipment, overwintering staff salaries (if appropriate), postdoctoral fellowships, and support for disabilities (if appropriate).

Postgraduate student bursaries will not reflect against the grant award. Grantholder-linked bursaries (awarded to and selected by the PI) have been replaced with the new DSTI/NRF Postgraduate Funding policy.

a) Research Related Operating Costs

These costs include materials and supplies, travel (including conferences and subsistence), equipment, and research / technical / *ad hoc* assistance. Guidelines can be seen below. These costs should be justified and commensurate with the planned outputs, as they will be assessed on this basis.

Materials and Supplies

Materials and supplies required for research and fieldwork will be supported. The costs related to advertising, interviewing and appointing overwintering staff should be included in the request for funding. These costs must include the medical and psychometric assessment of candidates if appropriate. Specialised gear, especially safety gear not catered for by the DFFE should be included in the SANAP financial request. The feasibility of the overall project should the specialized gear not be awarded, must be indicated.

Additional logistic requirements must be detailed in the “DFFE Logistics Costing Model” attachment **and the totals included in the online financials section**. These logistics requirements are for activities relating to deviations from standard relief voyage transects and flight arrangements only. Strong motivations for such deviations must accompany the application and must indicate the impact on the feasibility of the overall project should such deviations not be possible.

Travel and subsistence

International travel, including conference attendance and international visits, will be considered on a case-by-case basis. Such visits must be integral to the research plan and strong motivations should accompany these requests. Realistic funding allocations will be based on the requested activities. Both incoming and outgoing visits will be considered against the overall availability of funding. South African Revenue Service deemed limits for tax-free S&T allowances are applicable.

Local conference attendance can be requested for all listed co-investigators and postgraduate students. The applicant should detail the following in their motivations:

- The value of attending more than one local conference per annum if so requested
- The number of people that should be funded to attend local conferences.

The NRF does not stipulate any rate for mileage for local travel. The local travel policy of the institution will apply. Applicants are requested to provide details of this rate, as well as the estimated distance to be travelled within the given year.

Local accommodation should not exceed a three-star rating establishment, per night per person.

Research / Technical / *Ad hoc* Assistants

This funding instrument **does not support full cost recovery**. Requests for research / technical / *ad hoc* assistance should be treated with caution. The NRF strongly encourages applicants to engage students to undertake the research rather than employing research consultants. This guideline, however, does not apply when **highly specialized** research / technical expertise is required. This should be CLEARLY motivated for in the proposal. A distinction must be made between home-based technical assistance and expedition member technical assistance. **Administrative or student assistance does not qualify as research/technical or *ad hoc* assistance.**

b) Research Equipment

Requisitions for large equipment items (over R 1 000 000 per application) should be submitted through the NRF's National Equipment Programme. Requisitions for equipment over R 200 000 (per application) should be accompanied by a clear feasibility statement should the amount not be awarded either in part or in full.

Specialised equipment that is not catered for by DFFE should also be included in the SANAP financial request. The placement of equipment will remain subject to the existing protocols of the DFFE. The feasibility of the overall project should the specialised equipment not be awarded, must be indicated.

c) Over-wintering staff salaries

The appointment of over-wintering staff will be in line with the salary scales of the DFFE (**see DFFE Levels 1-10 - TOTAL SALARY PACKAGES attached**). The request for overwintering staff must be accompanied by a justification for the proposed salary scale, and the funding requests for remuneration must be requested (and will be awarded) in line with the DFFE salary scales as proposed.

Field Assistant - **Level 6**

Assistant Environment Officer -**Level 6**

Environmental Officer- **Level 7**

Electrical Engineer Technician- **Level 10**

Electro-Mechanical Technician: **Level 10**

Mechanical Engineer - **Level 11**

Communications Engineer -**Level 11**

The responsibility for advertising, interviewing, and recommending over-wintering staff for Marion Island and for Antarctica will lie with the applicant.

d) Postdoctoral Fellows

This funding instrument allows for the nomination of a postdoctoral fellow for an amount of R320 000.00 per annum for a maximum of 2 years. The second year is only awarded if performance in year 1 is acceptable to the PI. Renomination is required in year 2 and is subject to NRF approval. All running costs associated with postdoctoral activities should be included in the PI's budget. Additional running costs are not awarded to grantholder linked postdoctoral fellows. South African citizens and Permanent Residents are prioritised, with a total of 5% non-South African postdoctoral fellows per funding instrument allowed. Prior permission for foreign postdoctoral fellows will be required for this funding instrument.

e) Funding to cater for disabilities

Additional funding support to cater for disability may be allocated to people with disabilities as specified in the Code of Good Practice on Employment of People with Disabilities as in the Employment Equity Act No 55 of 1998.

The NRF does not provide financial support for:

- Basic office equipment including computers and consumables. **Computers purchases will only be allowed in instances where these are specific requirements for the research itself** (e.g. high-performance computing). Computers purchases will be allowed if the principal investigator or co-investigator is based at a museum.
- Basic office stationery, photocopying costs, printing costs unless these items form part of the research tools, or the principal investigator or co-investigator is based at a museum.
- **Journal publication costs, journal subscription costs, book costs** unless the principal investigator or co-investigator is based at a museum.
- Telephone and internet costs unless the principal investigator or co-investigator is based at a museum.
- Lecturer replacement costs.
- Sabbaticals
- Student stipends /payment for assisting with research activities.

8.4 Financial control and reporting

Upon receipt of the signed Conditions of Grant letter, the NRF will release the awarded amount for the year. Grant holders will then be required to comply with the standard NRF financial management procedures, including the submission of an Annual Progress Report. Should an annual progress report not be received, the grant will be cancelled, and all funds reallocated at the discretion of the NRF. Progress reports for **all** grants received from this **and any other** NRF instrument are a prerequisite for continued funding (clauses 2.2; 3.2.3 and 12.2.4 in the Conditions of Grant letter). These are to be submitted in accordance with institutional deadlines.

The timely submission of accurate and informative Annual Progress Reports is a prerequisite for the release of any further funding. Failure to submit the Annual Progress Report will result in the cancellation of this and all other active NRF grant awards.

The amount awarded within this framework **can be used at the discretion of the applicant**. It is not necessary for SANAP grant holders to request special permission to alter their expenditure categories. This applies to all categories except equipment and post-doctoral fellowships.

Annexure 1: Panel Assessment Scorecard - SANAP.

Criteria	Sub-Criteria	Details	Score / 4	Weight	Weighted score
Proposal	Scientific merit and feasibility	* Does the proposed work significantly advance discovery and understanding in the field? * Is the project feasible as proposed? * Are the appropriate collaborations included (are HDIs included) with clear roles and responsibilities? * Has knowledge of the relevant literature been adequately articulated?		45%	0.00
Equity	Of applicant	Race / Gender/Years post-PhD ¹¹ .		10%	0.00
Transformation	Of students graduated	Reflect on the historical compliance with transformation for M and D graduates		10%	0.00
Science Engagement	Plans for science engagement	* Is science engagement appropriately embedded in the application? * Are the appropriate target groups identified?		10%	0.00
Impact	Wider impact	* Has the potential contribution to economic, societal, or environmental impact been appropriately embedded in the proposal? * Is it clear how such impact will be measured?		15%	0.00
Data management and use	Data storage, usage and dissemination	* Has appropriate consideration been given to data storage, usage and dissemination beyond the immediate project team? * Is the open access to all data generated by the proposed research been appropriately and comprehensively detailed?		10%	0.00
Total				100%	0.00

¹¹ This is a preset score inserted by the NRF. See Annexure 3

ANNEXURE 2: Proposal Grading – SANAP.

Score	Assessment	Assessment Descriptor
4	Exceptional	Application demonstrates evidence of exceptional performance across all the stated criteria, as determined by the panel and relative to the knowledge field under consideration.
3	Excellent	Application demonstrates evidence of outstanding performance across all the stated criteria, as determined by the panel and relative to the knowledge field under consideration.
2	Above average	Application demonstrates evidence of above average performance across all the stated criteria, as determined by the panel and relative to the knowledge field under consideration.
1	Average	Application demonstrates evidence of average performance across all the stated criteria, as determined by the panel and relative to the knowledge field under consideration.
0	Below average	Application demonstrates evidence of below average performance across all the stated criteria, as determined by panel and relative to knowledge field under consideration.
Context: Proposal grading is done with sensitivity to the context within which each application is submitted. The score of each criterion for each application will be contextualised to accommodate variability in such things as knowledge fields, institutional capacity, etc. Should a criterion not be applicable to a specific application (e.g., student graduations for early career researchers, collaboration, or similar), the weighting of that specific criteria will be made to equal zero, and the overall score normalised.		

ANNEXURE 3: Preset equity scores.

Equity Status	Preset Equity Score
Disabled	4
Black female; all; Black male, young ¹²	4
Black male, not young	3
White female, young	3
White female, not young	2
White male, young	2
White male, not young	1

It should be noted that non-South African citizens, or persons without Permanent Resident status are not counted towards transformation targets. Such individuals will be scored as White females or males, young or not young, as appropriate.

¹² "Young" refers to 5 years post-PhD as per the applicant's CV. Applicants will be classified as "young" if their graduation date is less than 5 years prior to the date of assessment.



forestry, fisheries & the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE)

FRAMEWORK FOR SANAP CALL

Applicants are REMINDED that there are **4 additional DFFE forms** that must be uploaded to the application template on NRF online. Applications not including the required attachments will be rejected by the National Research Foundation (NRF) and will not be considered for adjudication. The 4 mandatory forms are as follows:

- 1) Logistics Support Requirements form
- 2) Costing Model
- 3) Environmental Considerations form
- 4) Ethics form

****Terms and Conditions for Passenger and Personnel document** – To be read and understood by all Principal Investigators and their research collaborators and potential future collaborators during the current SANAP call for research proposals*

*****Process for submitting EIA documents to DFFE** – Guidelines document to be used when submitting EIA applications to DFFE (Section 2)*

TABLE OF CONTENTS

PART B: DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE)

SECTION 1

- 1. DEFINITIONS**
- 2. STAFF MATTERS**
 - 2.1 Staff Distinctions
 - 2.2 Expedition Member Defined
 - 2.3 Expedition Member Recruitment
 - 2.4 Expedition Members as Public Servants
 - 2.5 Administrative matters and reporting lines
- 3. INTERVIEWS, MEDICAL EXAMINATIONS AND PSYCHOMETRIC ASSESSMENTS**
 - 3.1 Upon Selection of Applicants
 - 3.2 Interview Requirements
 - 3.3 DFFE Medical Evaluations
 - 3.4 Interview and Medical Evaluation Outcomes
- 4. APPOINTMENT OF OVERWINTERING EXPEDITION MEMBERS**
 - 4.1 Letters of Appointment and Contracting
 - 4.2 Salary Scales
 - 4.3 International Qualifications
 - 4.4 Expedition Salary Review
 - 4.5 Expedition Member Start Dates
 - 4.6 Financial Management
- 5. SUBSISTENCE AND TRAVEL**
- 6. LEAVE**
- 7. BENEFITS**
- 8. HOME-BASED PERSONNEL (STUDENTS)**
- 9. DFFE WAREHOUSE/STORE AND OTHER MATTERS**
- 10. FINANCIAL MATTERS**
 - 10.1 Logistics Support (provided by DFFE)
 - 10.2 Research Budget Online
- 11. DFFE MANAGEMENT AUTHORITY FOR THE PRINCE EDWARD ISLANDS (PEIs)**

- 11.1 Exemption and/or Permit applications for Marion and Prince Edward Islands
- 11.2 DFFE Management Authority Contact Details

12. ENVIRONMENTAL CONSIDERATIONS

13. BIOSECURITY

14. PROJECTS AT THE PRINCE EDWARD ISLANDS (MARION AND PRINCE EDWARD)

15. PROJECTS AT GOUGH ISLAND

16. ETHICS (VERTEBRATES)

SECTION 2

17. INTRODUCTION

18. PROJECTS IN ANTARCTICA (PEP/Madrid Protocol Annex I – EIA)

- 18.1 Step 1 - PRELIMINARY ENVIRONMENTAL ASSESSMENT (PEA)
- 18.2 Step 2 - INITIAL ENVIRONMENTAL EVALUATION (IEE)
- 18.3 Step 3 - COMPREHENSIVE ENVIRONMENTAL EVALUATION (CEE)

19. PROJECTS AT MARION AND PRINCE EDWARD ISLANDS (NEMA EIA REGULATIONS)

- 19.1 BASIC ASSESSMENT REPORT (BAR)
- 19.2 SCOPING AND ENVIRONMENTAL IMPACT ASSESSMENT REPORT (EIR)

20. DEADLINES

21. DFFE (CD: IEA) CONTACT DETAILS *(for subsections 17-20 above)*

SECTION 1 LOGISTICS, PERMITS AND GENERAL PROCEDURES AS MANAGED BY THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT, DIRECTORATE: SOUTHERN OCEAN AND ANTARCTIC SUPPORT (D: SO&AS)

1. DEFINITIONS

- **Administrator of Tristan da Cunha** – All applications to undertake research on Gough Island (or any islands in the Tristan da Cunha archipelago) must be endorsed by the Administrator, via DFFE, prior to review by the NRF.
- **BRM** – Biosecurity Risk Material, comprising *inter alia* soil, dirt, organic matter, plant and animal material, insects, seeds, webbing and egg masses.
- **Chief Scientist** – The shore-based or ship-based scientist appointed to oversee and coordinate all research activities, in consultation with the DCO.
- **DCO (DFFE)** – Departmental Coordinating Officer is the DFFE official appointed overall in charge of a relief expedition.
- **DFFE** – Department of Forestry, Fisheries and the Environment
- **DPWI** – Department of Public Works and Infrastructure.
- **DSTI** – Department of Science, Technology and Innovation
- **EIA** – Environmental Impact Assessment
- **Home-based personnel (Students)** – Full-time students, linked to SANAP-supported research projects, based at a recognised institution in South Africa (as administered by NRF).
- **MLRA** – Marine Living Resources Amendment Act (Act No. 18 of 1998)
- **NEMA** – National Environmental Management Act (Act No. 107 of 1998)
- **NEMBA** – National Environmental Management: Biodiversity Act (Act No. 10 of 2004)
- **NEMPAA** – National Environmental Management: Protected Areas Act (Act No. 57 of 2003)
- **NRF** – National Research Foundation
- **Overwintering expedition** – A period of approximately 14 months that expedition members spend at a base before they are relieved by the following takeover expedition.
- **Overwintering expedition members:**
 - **Support expedition members (support personnel on DFFE salaries)** - Personnel overwintering at a base, e.g., medical doctor/orderly, radio technician, engineer, diesel mechanic, etc. – **DFFE appoints, administers, and pays salaries of these personnel.**
 - **Research expedition members (affiliated to universities/other Institutions - salaries)** - Personnel linked to SANAP-supported research projects overwintering at a base, e.g. field/research assistants, researchers. **These salaries will be added to your grant application and the total claimed from the NRF.**
- **PEIAC** – Prince Edward Islands Advisory Committee. All applications to undertake research on Marion and/or Prince Edward Island are subject to recommendations by this committee to the DFFE PEIs management authority for endorsement, prior to review by NRF.

- **PEIMP** – Prince Edward Islands Management Plan. All projects on Marion and Prince Edward must adhere to the provisions as contained in the PEIMP.
- **PEIs** – Prince Edward Islands (comprising Marion and Prince Edward)
- **PEP/Madrid Protocol** – Protocol on Environmental Protection to the Antarctic Treaty
- **Principal Investigator** – The principal investigator (i.e., the applicant/PI) must be an active researcher who takes intellectual responsibility for the project, its conception, any strategic decisions required in its pursuit, and the communication of results.
- **Relief voyage (takeover)** – A period of approximately 30-36 (Marion/Gough) or 70 (Antarctica) days during which the new team (support and research personnel) is dropped off and trained cargo, fuel and supplies are offloaded; routine maintenance conducted, and the old team is collected, also known as a “takeover”. There are **3 annual relief voyages** which applicants can participate in (dates subject to change), namely:
 - **Marion Island** (*including Prince Edward Island, in line with frequency and duration of visits and number of visitors, as prescribed by the PEIMP*)
April – May annually (estimated relief period ~ 30-37 days)
 - **Gough Island**
September – October annually (estimated relief period ~ 30-36 days)
 - **Antarctica (SANAE IV)**
December – February annually (estimated relief period ~ 70 days)

NB: Critical DFFE conservation initiative, in partnership with BirdLife South Africa:

- Please note that the dates and duration of voyages to **all 3 bases** may be impacted on during the next funding cycle for the large-scale trial and implementation phases of the ***Saving Marion Island's Seabirds – The Mouse-Free Marion Project***.
- For Marion relief voyages, Principal Investigators will be notified well in advance for planning purposes, and flexibility may be required in terms of numbers of relief and/or expedition members that can be accommodated.

- **Relief voyage (takeover) personnel** – All personnel accompanying a relief voyage, e.g., Principal Investigators, students, technical/specialised staff, *ad hoc* personnel, etc.
- **SANAP** – South African National Antarctic Programme, comprising DSTI/NRF and DFFE-endorsed research, support and other activities and operations in Antarctica and at Marion, Prince Edward and Gough Islands
- **S&T** – All costs pertaining to air tickets (economy class)/bus services; taxi/car hire/shuttle service (transport); parking; accommodation (up to 3-star); food (subsistence); daily allowance/s and bonuses, etc. **Alcoholic beverages, cigarettes and private telephone calls may NOT be included in S&T.**
- **Warehouse/Store** – SANAP Warehouse/Store in Cape Town.
 - All cargo (equipment, supplies, etc.) deliveries must be made to the DFFE Warehouse/Store.

- Appointments must be made to obtain protective clothing issued by DFFE at the Clothing Store prior to departure and all outer gear (as specified on the Clothing Issue List) must be returned to this store within 2 days of the return of the vessel to Cape Town.
- **Technical support** – Technical/specialised staff at a university or Institution that are not students or overwintering expedition members, but who render an essential, specialised service to a project.

2. STAFF MATTERS

2.1 Staff Distinctions

With reference to staff, it is necessary to distinguish between the following:

- (a) Support expedition members overwintering at a base, e.g., medical doctor/orderly, radio technician, engineer/s, diesel mechanic, meteorologists, environmental control officers (ECO). Salaries are paid and administered by DFFE.
- (b) Research expedition members overwintering at a base e.g., research/field assistants, researchers, etc. Paid from approved SANAP research grants.
- (c) Home-based personnel in the form of students paid from SANAP grants at set bursary values.
- (d) Technical support/specialised staff at a university or Institution that are not students or overwintering expedition members, but who render an essential specialized service to a project.
- (e) Relief voyage (takeover) personnel may comprise (c) and (d) above, as well as Principal Investigators, *ad hoc* personnel, etc.

2.2 Expedition Member Defined

An expedition member can be defined as a person who is appointed on a temporary basis (approximately 14 months) to undertake a specific scientific project or task at SANAE IV (Antarctica) or the Islands for a longer period than the relief/takeover period. In the case of members mentioned in paragraph 2.1 (b) above, such members may remain expedition members while they receive training before their departure to a base or during the processing of the data collected on their return from a base.

2.3 Expedition Member Recruitment

The recruiting of research expedition members/scientific personnel (e.g., field assistants) is the responsibility of the Principal Investigators at universities or institutions. DFFE is responsible for the recruiting of support expedition members/logistic support personnel (e.g., radio technicians, doctors, medics, engineers, diesel mechanics, etc.).

2.4 Expedition Members as Public Servants

When negotiating with potential candidates, Principal Investigators must ascertain whether he/she is a public or semi-public servant, or whether he/she is under any obligation whatsoever towards an employer (i.e., bursary obligations, etc.).

2.5 Administrative matters and reporting lines

The DFFE will appoint an overall Team Leader and/or Deputy Team Leader for the overwintering team. All other team members will have to adhere to the authority vested in the Team Leader (DFFE's representative at the station during the overwintering period). In terms of administrative matters and base duties, the Team and Deputy Team Leaders will be the persons in charge of issuing and following up on orders. Functional core responsibilities of the overwintering team members shall have their reporting lines to the respective Principal investigators. Marion Island base leadership may include a Science Leader who will also administer and report on the science activities in addition to supporting the Team Leader in executing his/her function. The spirit of the leadership team comprised of the Team Leader, Deputy Leader and Science Leader shall endeavor to achieve consequence co-management.

All funded applicants that will have overwintering team members shall provide for an employee wellness programme. This will primarily be for the support of the overwintering team member on all matters related to his/her wellness during the full term of the overwintering period. Disciplinary matters relating to misconduct of overwintering team members will be handled by the respective institutions. DFFE shall provide the necessary support in disciplinary processes.

3. INTERVIEWS, MEDICAL EXAMINATIONS AND PSYCHOMETRIC ASSESSMENTS

3.1 Upon Selection of Applicants

The appointment process should involve DFFE to ensure that the team dynamics are understood. Following the nomination of candidate(s), medical and dental examinations, qualifications verification, reference checks, criminal record checks and psychometric assessments will follow.

NB: Please note that, for health and safety reasons, pregnant expedition members will not be allowed to participate in relief voyages or overwintering expeditions.

Below is a schedule of non-negotiable annual deadlines for the interview and medical screening of overwintering scientific personnel candidates for SANAP expeditions:

EXPEDITION	DEADLINE	REMARKS
Antarctica	31 January	Applies to Physicists requiring 1 April appointments
Marion Island	31 October	Applies to Field Assistants requiring 1 March appointments
Gough Island	31 May	Applies to Field Assistants requiring 1 August appointments

No candidates for appointments will be considered outside of this schedule. Principal Investigators are required to please ensure strict compliance herewith.

3.2 Interview Requirements

All applicants for expedition posts must submit the following to the Principal Investigator:

- Completed Application Form (Z83 form Government Offices may be used)

- Comprehensive CV
- Certified copy of applicant's Identity Document (front page)
- Certified copies of applicant's Educational Qualifications and previous service records
- Signed Personal Credential Verification Authority Form for the verification of South African ID number, national status, criminal record and qualifications
- Preference must be given to South African citizens
- The appointment of expedition members must take into consideration the transformation imperatives of the country. The NRF, in consultation with DSTI and DFFE, reserve the right to realign or decline the appointment of expedition posts if such consideration is not evident.

All these documents must be received prior to interview.

3.3 DFFE Medical Evaluations

All relief voyage (takeover) personnel visiting any of the bases must undergo the standard DFFE medical and dental evaluations prior to their visit being approved. Appointments will be made on request; alternatively, forms are obtainable from DFFE.

3.4 Interview and Medical Evaluation Outcomes

If more than one applicant is suitable for a particular project, at least two should undergo medicals to allow for back-up personnel, should an expedition member withdraw. The Principal Investigator must indicate his/her choice in order of preference, as well as when and where the applicant is to assume duty.

4. APPOINTMENT OF OVERWINTERING EXPEDITION MEMBERS

4.1 Letters of Appointment and Contracting

The institution will issue letters of appointment to expedition members and ensure that the incumbent signs an employment contract, a copy of which must be provided to the DFFE. Universities or Institutions should appoint expedition members in accordance with the guidelines that will be provided to successful applicants, and they may remunerate expedition members directly. These salaries will form part of your SANAP grant.

4.2 Salary Scales

In some cases, expedition members may be appointed on a lower salary scale should they not possess the required minimum qualifications but have proved that they can conduct the required work. This should be the exception and not the rule (e.g., field assistant instead of biologist).

4.3 International Qualifications

Qualifications that were obtained abroad must be submitted by the Principal Investigator for evaluation by the South African Qualifications Authority (SAQA). The SAQA report should be included with the candidate's application documentation.

4.4 Expedition Salary Review

All expedition salaries will be reviewed annually. **All salaries, allowances and bonuses are taxable.**

4.5 Expedition Member Start Dates

Once the expedition member appointment has been approved, Principal Investigators must indicate the date on which expedition members assume duty. This also applies to the date of completion of his/her duties, for the contract termination date.

Expedition members are normally appointed for a period of 14 – 24 months. This may or may not include a period of training before departure and/or a period thereafter for the writing up of results.

In the case of expeditions to SANAE it is desirable, where possible, to remain within the limits of a financial year. **This means that if an expedition member leaves for the expedition in December 2027, he/she may assume duty on 1 April 2027 at the earliest and have written up his/her results by 31 March 2028.**

4.6 Financial Management

All expedition members must be urged to manage their **finances** during their absence and must obtain deferment from the Receiver of Revenue for submission of income tax returns or any other legal requirements (compulsory new driver's license, voting rights, etc.).

5. SUBSISTENCE AND TRAVEL

Subsistence and travel for expedition members sent to other centres for project-related courses and/or training **should be budgeted for accordingly.**

All expedition members are obliged to attend **Team Training** which takes place in Cape Town (about 2 weeks in total) – time frames subject to change. **S&T must be budgeted for accordingly.** Expedition members and Principal Investigators will be notified as to when the expedition members are to report for Team Training in Cape Town prior to a voyage.

Subsistence and travel to enable returning expedition members to return to their centres/hometowns after an expedition **must be budgeted for.**

6. LEAVE

Principal Investigators are responsible for keeping leave records of their expedition members, while they are based at a university or institution prior to or after a relief voyage. All leave taken must be accounted for shortly before the termination of an expedition member's contract.

Expedition members are entitled to 22 working days per year vacation leave (excluding weekends and public holidays, e.g., leave applied for from a Friday to the following Monday thus excludes Saturday and Sunday, and the applicant should complete a leave form for two days only).

Principal Investigators will be informed of any leave that is granted by DFFE to expedition members (e.g., during team training in Cape Town prior to departure) for an accurate leave record to be kept at all times. It must be ensured that expedition members are not granted more leave than they are entitled to at any given time during their employment.

Any leave accumulated over the contract period will be paid out as a gratuity at the expiration of his/her contract.

7. BENEFITS

The expedition member receives an **allowance** equal to 37% of his/her salary, *in lieu* of service benefits (i.e., pension, medical aid, birthday bonus, etc.).

The **expedition bonus** payable to an expedition member is excluded from the total salary package that will be allocated. After the expedition, if the expedition member has satisfactorily completed his/her duties, the Principal Investigator must recommend the payment, reduction or non-payment of his/her expedition bonus. Performance throughout the year must be monitored (in writing) to warrant a request for the reduction or non-payment of this bonus. **In cases where a reduction of the bonus is recommended, the expedition member may address representations to the Principal Investigator.**

In determining the bonus or portion of the bonus to be paid, scientific achievement, as well as performance of household and other duties should be considered (annual assessments of each overwintering expedition member by the Team Leader are submitted for filing by the Principal Investigators).

No daily allowances and/or takeover bonuses are payable to scientific relief voyage (takeover) personnel.

Expedition members and relief (takeover) personnel are responsible for taking out their own insurance policies.

DFFE's medical and dental examination and psychometric assessment costs pertaining to research expedition members must be budgeted for.

8. HOME-BASED PERSONNEL (STUDENTS)

In the case of university projects, home-based personnel (students) are regarded as university personnel for all intents and purposes.

9. DFFE WAREHOUSE/STORE AND OTHER MATTERS

DFFE is responsible for the acquisition of all logistic requirements. Applicants are responsible for their own scientific purchases out of their respective grants. The **DFFE Logistic Support Requirements Form** must detail all **logistic requirements** for scientific projects, which must be uploaded as part of this application.

A DFFE **SANAP3 voyage participation form** (and various other voyage-related forms) will need to be timeously completed **on an annual basis** in terms of all logistic requirements prior to each voyage. Contact the relevant voyage DFFE DCO to obtain the necessary forms.

Before purchasing any electrical equipment for use at any of the bases, it is advisable to contact DFFE to determine whether the power supply will be compatible to the new equipment to be purchased. The power requirements (output) must also be indicated on the afore-mentioned **DFFE Logistic Support Requirements form**, which must be uploaded as part of this application.

All cargo (equipment, supplies, etc.) for scientific projects must be delivered to DFFE's SANAP Warehouse, Cape Town at least **14 days** prior to the estimated date of departure of the expedition to facilitate customs clearance.

The transport costs for scientific cargo to and from Cape Town and the university or institution before and after a voyage **must be budgeted for in the grant application**.

All cargo must be securely packed. For easy handling, DFFE predominantly uses plastic bins and specially designed steel containers for transportation of cargo onboard the ship and offloading by helicopter.

- The use of untreated wood, plastic or polystyrene chips as packing material is prohibited.
- All potential waste should be minimised as far as possible during packing to avoid having to sort and discard it into the waste streams at the bases for return to South Africa for disposal.

Principal Investigators are responsible for purchasing their own crates but must advise DFFE how many cargo containers will be required.

Principal Investigators must arrange for the packing of their containers at the SANAP Warehouse/Store (usually done by expedition members) – DFFE is not responsible for packing scientific cargo.

An official **packing list** (electronic or hard copy available from DFFE), with the following particulars, **MUST** accompany each crate/package which is dispatched to DFFE:

- Contents (detailed description)
- Cubic Measurements
- Mass
- Value

The fully completed packing list **MUST** be submitted to DFFE for customs clearance and your own insurance purposes. In the event of loss or damage, no claims will be considered if this list has not been received. Each crate/package must be stenciled neatly in black and addressed as follows:

The DCO (DFFE) (SANAE/MARION/GOUGH)
Directorate: Southern Ocean and Antarctic Support
Department of Forestry, Fisheries and the Environmental
East Pier Shed, East Pier Road
V&A Waterfront

CAPE TOWN 8000
(subject to change)

DFFE will ensure that all cargo delivered to the SANAP Warehouse/Store is dispatched to the ship. Should any crates require special attention, DFFE will make all the necessary arrangements, if notified beforehand. Having said this, the Principal Investigator should ensure that a representative from the project is present to supervise the loading of these crates.

Principal Investigators are requested to ensure that crates (“trommels”) being returned from a base, are correctly consigned/addressed by their expedition members. DFFE will clear the cargo from ship to shore and will dispatch it to the destination indicated on the crates for the Principal Investigator’s cost. Any cargo may at the discretion of the DFFE be inspected prior to packing or dispatching. Punitive measures will be implemented on the institution responsible for any misrepresentation of cargo content.

Arrangement for special permits and/or transport, e.g., refrigerated trucks, is the responsibility of the Principal Investigator. In exceptional cases, DFFE will assist projects in procuring the necessary permits/transport.

Principal Investigators must ensure that strict **biosecurity measures** (*refer to subsection 13*) are applied at all times during the procurement, packing, transportation and storage of all voyage participant’s clothing, footwear, gear, field equipment and cargo. This includes any metal, plastic or other containers, bins, boxes, cases, crates and pallets (wood must be treated in line with the PEIMP) purchased for the storage of these items.

10. FINANCIAL MATTERS

PLEASE NOTE:

The NRF online application form budgets need to include all items and activities included in the DFFE prescriptions (medical examinations, etc.), as well as the logistic items not covered by DFFE.

Please note that the DFFE and AMSOL do not cover insurance for any project equipment, other than that supplied on the *SA Agulhas II* and at the various bases. Principal Investigators are to ensure that equipment brought into and used as part of their projects is adequately insured and the owner of the asset has given permission for its use. DFFE, AMSOL and the NRF are not liable for any loss or damage to equipment used off its vessels or at its bases.

10.1 Logistics Support (provided by DFFE)

The following logistics costs for all SANAP-supported projects will be provided by DFFE (subject to annual review):

- Transport onboard the *SA Agulhas II* to and from the 3 stations in 3 relief voyages ONLY per year, namely:

SANAE IV (Antarctica): December to February,

Marion Island*: April to May, and
Gough Island: September to October.

**In the case of expeditions to Marion Island, the planning phase of the relief voyage/expedition needs to be budgeted for, even though the voyage may depart on or after 1 April (beginning of new financial year).*

- Accommodation onboard the SA Agulhas II and at the 3 bases. This may not exceed the maximum number of persons permitted at each station (project leaders may be requested to cut down on personnel if there are too many participants).
- Food onboard the SA Agulhas II and at the 3 bases will be provided in accordance with the standard DFFE Food List (any special dietary requirements must be indicated, and will be catered for, within reason, e.g., Halaal, vegetarian, etc.).
- *NB: No fresh fruit or vegetables may be taken ashore.*
- Protective clothing will be issued in accordance with the standard DFFE Clothing Issue List.
- Air support for offloading of personnel and cargo (i.e., transport costs for all scientific personnel, equipment and supplies from the SA Agulhas II to the various bases and back to the ship).
- Standard DFFE containers (orange) for equipment and supplies – dimensions = 2.5m (L) x 1.5m (W) x 1.0m (H), and maximum weight per container = 1 000 kg.
- Dispatching containers from store to ship prior to each voyage and from ship to store after each voyage.
- Hut accommodation at Marion Island (in accordance with a schedule determined by the Chief Scientist).
- Hand-held radios to all group leaders participating in relief voyages.
- Satellite communication network on the ship and at the bases (but individuals may be charged for use of telephone, e-mail and internet services) – these services will be provided as far as possible, as there are limitations and constraints on the infrastructure and technologies used.
- Limited office and laboratory space at each station, including network/power points, etc.
- DFFE will conduct search and rescue, and cover evacuation costs in the case of medical emergencies only (NOT any other evacuation costs). It must be noted that a claim will be lodged against the evacuated party. The evacuated party will remain fully liable for the evacuation costs and the onus will be on the evacuated party to follow through on the reimbursement of DFFE from the insurance company for the cost.
- Medical and basic dental treatment and assistance (during relief voyages and overwintering expeditions).
- Standard medical equipment and supplies.
- Recreational facilities (bar, gym, pool table, sauna, etc.) are available at each station.
- DFFE will cover Team Training costs (i.e. for non-project related courses) prior to each voyage, e.g. first aid, cooking classes, firefighting, tea/coffee, farewell lunch. S&T must however be budgeted for by the Principal Investigators.

- Arrangement of medical and dental examinations and psychometric assessments for all research and support expedition members will be made by the DFFE. These costs will need to be budgeted for by the Principal Investigators.
- All camping and hiking equipment must be provided for by the Principal Investigators and be budgeted for accordingly. DFFE can make a facility available for the storage thereof but will not bear the risk of any loss or damage. *NB: All items must be biosecure (free of BRM).*

IMPORTANT POINTS TO NOTE:

- ALL overwintering and relief personnel **MUST** have **passports** which are valid for at least 6 months after the intended return of the relief voyage/overwintering expedition). The ship **WILL NOT** be delayed if passports are not valid, and the person(s) will not be able to participate in the voyage.
- Principal Investigators and their personnel are requested to make all arrangements with the DCO (DFFE). No special or private arrangements with the ship, helicopter or other personnel may be made.
- Assistance with logistics must be rendered by all participants (there will be no exceptions), during offloading and back-loading, packing and unpacking of containers, or as required by the DCO (DFFE) during a relief voyage.
- In Antarctica and on Marion and Gough Islands, the DPWI provide funds and is responsible for the construction and maintenance of all buildings and services (power supply, etc.). However, DFFE remains responsible for all activities at the bases and therefore all contact with the DPWI must be made through the DCO (DFFE) of each voyage.
- For any field work in Antarctica (i.e., away from established GPS routes for more than one day), previous Antarctic field operations experience is mandatory. **If nobody within the field party has such experience, it is the Principal Investigator's responsibility to source and fund such expertise and include said expertise in the field party.** Applicants can consult DFFE for assistance with identifying possible field operators where necessary.
- **Terms and Conditions for Passenger and Personnel document** refers to participation in SANAP voyagers onboard the *SA Agulhas II*. Specific notice must be given to the clauses pertaining to Sections (3), (4) and (5) of the attached document concerning fitness to travel and the limits of liability. In addition to being attached here, the document will be an Appendix to all sailing instructions. This document must be read and understood by all Principal Investigators and their research collaborators and potential future collaborators during the current SANAP call for research proposals.
- **Biosecurity:** All relief and overwintering personnel must ensure that their personal clothing, effects, gear, equipment and cargo is free of BRM (*refer to subsection 13*).

10.2 Research Budget Online

Applicants are required to take into consideration all items budgeted for in the budget section of the NRF online application form (including all travel and S&T for DFFE training sessions). The following items should also be included in the budget:

Included under running costs:

- **Transport costs** for all scientific equipment and supplies from the various universities/institutions to and from Cape Town (SANAP Store) for relief voyages
- **Specialised or additional clothing** requirements not on the standard DFFE Clothing List
- **Specialised or additional equipment** and/or supplies required for base and fieldwork
- **Specialised or additional food** requirements (*no fresh vegetables or fruit are allowed ashore*)
- **Specialised camping and hiking equipment** and supplies
- **Extensive air support** not forming part of the re-supply programme
- **Fuel for fieldwork in Antarctica**
- **Route deviations** of the *SA Agulhas II*
- **All research or scientific equipment AND the maintenance thereof**

Included under travel costs:

S&T costs (including air (economy class) bus tickets; taxi/car hire/shuttle; accommodation (up to 3-star) and food/daily allowance) for:

- Interviews of ALL research expedition members at the University or Institution
- ALL participants (including research overwintering expedition members) to and from Cape Town prior to and after the voyage they are participating in
- ALL overwintering research expedition members to attend team training sessions in Cape Town (about 2weeks in total) prior to the voyage they are participating in (time frames are subject to change)
- ALL project-related training and courses required.

PLEASE NOTE THAT OWN ARRANGEMENTS ARE TO BE MADE IN ALL CASES.

Guiding principles for the Research Budget Preparation

The DFFE has a mandate to re-supply each base annually, ensure that the maintenance is conducted, and the team is trained. It is imperative that every activity that is not part of the resupply process, including flights, is budgeted for and the **DFFE Costing Model** completed in as much detail as possible. If the DFFE does not require a piece of equipment in performing the resupply mandate it has, it is the responsibility of the Principal Investigator to budget for the equipment required by the project. In preparing for relief voyages it is important to note the following in calculating space:

Participants	Marion	Gough	SANAE
DFFE Support/Logistics/Compliance (relief)	10	7	19
DPWI (relief)	11	9	11
Helicopter Crew (relief)	12	12	12
SAWS (relief)	2	2	2
DFFE Long Term Monitoring (Ship-based Relief)	10	8	6

DFFE Long Term Monitoring (Shore-based Relief)	3	-	4
DFFE Support/Compliance Overwintering Team	9	7	7
SANAP-Funded (Ship-Based Relief)	7	5	23
SANAP-Funded (Shore-Based Relief)	23	8	13
SANAP Research Overwintering Team	13	2	3
Other Passengers (e.g. Tristan da Cunha)	-	40	-
TOTAL	100	100	100

**The above berth allocations include only the one overwintering team that will be on the ship at a time (on the outbound and inbound voyages). This may change during the need for construction/other required voyages.*

11. DFFE MANAGEMENT AUTHORITY FOR THE PRINCE EDWARD ISLANDS (PEIs)

11.1 Exemption and/or Permit applications for Marion and Prince Edward Islands

In accordance with Section 45 of the National Environmental Management: Protected Areas Act (Act No. 57 of 2003), exemptions must be granted by the Minister of DFFE or his/her delegate, in this instance the **DFFE PEIs management authority** (refer to subsection 11.2), to access a Special Nature Reserve, along with the necessary permits that are applied for.

Once your project is approved, kindly ensure that the necessary Exemption/Permit application form (per group for all relief and overwintering participants) is submitted to DFFE, at the same deadline as the required SANAP3 voyage participation form.

All Exemption/Permit applications must be submitted to the following email address: peipermits@dfpe.gov.za

11.2 DFFE Management Authority Contact Details

All queries related to subsections 11-16 may be directed to:

Ms Daisy Kotsedi

Control Environmental Officer: Antarctic and Southern Ocean Environmental Management

Tel: 021 493 7354

E-mail: dkotsedi@dfpe.gov.za

12. ENVIRONMENTAL CONSIDERATIONS

Please note that the **DFFE Environmental Considerations form** must be completed and uploaded in respect of your application.

Any queries related to the completion of this form can be directed to the contact person in subsection 11.2.

13. BIOSECURITY

Biosecurity is critical for safeguarding the unique Antarctic and sub-Antarctic ecosystems we operate in. Protecting biodiversity by preventing the introduction of alien species is of utmost importance. Due to their isolation, sub-Antarctic islands and the Antarctic continent are highly vulnerable to ecological disruptions, making robust biosecurity measures essential for their conservation.

To ensure compliance, Principal Investigators (and all their relief and overwintering personnel) **MUST** complete and/or adhere to the biosecurity documentation required for participation in each voyage (available from the DFFE DCO), such as:

- Pre-Voyage Biosecurity Requirements (previously known as the Gear Checks) document
- Biosecurity Self-Audit Checklist and Declaration (previously known as the Conservation Certificate), etc.

14. PROJECTS AT THE PRINCE EDWARD ISLANDS (MARION AND PRINCE EDWARD)

As the PEIs are a Special Nature Reserve, all scientific activities are subject to recommendations by the PEIAC to DFFE PEIs management authority for endorsement.

Note: NRF will timeously send all proposals received to DFFE (see 11.2 for contact details) to obtain this endorsement, before the NRF review of project proposals.

15. PROJECTS AT GOUGH ISLAND

As Gough Island is a World Heritage Site, all scientific activities need to be endorsed by the Administrator of Tristan da Cunha, including any EIA requirements.

Note: NRF will timeously send all proposals received to DFFE (see 11.2 for contact details) to obtain this endorsement, before the NRF review of project proposals.

16. ETHICS (VERTEBRATES)

Principal Investigators must ensure that the **DFFE Ethics form** for all work involving vertebrates is completed and timeously approved by their university or institution's Ethics Committee and attached to their NRF application.

**SECTION 2 ENVIRONMENTAL IMPACT ASSESSMENT (EIA) PROCESSES AS MANAGED BY THE
DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT, CHIEF
DIRECTORATE: INTEGRATED ENVIRONMENTAL AUTHORISATIONS (CD: IEA)**

17. INTRODUCTION

All Principal Investigators must ensure that their DFFE or SANAP-approved project complies with the relevant environmental legislation applicable to SANAP's operational areas:

- in Antarctica (Protocol on Environmental Protection (PEP) to the Antarctic Treaty (Madrid Protocol) and its Annexes I-VI),
 - at the Prince Edward Islands, comprising Marion and Prince Edward (NEMA, NEMBA, NEMPAA, MLRA and the EIA Regulations – *refer to subsection 1 for definitions*), and
 - on Gough Island (under the United Kingdom's Tristan da Cunha administration).
- The environmental process should only be embarked on AFTER your proposal has been approved by DFFE or NRF/DSTI (the approval of a proposal is thus NOT subject to the prior completion of the environmental authorisation process).
 - This process should, however, be kept in mind when formulating your proposal, especially if you need to appoint an Environmental Assessment Practitioner (EAP) to complete any required EIA application/s on your behalf under the NEMA EIA Regulations, which you will need to budget for, in terms of funding and time.
 - Advice, forms, and templates for environmental authorisation applications are available from the CD: IEA. (*see contact details under subsection 21*).

All applications (PEA, IEE, CEE, BAR & EIR must be submitted in hardcopy and electronic (USB) to DFFE using the attached **Process for submitting documents to DFFE** guideline document.

Queries must be directed to the Directorate Email: EIAAdmin@dfre.gov.za, with copies to:

- smalaza@dfre.gov.za (Chief Director: Integrated Environmental Authorisations)
- vskosana@dfre.gov.za (Vusi Skosana)
- nnkosi@dfre.gov.za (Nyiko Nkosi)

18. PROJECTS IN ANTARCTICA (PEP/Madrid Protocol Annex I – EIA)

Annex I (EIA) of the PEP (Madrid Protocol) applies to ALL projects with NEW activities that will impact on the environment in Antarctica, e.g., new hatch, new antenna array, field work, drilling, etc.

- The Preliminary Environmental Assessment (PEA), Initial Environmental Evaluation (IEE) or Comprehensive Environmental Evaluation (CEE) process below must be completed for all new activities in Antarctica, AFTER your SANAP proposal has been approved by the NRF/DSTI.
- No new activity may commence without the necessary approval from DFFE.

There are 1-3 steps that will need to be followed:

18.1 Step 1 - PRELIMINARY ENVIRONMENTAL ASSESSMENT (PEA)

All SANAP-approved projects to complete a PEA and submit to the CD: IEA for consideration:

- If the impact of the activity on the environment is deemed “less than minor or transitory” DFFE will advise that the project may proceed
- If the impact of the activity on the environment is deemed “minor or transitory”, DFFE will advise the PI to proceed to Step 2

18.2 Step 2 - INITIAL ENVIRONMENTAL EVALUATION (IEE)

If advised by DFFE, complete and submit an IEE to the CD: IEA for consideration:

- If the activity is deemed to have a “minor or transitory” impact on the environment, a “Decision on the IEE” (with or without conditions) will be issued by DFFE
- If the activity is deemed to have a “more than minor or transitory” impact on the environment, DFFE will advise the PI to proceed to Step 3

18.3 Step 3 - COMPREHENSIVE ENVIRONMENTAL EVALUATION (CEE)

If advised by DFFE, complete and submit a draft CEE to the CD: IEA for consideration:

- DFFE will forward the draft CEE to the Committee for Environmental Protection (CEP) for consideration at the annual Antarctic Treaty Consultative Meeting (ATCM), usually held in May/June, in respect of all activities that have a “more than minor or transitory” impact on the environment
- Prepare final CEE for submission to CEP/ATCM
- DFFE will advise on the ATCM’s decision

19. PROJECTS AT MARION AND PRINCE EDWARD ISLANDS (NEMA EIA REGULATIONS)

As the Prince Edward Islands are South African territory, a Special Nature Reserve (SNR) and RAMSAR Wetland Site of International Importance, the National Environmental Management Act, Act No. 107 of 1998 (NEMA) and its EIA Regulations 2014, as amended, apply to ALL projects with activities that are

LISTED under Listing Notices 1, 2 or 3 of these Regulations, e.g. development of masts or towers, permanent structures on or along the seabed, etc.

- A Basic Assessment Report (BAR) or Scoping and Environmental Impact Assessment Report (EIR) process below should only be followed (if a Listed Activity is triggered) AFTER your SANAP-proposal has been approved by the NRF/DSTI or DFFE assessment process.
- No Listed Activity may commence without the necessary environmental authorisation from DFFE.

NB: Even if an activity is NOT listed, NEMA's Section 28 "Duty of Care" applies at all times.

***Please note:**

All oceanography and offshore projects are requested to check whether any of the work they are undertaking is contained in Listing Notices 1, 2 or 3

19.1 BASIC ASSESSMENT REPORT (BAR)

Applies to activities listed in Listing Notices 1 and 3 (likely for SANAP projects, especially Notice 3 which is applicable to Protected Areas, e.g. SNR):

- Application Form
- Proceed with public participation process (PPP)
- Draft BAR (including initial PPP comments) and draft Environmental Management Programme (EMPR) to DFFE and PPP, for comments to applicant
- Final BAR and EMPR (remains live document) for DFFE decision
- It is the applicant's responsibility to budget funds and time for the EIA and EAP, including the approval and the appeal processes

19.2 SCOPING AND ENVIRONMENTAL IMPACT ASSESSMENT REPORT (EIR)

Applies to activities listed in Listing Notice 2 (unlikely for SANAP projects):

- Application Form
- Proceed with PPP
- Draft Scoping Report, Plan of Study for EIR and EMPR (including initial PPP comments) to DFFE and PPP, for final comments to applicant
- Final Scoping Report, Plan of Study for EIR and EMPR (remains live document)
- Draft EIR
- Final EIR for DFFE decision
- It is the applicant responsibility to budget funds and time for the EIA and EAP, including the approval and the appeal processes

20. DEADLINES

Once your project has been approved by DSTI/NRF:

Antarctica:

Please submit your PEA form to the CD: IEA by no later than **30 June** (for voyages in December). Should an IEE be required by DFFE, the final IEE must be submitted not later than 30 August (for the voyages in December).

Prince Edward Islands:

Please submit your Application Form for any Listed Activities **as soon as possible** – applications take between 6 – 12 months to draft and the legislative process for a decision is 107 days as per EIA Regulations. Sufficient time should be kept in mind to allow for the finalisation of possible appeals (under South African EIA legislation).

21. DFFE (CD: IEA) CONTACT DETAILS *(for subsections 17-20 above)*

- The Chief Director Integrated Environmental Authorisations
Dr Sabelo Malza
Tel: 0123998792
Email: smalaza@dfre.gov.za
- The Director National Infrastructure Development
Mr Vusi Skosana
Tel: 012 399 9326
E-mail: VSkosana@environment.gov.za
- Assistant Director National Infrastructure Projects
Ms Nyiko Nkosi
Tel: 012 399 9392
E-mail: NNkosi@environment.gov.za



THE SOUTH AFRICAN POLAR RESEARCH INFRASTRUCTURE (SAPRI)

FRAMEWORK FOR SANAP CALL

PART 3: SOUTH AFRICAN POLAR RESEARCH INFRASTRUCTURE (SAPRI)

TABLE OF CONTENTS

1. SAPRI STRATEGIC CONTEXT

2. OBJECTIVES

- 2.1. SAPRI Structure
- 2.2. Platform Research Objectives
- 2.3. Societal Platforms
- 2.4. Essential Climate Variables

3. RESEARCH PLATFORM DESCRIPTION AND LOGISTICS

- 3.1. Products Offered
- 3.2. Infrastructure and Platforms

4. DATA MANAGEMENT

5. GENERAL GUIDING PRINCIPLES

1. SAPRI STRATEGIC CONTEXT

The South African Polar Research Infrastructure (SAPRI, www.sapri.ac.za) is designed as a consortium hosted at the South African Environmental Observation Network (SAEON, www.saeon.ac.za). The ultimate objective of SAPRI is to enable balanced research growth across the polar disciplines, and to maintain and further expand the world-class long-term observational datasets already established. In addition, SAPRI aims to transform the access to, and perception of, the South African polar regions for technicians, engineers, scientists of all disciplines, learners and students, government, industry, and civil society. The establishment of SAPRI is intended to support the elevation of South Africa into a central role within the Antarctic space, with the produced science and international standing directly benefiting the governmental strategies for Antarctica and the sub-Antarctic islands. As a recognized Gateway Country, and the only African country represented in the polar regions, South Africa will further accelerate the implementation of the pan-African Science, Technology, and Innovation agenda, thus achieving the main imperatives of the National System of Innovation.

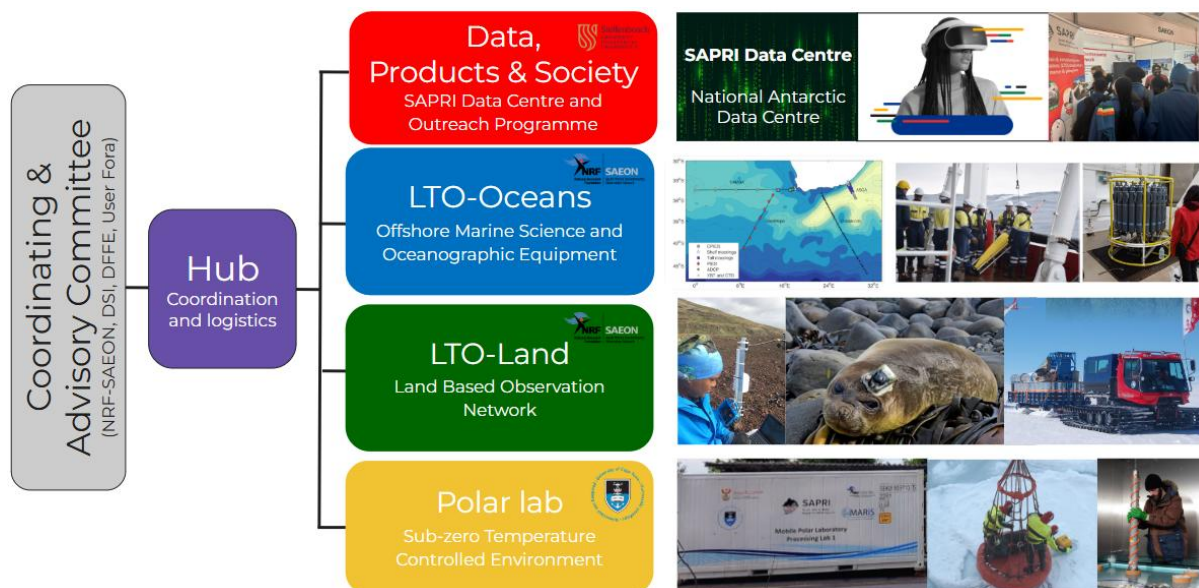
The SAPRI founding principle is to ensure that the investment in research infrastructures translates into the generation of science for the benefit of society, retention of capacity and international recognition of expertise. South Africa has a comparative geographical and historical advantage to study the Antarctic region and the polar sciences. As one of the first signatories of the Antarctic Treaty, and through the existence of the South African National Antarctic Programme (SANAP), South Africa is internationally recognized as an important contributor to Antarctic and Sub-Antarctic knowledge production. To build on this and ensure sustainability, the SAPRI represents a strategic step change in the coordination of national infrastructure for the marine and polar sciences. This infrastructure coordination will enable a more favourable environment for innovation, research, and the development of human capacity. SAPRI forges close collaboration in marine and Antarctic sciences between the key role players from government, higher education, science councils, private business and civil society. The infrastructure and coordination offered through SAPRI will ensure integration of South African marine and Antarctic research, maximising knowledge production and uptake by facilitating access to existing and new infrastructures.

SAPRI is explicitly designed to provide the infrastructure required to develop and enhance long-term observations within South Africa's marine and polar region, with the objective of ensuring continuous research growth, maintaining, and building on existing world-class long-term observational datasets and training the next generation of technicians, engineers, natural, humanities and social scientists. It will ultimately contribute to societal benefits and the strengthening of South Africa's Antarctic legacy through science-based advice to policy makers and international treaties and easy access to advanced data products for downstream utilisation.

2. OBJECTIVES

2.1. SAPRI STRUCTURE

The SAPRI, as a systemic innovation, supports marine and polar research through its integrated facilities (IFs), which are components combining various kinds of research infrastructures that share common objectives and/or logistical needs. Four IFs are coordinated and connected through a hub, responsible for marine and polar science infrastructure, data management and administration as shown in the figure below.



Data, Products and Society - dedicated to digital data preservation, product dissemination, outreach, and societal benefits.

Long-term observations - two of the three research-related SAPRI IFs are to ensure sustainability of long-term observations (LTO) on land, ocean, seafloor, atmosphere, and space, by means of a balanced combination of autonomous devices and dedicated equipment for fieldwork on the Antarctic continent and on the islands.

Polar Lab - an innovation that seeks to provide new opportunities for ice-related research in Africa by establishing the first sub-zero, temperature-controlled laboratory for the simulation of the Antarctic and sub-Antarctic environments. Thanks to the Polar Lab, more students, scientists and technicians will be exposed to polar science and technology without the need to leave the continent and participate in research cruises to Antarctica. These technologies represent a novel and innovative approach in thinking, which the SAPRI will develop to support new science on the continent of Africa.

2.2. PLATFORM RESEARCH OBJECTIVES

One of the key objectives of the SAPRI is to work with the Department of Forestry, Fisheries and the Environment (DFFE): Oceans and Coasts Branch and the SANAP community to support infrastructure access and to assist with additional national and international research operations that may need to make use of the vessel or research bases. The interactions are intended to encourage open and effective communication and to establish close coordination between infrastructure logistics operations and research operations in terms of time and space management. The work undertaken by the DFFE: Ocean and Coast Branch is imperative to the successful undertaking of the SAPRI.

Key service areas:

The SAPRI supports SANAP-Science and integration with SANAP-Logistics. The main services are framed in 4 main pillars of operations:

1. Marine and polar research coordination and infrastructure logistics
2. Sustainability of long-term polar observations
3. New infrastructures, innovation, and engineering
4. Capacity building in marine and polar research for societal benefits.

Marine and polar research infrastructure coordination:

The SAPRI supports the SANAP-Science component in the following:

- Support national and international scientific projects that align with the Antarctic and Southern Ocean Research Plan as defined within the context of the Marine and Antarctic Research Strategy (MARS);
- Dedicated office to coordinate the infrastructural needs of SANAP-endorsed projects, in close collaboration and agreement with the mandate of the SANAP.
- Access to infrastructure managed by the SAPRI and facilitating access to other national and international Research Infrastructures. This component will ensure equal distribution of SAPRI infrastructure among the endorsed projects beyond SANAP, as well as making instrumentation that is not deployed during the seasonal polar activities available for other existing research programmes in South Africa;
- Provision of specialised polar garments and gear for field expeditions in addition to the SANAP-Logistics inventory. This will complement the current service offered by SANAP-Logistics and will ensure the appropriateness of gear for scientific work.

Management of long-term observation networks and product dissemination

- Integration of science-driven existing marine and polar observational networks of recognised scientific value and/or national interest long-term, ensuring economic sustainability;

- Management of designated long-term observational systems in terms of instrumentation, data communication, overwintering personnel, and coordination between institutional stakeholders (e.g., SAWS, SANSA, DFFE, SMCRI, SOCCO)
- Preservation of data and metadata and, where applicable, digital links to physical samples (stored in external, organised collections facilities) through the SAPRI Data Centre;
- Enhancing data visibility and discoverability through interoperability, partnerships, and networks, as well as developing and automating data pipelines where feasible;
- Dissemination of downstream data products (observational and model-based);
- Technical service that will support the maintenance and calibration of SAPRI managed infrastructure using established standard operating procedures;
- Provision of equipment and technical support to assist in SAPRI managed infrastructure deployment for observations.

New infrastructures, innovation, and engineering

- Creation of the first laboratory on the continent for the simulation of polar environments, the training of polar scientists and the design and testing of instruments and material for extreme conditions;
- Calibration and testing of instrumentation for extreme environmental conditions within the temperature-controlled facility. This service will be offered at minimal cost for the consortium partners and commercially charged to external customers (other international institutions and private companies);
- Preservation and storage of ice and geological samples at the temperature-controlled facility will be provided free of charge or at concessionary rates cost for the projects endorsed by SAPRI, and it will be offered to external customers at commercial rates;
- Establishment of an interdisciplinary team of engineers to support the development of new equipment and infrastructure for collecting data in polar regions and remote environments in general. This includes the design of new instruments and sensors for multidisciplinary research;
- Establishment of a technical team to support instrument calibration and maintenance, ocean glider piloting, CTD & mooring operations.

Education and Training

- Given the multidisciplinary nature of the SAPRI, the possibility of training technicians, interns, postgraduate students and postdoctoral researchers is substantial. Students from Honours/BTech to PhD/DTech are encouraged to take advantage of opportunities for capacity development. Students and interns can be trained from the development and creation of instruments through project management, observations, and modelling, in situ training (at sea or on the islands/continent) all the way through to data quality, processing, archiving and interpretation.

The SAPRI also supports students and interns being trained through DFFE and will continue to foster and grow the strong co-supervision model that is currently in place.

- The SAPRI encourages stakeholders or Principal Investigators to involve postdoctoral researchers in promising and growing projects to facilitate expansion and maximum impact in achieving research and human capacity development objectives. The SAPRI has a strong equity and redress agenda and will actively commit to recruiting female students and students from disadvantaged backgrounds by utilising programs such as SEAmester and supporting black academics at HBUs to access the SAPRI platforms.
- The SAPRI actively encourages skills development of young technicians, engineers, and scientists about new technologies and industry-endorsed techniques and methods. These skills will provide an excellent complement to Operation Phakisa Ocean, a major Blue Economy initiative, that will increase the demand for skills in marine observations and highly numerate marine science applications to service developing operational capabilities such as the DFFE-led Ocean and Coastal Information Management System (OCIMS).
- The continued support of overwintering personnel at Antarctic and sub-Antarctic bases to facilitate skills development, life experience and research.

2.3. SOCIETAL PLATFORMS

Participation in Science Engagement

SANAP grant holders are required, as part of the SANAP funding call, to contribute to public science engagement and communication activities that promote awareness and understanding of marine and polar research. Applicants should therefore include plans for relevant science engagement initiatives as part of their proposal.

If Principal Investigators are unable to secure suitable engagement opportunities on their own, SAPRI can offer support and a platform to do so, as it actively participates in a range of science engagement activities hosted both internally and in partnership with external stakeholders.

Examples of available opportunities include guest speaker roles within SAPRI's education and outreach programmes (including the Mahlalela Mentorship Programme), as well as participation in public-facing events aimed at inspiring learners and broader communities - either in person or through the provision of project-related materials that demonstrate societal impact. Grant holders may also contribute by donating unused or decommissioned equipment for use in educational and engagement activities. SANAP grant holders also have the opportunity to collaborate with NRF-SAEON through its Environmental Science Engagement Programme (ESEP), which provides platforms for meaningful participation in science engagement activities. ESEP equips learners and teachers, particularly in disadvantaged communities, with real-time data, inquiry-based learning, and enhanced scientific knowledge. PIs that are interested are encouraged to engage with SAPRI and SAEON prior to submission of their proposals.

The SAPRI Expert Database

To strengthen collaboration, improve knowledge-sharing, and streamline access to South Africa's marine and polar research expertise, it is strongly recommended that SANAP-funded PIs register on the [SAPRI Expert Database](#). This database serves as a centralised repository of scientific skills, specialisations, and research interests across the SANAP community.

By signing up, PIs contribute to a more visible, connected, and accessible research network - enabling SAPRI, SANAP partners, government stakeholders, and collaborators to identify relevant experts for research planning, capacity development, outreach activities, and interdisciplinary projects. Registration also enhances opportunities for PIs to be invited as reviewers, mentors, guest speakers, and contributors to national and international science engagement initiatives, and also provides students a platform to find potential supervisors.

Participation in the Mahlalela Mentorship Programme

It is recommended that SANAP-funded PIs actively support capacity development and transformation within the marine and polar research community by participating in the [Mahlalela Mentorship Programme](#). This programme, hosted by SAPRI in collaboration with the Association of Polar Early Career Scientists of South Africa (APECS SA) and the South African Network for Coastal and Oceanic Research (SANCOR), pairs learners and early-career researchers with experienced professionals to provide guidance, inspiration, and exposure to career pathways in polar and marine research.

PIs may contribute either by serving as mentors themselves or by encouraging and facilitating the participation of their postgraduate students or emerging researchers associated with the SANAP-funded project. Participation in the programme strengthens scientific capacity, promotes inclusive growth in the field, and supports SANAP's broader mandate to cultivate the next generation of polar scientists.

2.4. ESSENTIAL CLIMATE VARIABLES

The long-term observation of [essential climate variables](#) is a priority for the SAPRI. Activities addressing these essential variables will inform access to the SAPRI existing infrastructure and resources, and the investment into future infrastructure. Final approval of the use of SAPRI infrastructure and resources will be made through the relevant approval structures.

3. RESEARCH PLATFORM DESCRIPTION AND LOGISTICS

3.1. PRODUCTS OFFERED

Several products are being developed under the umbrella of the SAPRI, particularly in collaboration with small, micro, and medium enterprises (SMME). SAPRI also encourages the patenting process of said products where possible but will not directly fund this. Based on the current capacity of South African partners, the following list gives an example of the products that SAPRI does or will make available to the research community:

- User-specific sensors designed for use onboard autonomous profilers such as Argo floats, buoyancy gliders and wave gliders;
- Drifting autonomous buoys to track sea ice movement and properties;
- Subsurface mooring designs developed for fast-flowing currents, sea-ice movement and ocean acoustics;
- Filtration systems for seawater used onboard ships and within laboratories to isolate either planktonic size classes or specific dissolved materials;
- Advanced animal tracking and monitoring technologies;
- Semi-continuous long-term observation platforms;
- Digital models for material response to wave and ice interactions and applications to maritime engineering;
- Long-term science-based data and value-added data products to support policy and outreach to society.

3.2. INFRASTRUCTURE AND PLATFORMS

SAPRI will facilitate access to and use of the following infrastructure on a best effort basis through the relevant integrated facilities (IFs). Use of the infrastructure listed here is dependent on availability and capacity, please ensure that the relevant IF coordinator is contacted about potential use and your needs prior to submission of your SANAP proposal

3.2.1. **Long-Term Observations of the Ocean (LTO: Ocean) IF:** This IF is hosted at NRF-SAEON Egagasini Node, it consists of various ocean observation and seafloor infrastructure to support long-term monitoring and human capacity building.

- **Seafloor facility** - this facility is cohosted between SAIAB in Makhanda and SAEON in Cape Town. The team develop and assemble the seafloor instruments in this lab and ship to vessels as necessary.
 - 1x Deep - Ocean Multi-Corer - Primary uses include: Biogeochemical and Geochemical Studies, Microbial and Molecular Studies, Benthic Faunal Community Analysis, Physical Sedimentology, Contaminant and Pollution Studies.
 - Moored Physico-Chemical Monitoring Array - this moored sensor package provides a robust means to monitor physico-chemical variability at the deep seafloor over one-to-two-week deployments (up to one month). The integrated sensor suite measures key parameters including temperature, salinity, pressure, dissolved oxygen, nitrate, turbidity, chlorophyll-a fluorescence, and near-bottom current speed and direction. Instrumentation includes:
 - 1x Sea-Bird SBE 16plus V2 CTD system (6000 m)
 - 1x Deep SUNA nitrate analyser (2000 m)
 - 5x Lowell tilt current meters (4000 m)
 - Bathyal stereo-video landers (1 x 3500m system) - Primarily for stereo-video data but can be adapted to collect downwards photos and videos over extended periods

with interval recordings. Various other scientific payloads can be added to the systems to increase data collected. Primary uses include:

- Biodiversity and Community Assessments
- Behavioural and Trophic Ecology
- Environmental Baseline Studies
- Biogeographic and Depth Zonation Patterns
- Long-Term and Repeatable Monitoring
- 1x Azore Drift-Camera System - Developed under the iAtlantic project, is a lightweight, low-cost, and modular drifting camera system designed for wide-area visual surveys of the seafloor in deep-sea environments. Primary uses include:
 - Benthic Habitat Mapping
 - Species and Community Observations
 - Baseline Surveys for Environmental Monitoring
 - Supplementing Deep-Sea Biodiversity Research
 - Public Outreach and Education
- **Ocean Observations** - this includes both ship-based and autonomous infrastructure, for the collection of biological, biogeochemical, and physical data.
 - 24 bottle CTD and rosette
 - 24 bottle GEOTRACES CTD and rosette
 - 2x Slocum G3 Ocean gliders

As a partner to the SAPRI, the Shallow Marine and Coastal Research Infrastructure (SMCRI) facility, hosted by SAEON on the Ocean Sciences Campus of the Nelson Mandela University, Gqeberha has additional equipment available to SANAP PIs. There are instruments, particularly for the Prince Edward Island work, but also technicians, sample analysis (nutrients, salinities, microplastics, heavy metals, plankton), etc.

3.2.2. **Long-Term Observations on Land (LTO: Land) IF:** This IF is hosted at NRF-SAEON Egagasini Node, it consists of a number of long-term observation programs, infrastructure support and human capacity building.

- **Marion Island Top Predator Long term observations** - continuous management of the monitoring of Top Predators (Southern Elephant Seals, Fur seals, Killer whales and Seabirds) on Marion Island through recruitment of field researchers (“Overwinterers”), under the SANAP umbrella, on an annual basis.
- **SANBI BIOBANK** - For the storage of biological samples mostly collected from Marion Island seabirds and marine mammals through SAPRI’s long-term monitoring programme (note that when digital data in the SAPRI Data Centre repository correspond to physical samples stored elsewhere, the repository records can include the permanent identifiers of those samples with information about where they are stored).
- **Animal Telemetry tagging support** - support of animal tagging efforts through this IF has provided researchers with 60 tags to date, 26 tags were procured and distributed in 2023 and now in 2025 34 more tags are expected to be delivered mid - December 2025. The tags

range from tags for Cetaceans (Ballen whales), Sharks, Southern Elephant seals and Penguins.

- **Antarctic Science Support** - through this IF, support for Antarctic Science has been boosted with the following procurements:
 - 4x Scott Tents
 - 2x Nansen Type Sleds
 - 7x Metal Cases for equipment
 - 12x Sail Covers for Sleds

3.2.3. **Polar Lab IF:** This facility is hosted in the Marine and Antarctic centre for Innovation and Sustainability at the University of Cape Town. It consists of the following equipment/facilities (Note: training and SOPs will be made available for all equipment and infrastructure offered):

- Mobile polar processing laboratory - capability to operate at sub-zero temperatures down to -10°C and enable users to process polar samples (e.g., ice cores) using bandsaws (x2), lathe and milling machines. Users can also bring their own equipment into the labs for testing or use at sub-zero temperatures, bench space is available. Can be used on land (at UCT Upper Campus) or aboard the *S.A. Agulhas II*.
- Simulation laboratory - enables running of experiments at controlled light and temperature conditions (-20°C to +20°C) in the environmental chamber. Experiments can be monitored from the observation side of the lab with a suite of sensors and cameras. Currently fitted with a 300 L tank for ice growth experiments but can be adjusted for other uses, e.g., vegetation growth experiments. Available for use on UCT Upper Campus only.
- Available equipment for loan:
 - 2x 1 m long sea ice corers + electric drills
 - 1x 0.7 m long sea ice corer + electric drills
 - 2x temperature probes
 - 15x field gear sets - pants and jackets in various sizes
 - 4x safety harnesses
 - 1x cargo net for ice collection or instrument deployment/retrieval
 - 4x pancake grids
 - 1x Portasal salinometer (can be used on land or aboard the *S.A. Agulhas II* in a temperature-controlled lab/environment)
- Chemistry container laboratory - general chemistry container with fumehood, milliQ system and bench space. Can be used on land (hosted at iThemba Labs) or aboard the *S.A. Agulhas II*.
- Radiotracer container laboratory - container with fumehood and bench space. Can be used on land (hosted at iThemba Labs) or aboard the *S.A. Agulhas II*.
- Tracemetal analytical container laboratory - tracemetal clean container lab with fumehood, milliQ system and bench space for trace metal related analysis. Can be used on land (hosted at iThemba Labs) or aboard the *S.A. Agulhas II*.

- Tracemetal sampling container laboratory - tracemetal clean container lab that holds up to 24x 12 L tracemetal sampling niskin bottles (used in conjunction with the SAPRI tracemetal CTD) for tracemetal related sampling from the niskins. Can be used on land (hosted at iThemba Labs) or aboard the *S.A. Agulhas II* in conjunction with the tracemetal CTD.

3.2.4. **Data, Products and Society (DPS) IF:** This IF, hosted at Stellenbosch University, brings together the SAPRI Data Centre, the various types of generated data and downstream products (including modelling), and the societal outreach programme. This latter term is inclusive of communications, engagement, outreach, awareness, support to the Humanities and Social Sciences community, and digital-human interfaces.

- **SAPRI Data Centre**

- identifies and addresses data and development needs as required to enhance data visibility and discoverability, and operational efficiency. Please ensure the SAPRI DC is contacted about your needs prior to submission of your SANAP proposal
- preserves data and metadata and, where applicable, digital links to physical samples (stored in external, organised collections facilities);
- issues DOIs, often needed by researchers for journal publications;
- enhances data visibility and discoverability through interoperability, partnerships, and networks with other national and international systems, platforms and repositories where applicable;
- develops and automates data pipelines where feasible;
- assesses data products requirements;
- data management: details are provided below.

- **Manages societal platforms** including (details of these platforms are provided above)

- opportunities for grant holders to participate in science engagement and communication activities;
- an Expert Database to create a more visible, connected, and accessible research network;
- the Mahlalela Mentorship Programme to support capacity development and transformation within the marine and polar research community.

- **Communications**

- SANAP grant holders can inform SAPRI of any news they wish to have shared on the SAPRI website or social media channels.

- **Humanities and Social Sciences** community

- Members from the HASS community should ensure that the DPS Manager is contacted about infrastructure needs prior to submission of SANAP proposals.

4. DATA MANAGEMENT

Applicants are required to complete a Data Management Plan (DMP) as part of their application. The DMP needs to describe the anticipated acquisition or generation of data, as well as how such data will be managed, described, analysed, stored, preserved, and shared. Importantly, the DMP must outline the mechanisms, including digital storage, that will be used during and after the project to share and preserve the data. Data management must be in accordance with the NRF Open Access Statement (2015)¹³ and the DSTI Draft National Open Science Policy¹⁴. Successful grant applications are subject to the NRF Conditions of Grant, which clearly outline data storage, usage, and dissemination requirements. Importantly, countries working in the Antarctic operate within the framework of the Antarctic Treaty System, the cornerstone of which is the Antarctic Treaty (of which South Africa is a signatory). Of particular relevance for polar data management and delivery is Article III, section 1(c), which stipulates that “scientific observations and results from Antarctica shall be exchanged and made freely available”. The SAPRI Data Centre (DC) serves as a National Antarctic Data Centre for South Africa, and its activities are reported to The Scientific Committee on Antarctic Research (SCAR). The SAPRI DC enables integrated, secure access to and sustainable preservation of data following the FAIR data principles (making data Findable, Accessible, Interoperable, and Reusable) and provides data management support and services to researchers, enabling the discovery, sharing, and long-term preservation of SANAP-related data. The SAPRI DC thus provides a platform for meeting the requirements outlined above.

SANAP grant holders are required to publish data collected or generated through SANAP projects with the SAPRI DC, unless a more suitable repository is justified. Additionally, as part of user agreements and MoUs, all data obtained by infrastructure purchased by SAPRI and data emanating from projects supported by SAPRI infrastructure must be submitted to the SAPRI DC and made freely available. Data (raw, processed and ancillary), derived products and associated metadata need to be submitted in an acceptable form to the SAPRI DC within the timelines set for data submission which is normally before the project's end date or on an agreed upon timeframe. Certain datasets may be embargoed for a maximum of three years pending student dissertation write-ups or other sensitivities, but never indefinitely nor for commercial gain. Grant holders will be required to sign a SANAP- and SAPRI-specific contract outlining detailed data management obligations before any funds are released.

Non-compliance

Non-compliance may have an impact on future funding opportunities. Monitoring and evaluation of data submissions will take place.

¹³ Available at <https://www.nrf.ac.za/knowledge-management-corporate-documents/?hilite=Open+Access+Statement>

¹⁴ See the DSTI White Paper on Science, Technology and Innovation (2019) available at https://www.gov.za/sites/default/files/gcis_document/201912/white-paper-science-technology-and-innovation.pdf and The Academy of Science of South Africa (ASSAf) Open Science Policy (2024) available at <https://www.assaf.org.za/wp-content/uploads/2024/02/ASSAf-Open-Science-Policy.pdf>

Integration of Monitoring and Evaluation into the research life cycle

Stage	M&E Action
Proposal submission	• Researcher signs data-sharing agreement • Researcher compiles a Data Management Plan (DMP), which is reviewed as part of the project proposal
During project	Researcher to outline data submission status in annual progress reports submitted to the NRF
After fieldwork	Notification by researcher to the NRF and SAPRI DC of expected data and submission timeline
At project end date (end of SANAP funding cycle)	• Researcher to outline data submission status in annual progress report submitted to the NRF • SAPRI DC cross-checks against repository records • Report by SAPRI DC to the NRF outlining compliance

Data services and support

SAPRI will provide support where necessary to assist researchers in submitting data and to lower barriers to submission where possible. This support includes one-on-one guidance as well as planned training and workshops. The SAPRI DC also identifies, and addresses data and development needs as required to enhance data visibility and discoverability, and operational efficiency. Please ensure the SAPRI DC is contacted about your needs prior to submission of your SANAP proposal.

5. GENERAL GUIDING PRINCIPLES

SAPRI is a coordinating programme that supports the efficient, transparent, and responsible use of South Africa's marine and polar research infrastructure, with a mandate to *complement* SANAP by providing shared infrastructure, technical support, and data services that enable already funded research to be delivered efficiently and safely. These infrastructures are national assets accessible to all eligible researchers, not dedicated to any single project, and their value extends well beyond the duration of individual research grants.

Importantly, applicants should be aware that not all requests can or will be supported. Access to SAPRI infrastructure is dependent on availability, scheduling constraints, potential conflicts with other research activities, and the technical feasibility of the proposed work. Requests may undergo a feasibility and risk assessment by the relevant technical teams, and allocation of time or support may be informed by the ranking of projects within the broader review process.