

Instructions Document

Thuthuka 2015

Problem Statement

- The problem statement should succinctly identify and explain the problem to be solved.
- It's important for the problem statement to be discussed within the framework of the theory or line of enquiry underpinning the study.

Registration Details

- An * at the end of a field label within a section denotes a compulsory field, and the section will not be saved unless these fields have been completed.
- If any of your information provided below has changed since initial registration/previous update of registration details, please edit/update the relevant information where applicable.
- The information icon (i) indicates a tooltip associated with the relevant field. When hovering over this icon, additional information will show.

Literature Review and Conceptual Framework

- A good literature review demonstrates:
- Knowledge of the research problem or area of research and critical evaluation of each work.
 - An understanding of the theoretical and research issues related to your research question or area of research.
 - Ability to integrate and synthesize the existing literature.
 - New theoretical insights or develops a new model as the conceptual framework for your research.
 - The gap in knowledge which your research aims to fill. Proposing to make a significant and substantial contribution to the literature filling this major gap.

Contact Details

- An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- Please ensure that all compulsory fields in this section are complete and correct.
- The information icon (i) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.

Research Question and Hypothesis

- State the main research question(s).
- State your hypothesis or theory, if any. (Please do not confuse the hypothesis with the null hypothesis.)


Career Profile

- Please list all the positions you have held in the past (including non-academic positions where applicable), as well as your current position. Note: Should you select 'Yes' from the dropdown list for your current position, the 'Period to' field will not be displayed.
- Please click on 'Add' or 'Add Another' to add a position.
- **Postdoctoral fellowships must be captured here.**
- In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
- The information icon (i) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
- **For Rating Applications:**
Note: Should you hold more than one current position then additional information in the section "**Additional Details/Information**" (Additional career profile information) will need to be completed.
- An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- Please list all the positions you have held in the past (including non-academic positions where applicable), as well as your current position. Note: Should you select 'Yes' from the dropdown list for your current position, the 'Period to' field will not be displayed.
- Postdoctoral fellowships must be captured here.

Proposed Research Plan

| | |
|--------------------------|--|
| <input type="checkbox"/> | This section is divided into Aim(s), Objectives, Activities and Expected Outputs. The next sub-section will appear once a previous sub-section is completed and saved. |
| <input type="checkbox"/> | Each Aim should have Objectives linked to it with relevant activities, a workplan, timelines, team members and expected outputs. |
| <input type="checkbox"/> | These objectives should substantiate the requested budget. |
| <input type="checkbox"/> | The research aim(s) and objective(s) should relate directly to the research project and not to capacity or human resource development aim(s). |


Qualifications

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| <input type="checkbox"/> | Should your qualifications history have been migrated from a previous NRF Online system, please click on 'Edit' and check that all the fields have been completed and are correct. |
| <input type="checkbox"/> | Please fill in all your qualifications (your entire qualifications history), i.e. list your diplomas and/or degrees (e.g. BSc, MSc etc.) obtained and those for which you are currently registered. Please ensure that the level and the degree are the same, e.g. Masters (level) and MSc (degree). Please do not add the field of study to the degree (e.g. MSc Psychology). This information is requested in a separate field. |
| <input type="checkbox"/> | Please click on 'Add' or 'Add Another' to add a qualification. |
| <input type="checkbox"/> | Should you need to edit a qualification, click on 'Edit' to correct or amend existing records. |
| <input type="checkbox"/> | Postdoctoral fellowships do not fall under Qualifications. Please capture these under Career Profile. |
| <input type="checkbox"/> | In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order. |
| <input type="checkbox"/> | The information icon () indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show. |
| <input type="checkbox"/> | An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed. |
| <input type="checkbox"/> | Please ensure that the level and degree are the same, e.g. Masters (level) and MSc (degree). |
| <input type="checkbox"/> | Postdoctoral fellowships do not fall under Qualifications. Please capture these under Career Profile. |
| <input type="checkbox"/> | Should your qualifications history have been migrated from a previous NRF Online system, please click on 'Edit' and check that all the fields have been completed and are correct. |

Methods

| | |
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| | Describe in detail and provide justification for the: |
| <input type="checkbox"/> | Study design; |
| <input type="checkbox"/> | Site selection; |
| <input type="checkbox"/> | Data collection and comment on maintaining rigor; |
| <input type="checkbox"/> | Data analysis; and |
| <input type="checkbox"/> | Comment on maintaining rigor. |

Research Expertise

| | |
|--------------------------|--|
| <input type="checkbox"/> | Select 1 Scientific Domain |
| <input type="checkbox"/> | Select a maximum of 2 Primary Research Fields. |
| <input type="checkbox"/> | Select a maximum of 4 Secondary Research Fields. |
| <input type="checkbox"/> | Select a maximum of 10 Specialisations. |
| <input type="checkbox"/> | The information icon () indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show. |

Collaboration

| | |
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| <input type="checkbox"/> | Although the section on Collaboration is not marked as compulsory, it is important to provide information on any current or proposed collaboration if applicable to the proposal. |
| <input type="checkbox"/> | Complete details of each collaboration one at a time by clicking "Add Another". |
| <input type="checkbox"/> | An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed. |

Personal Profile

- An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- Provide a brief biographical sketch (not in bullet form) giving information not already provided elsewhere in the application.
- The introduction must be written as a narrative and could include a short overview of where, in terms of research, you have come from, in what you are interested (in very broad terms) and where you are now.
- Mention should be made of awards and prizes, membership of editorial boards, membership of national and international scientific committees, and other tangible recognition you have. (The latter could include citations, names of journals for which you have been invited to act as reviewer, etc.). This will enable reviewers to obtain some perspective on you and to assess your major awards and recognition. The biographical information should not exceed 5 500 characters including spaces (equivalent to one A4 page, Arial font size 10). Note: Carriage returns are counted as two characters.

Alignment to National and Institutional Strategies

- Indicate which policy imperative and/or national research/institutional strategy your proposal aligns to.

Student Supervision Record

- Please click on 'Add' or 'Add Another' to add students you have supervised to the list.
In order to edit an existing student, click on the 'Edit' button next to the relevant student.
Click on the 'Delete' button on the right-hand side of the data grid to delete a student.
In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
The information icon (i) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
- An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
 - Please ensure that the Level selected is the level that the student was/is being supervised at.

Absence from Research

- Stipulate the periods that you were absent from research and outline the reasons why.
- In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
- Rating applications do not require absence from research.
- An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- Stipulate the periods that you were absent from research and outline the reasons why.

Books

- Please click on 'Add' or 'Add Another' to add output records to the list.
- In order to edit an existing output, click on the 'Edit' button next to the relevant record.
- Click on the 'Delete' button on the right-hand side of the data grid to delete a record.
- In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
- Own contribution could address the following:
 - Conceptualised idea for research
 - Responsible for data collection/analysis/design
 - Lead author writing up of article
 - Wrote first draft, editorial input
 - Postgraduate supervisor of the lead author
 - Owner/co-owner of intellectual property of research
 - Co-developed and executed research
 - Project leader/budget owner
- The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.

Chapters in Books

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| ° | Please click on 'Add' or 'Add Another' to add output records to the list. |
| ° | In order to edit an existing output, click on the 'Edit' button next to the relevant record. |
| ° | Click on the 'Delete' button on the right-hand side of the data grid to delete a record. |
| ° | In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order. |
| ° | The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain. |
| ° | Should you have Chapters in Books that have been migrated from a previous NRF Online system, please click on 'Edit' and edit the section Own Contribution with a description of your own contribution (the system has populated this field with 'not specified'). The field is now a compulsory field (as it is for all other research outputs). Once you have added your contribution, click on 'Save' and do the same for each migrated chapter in books. You will not be able to 'Final Submit' your application if this field is blank. |

Articles in Refereed/Peer-reviewed Journals

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| ° | Please click on 'Add' or 'Add Another' to add output records to the list. |
| ° | In order to edit an existing output, click on the 'Edit' button next to the relevant record. |
| ° | Click on the 'Delete' button on the right-hand side of the data grid to delete a record. |
| ° | In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order. |
| ° | Own contribution could address the following: Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Owner/co-owner of intellectual property of research Co-developed and executed research Project leader/budget owner |
| ° | The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain. |
| ° | The Article Number field should only be completed if the journal lists the publications by article number and not volume etc. Some Physics journals do this, hence the request for this field. |

Refereed/Peer-reviewed Conference Outputs

| | |
|---|---|
| ° | Please click on 'Add' or 'Add Another' to add output records to the list. |
| ° | In order to edit an existing output, click on the 'Edit' button next to the relevant record. |
| ° | Click on the 'Delete' button on the right-hand side of the data grid to delete a record. |
| ° | In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order. |
| ° | Own contribution could address the following: Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Owner/co-owner of intellectual property of research Co-developed and executed research Project leader/budget owner |
| ° | The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain. |

Patents

| | |
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| o | Please provide information on all past and current patents under your name or as a result of a collaborative effort. Also include whether the patent is a Utility, Design or Plant patent in the description section. |
| o | In order to add a new Patent, click on the Add icon (+). Capture all relevant information in the window that opens on the right-hand side. |
| o | In order to edit a record, click on the Edit icon (✎) next to the relevant record. Click on the delete icon (🗑) next to the relevant record to delete it. |
| o | In order to add Application Details for a Patent, click on the Add icon (+) below the relevant Patent. |
| o | The information icon (ℹ) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show. |
| o | Also include whether the patent is a Utility, Design or Plant patent in the description section. |
| o | Insert a URL to a website where the full patent application can be accessed (e.g. off your personal web page). A PCT application is often a good option. |
| Supporting Documentation | |
| o | Additional information on application types |
| o | Additional information on Statuses |

Keynote/Plenary Addresses

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| o | Please click on 'Add' or 'Add Another' to add output records to the list. |
| o | In order to edit an existing output, click on the 'Edit' button next to the relevant record. |
| o | Click on the 'Delete' button on the right-hand side of the data grid to delete a record. |
| o | In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order. |
| o | Own contribution could address the following: Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Owner/co-owner of intellectual property of research Co-developed and executed research Project leader/budget owner |
| o | The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain. |

Articles in Non-refereed/Non-peer Reviewed Journals

| | |
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| o | Please click on 'Add' or 'Add Another' to add output records to the list. |
| o | In order to edit an existing output, click on the 'Edit' button next to the relevant record. |
| o | Click on the 'Delete' button on the right-hand side of the data grid to delete a record. |
| o | In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order. |
| o | Own contribution could address the following: Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Owner/co-owner of intellectual property of research Co-developed and executed research Project leader/budget owner |
| o | The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain. |
| o | The Article Number field should only be completed if the journal lists the publications by article number and not volume etc. Some Physics journals do this, hence the request for this field. |

Other Significant Conference Outputs

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|---|---|
| ° | Please click on 'Add' or 'Add Another' to add output records to the list. |
| ° | In order to edit an existing output, click on the 'Edit' button next to the relevant record. |
| ° | Click on the 'Delete' button on the right-hand side of the data grid to delete a record. |
| ° | In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order. |
| ° | Own contribution could address the following: Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Owner/co-owner of intellectual property of research Co-developed and executed research Project leader/budget owner |
| ° | The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain. |

Technical/Policy Reports

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|---|---|
| ° | Please click on 'Add' or 'Add Another' to add output records to the list. |
| ° | In order to edit an existing output, click on the 'Edit' button next to the relevant record. |
| ° | Click on the 'Delete' button on the right-hand side of the data grid to delete a record. |
| ° | In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order. |
| ° | Own contribution could address the following: Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Owner/co-owner of intellectual property of research Co-developed and executed research Project leader/budget owner |
| ° | The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain. |

Products

| | |
|---|---|
| ° | Product – may be defined as something produced; e.g. a commodity, a play, a creation, an invention |
| ° | In the 'Description' box a description of the product which includes any relevant references should be provided. It is important that this description is as comprehensive as possible within the character restrictions. |
| ° | In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order. |
| ° | Own contribution could address the following: Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Owner/co-owner of intellectual property of research Co-developed and executed research Project leader/budget owner |
| ° | The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain. |

Artefacts

| | |
|---|---|
| ° | Artefact –may be defined as an object that has been intentionally made or produced for a certain purpose e.g. a broadcast video, a film, a documentary, an object, an item |
| ° | In the 'Description' box a description of the artefact which includes any relevant references should be provided. It is important that this description is as comprehensive as possible within the character restrictions. |
| ° | In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order. |
| ° | Own contribution could address the following: Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Owner/co-owner of intellectual property of research Co-developed and executed research Project leader/budget owner |
| ° | The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain. |

Prototypes

| | |
|---|---|
| ° | Prototype – may be defined as an original model on which something is patterned e.g.a model, a mock-up, dummies, paradigm |
| ° | In the 'Description' box a description of the product which includes any relevant references should be provided. It is important that this description is as comprehensive as possible within the character restrictions. |
| ° | In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order. |
| ° | Own contribution could address the following: Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Owner/co-owner of intellectual property of research Co-developed and executed research Project leader/budget owner |
| ° | The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain. |

Other Recognised Research Outputs

| | |
|---|---|
| ° | These include any other measurable research outputs that clearly embody new or substantially developed insights, for example, annotated bibliographies, catalogues, CD-ROMS, contributions to major research databases, development and production of software, dictionaries, electronic publications, plant-breeding rights, research guides, scholarly editions, vaccines, websites, etc. |
| ° | For all these research outputs concise descriptions must be included with particular reference to the contribution to new knowledge and insights. |
| ° | In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order. |
| ° | Own contribution could address the following: Conceptualised idea for research Responsible for data collection/analysis/design Lead author writing up of article Wrote first draft, editorial input Postgraduate supervisor of the lead author Owner/co-owner of intellectual property of research Co-developed and executed research Project leader/budget owner |
| ° | The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain. |

Funding Track

| | |
|--------------------------|---|
| <input type="checkbox"/> | An * at the end of a field label within a section denotes a compulsory field, and the section will not be saved unless all compulsory fields have been completed. |
| <input type="checkbox"/> | Applicants should consult the Thuthuka Programme Framework under the NRF Call Information Documents section for eligibility criteria and more details on the respective Tracks. |
| <input type="checkbox"/> | Applicants must download the compulsory Institutional Support form via the link below. Once completed and signed by the applicant and the Research Directorate, this form must be uploaded in the Attachments section. |
| <input type="checkbox"/> | The Attachments section will not be marked as Complete until this form has been uploaded. |

Disability

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|--------------------------|---|
| <input type="checkbox"/> | An * at the end of a field label within a section denotes a compulsory field, and the section will not be saved unless all compulsory fields have been completed. |
| <input type="checkbox"/> | Additional funding to cater for a disability of a team member and/or a student in terms of the proposed research, can be requested under the budgetary item "Research Materials and Supplies". |
| <input type="checkbox"/> | Note that funding support to cater for a disability will only be allotted 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 below. |

Project Information

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

Doctoral Registration Details

| | |
|--------------------------|--|
| <input type="checkbox"/> | All fields are compulsory. |
| <input type="checkbox"/> | Once this screen is saved, a Supervisor's Report Form will be sent, from the system, to your supervisor for completion. |
| <input type="checkbox"/> | Only once your supervisor has submitted this recommendation, this will be indicated with a tick next to Supervisor responded at the bottom of this screen. |
| <input type="checkbox"/> | The submitted recommendation will be pulled into the reviewer version of the PDF. |
| <input type="checkbox"/> | Upload proof of registration under the Attachments section. |
| <input type="checkbox"/> | Upload proof of approval of Doctoral proposal under the Attachments section, if available. |
| <input type="checkbox"/> | The information icon (i) indicates that a tooltip is associated with the relevant field. When hovering over this icon, additional information will show. |

Details of Research

| | |
|--------------------------|--|
| <input type="checkbox"/> | An * at the end of a sub-section as listed below denotes that this is a compulsory sub-section; it is not possible to click on the 'Final Submit' button unless all compulsory sub-sections have been completed. |
|--------------------------|--|

Project History

| | |
|--------------------------|---|
| <input type="checkbox"/> | If this is an on-going project select "Yes" for the list of research output records to appear from your CV. |
|--------------------------|---|

Ethical Clearance

| | |
|--------------------------|---|
| <input type="checkbox"/> | An * at the end of a field label within a section denotes a compulsory field, and the section will not be saved unless all compulsory fields have been completed. |
| <input type="checkbox"/> | Select whether this project requires ethical clearance. |
| <input type="checkbox"/> | If this project requires ethical clearance, select whether it has been obtained. |
| <input type="checkbox"/> | Capture any relevant comments. |
| <input type="checkbox"/> | Upload proof of granting of ethical clearance, if available, in the Attachments section. |

Preferred Panel

- An * at the end of a field label within a section denotes a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- Select a panel from the 'primary panel' drop-down list below to indicate the panel in which your application should be assessed.
- Should your project apply to more than one panel, select a secondary panel from the drop-down list.

Attachments

- Select the Document Type to be uploaded.
- Capture an appropriate Description.
- Click the Browse button below to select the file on your local machine.
- Click on the Upload button to save.
- Upload pages individually if document is larger than 4MB. **(For rating applications, please see specific instructions in this section of the rating application.)**
- Please do not upload zip files. Acrobat reader has built-in security to prevent the opening of zip files by default (please read the article at <http://forums.adobe.com/thread/520515> for more information).
- Select the Document Type to be uploaded.
- Capture an appropriate Description.
- Click the Browse button below to select the file on your local machine.
- Click on the Upload button to save.
- Upload pages individually if document is larger than 4MB.
- Please do not upload zip files. Acrobat reader has built-in security to prevent the opening of zip files by default (please read the article at <http://forums.adobe.com/thread/520515> for more information).

Participating Members

- Please do not list yourself, or any students or postdoctoral fellows.
- The details of Participating Members already added can be edited by clicking on the Edit icon next to the relevant record. Once the Edit icon has been clicked, the relevant Member's details will display in the fields under Participating Member Details. The details can be edited and saved by clicking Update Participating Member.
- In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, records will be sorted in ascending order.
- The information icon (i) indicates that a tooltip is associated with the relevant field. When hovering over this icon, additional information will show.
- Please do not list yourself, or any students or postdoctoral fellows.
- The details of Participating Members already added can be edited by clicking on the Edit icon next to the relevant record. Once the Edit icon has been clicked, the relevant Member's details will display in the fields under Participating Member Details. The details can be edited and saved by clicking Update Participating Member.
- In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, records will be sorted in ascending order.
- The information icon (i) indicates that a tooltip is associated with the relevant field. When hovering over this icon, additional information will show.
- Please do not list yourself, or any students or postdoctoral fellows.
- The details of Participating Members already added can be edited by clicking on the Edit icon next to the relevant record. Once the Edit icon has been clicked, the relevant Member's details will display in the fields under Participating Member Details. The details can be edited and saved by clicking Update Participating Member.
- In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
- The * indicates that the question is compulsory. If "No" is selected a comment must be entered in the box.

Possible Reviewers

| | |
|--------------------------|---|
| <input type="checkbox"/> | In order to ascertain whether a reviewer is already on the database, please enter search criteria below. |
| <input type="checkbox"/> | Should the relevant reviewer display, click on the Select icon next to the relevant record. |
| <input type="checkbox"/> | Should the reviewer not exist on the database, click on the icon next to "Possible reviewer not found, select to add new reviewer..." and complete the relevant fields. |
| <input type="checkbox"/> | You are kindly reminded that all co-applicants need to be registered on the system and have completed their CV's before adding them to your application. |
| <input type="checkbox"/> | Once this has been completed, you can use the search function below to add co-applicant. |
| <input type="checkbox"/> | Reviewers should be nominated from both South Africa and abroad. |
| <input type="checkbox"/> | Reviewers need not be restricted to researchers in the higher education sector. In each case provide a motivation for selection (e.g. reviewer is top researcher in the field). This will provide Specialist Committees with additional information in the selection of reviewers. The association that you have with the reviewer should be clearly articulated (e.g. previous PhD supervisor, co-worker etc.). Provide information that is accurate, current and complete. It is especially important that email addresses are correct. |
| <input type="checkbox"/> | First load complete records of possible reviewers in the grid below before sorting them in order of priority. To sort the records in order of priority click on the up arrow in the Priority Up column or the down arrow in the Priority Down column. |
| <input type="checkbox"/> | The information icon (i) indicates that a tooltip is associated with the relevant field. When hovering over this icon, additional information will show. |

Excluded Reviewers

| | |
|--------------------------|--|
| <input type="checkbox"/> | Applicants are given the opportunity to identify reviewers (not exceeding three) who the NRF should not approach. A reason is required in each instance. Although the NRF would normally not approach such reviewers, it reserves the right to do so if necessary. |
| <input type="checkbox"/> | The information icon (i) indicates that a tooltip is associated with the relevant field. When hovering over this icon, additional information will show. |

Research Project Budget Plan Summary

| | |
|--------------------------|---|
| <input type="checkbox"/> | The summary tables below represents amounts imported from your uploaded Budget Assist Costing Tool. |
| <input type="checkbox"/> | Please note that it excludes the Human Capacity Development amounts. |
| <input type="checkbox"/> | Please confirm that the amounts in the summary table corresponds with the totals in your Budget Assist Costing Tool by ticking the check box below. |

Financials: Student Support

| | |
|--------------------------|---|
| <input type="checkbox"/> | An * at the end of a field label within a section denotes a compulsory field, and the section will not be saved unless all compulsory fields have been completed. |
| <input type="checkbox"/> | All requested funding must relate directly to the proposed research project, as requested from the NRF. |
| <input type="checkbox"/> | An * at the end of a field label within a section denotes a compulsory field, and the section will not be saved unless all compulsory fields have been completed. |
| <input type="checkbox"/> | All requested funding must relate directly to the proposed research project, as requested from the NRF. |

Financials: Other Sources

| | |
|--------------------------|--|
| <input type="checkbox"/> | This is a compulsory section of the application. Should you not have any sources to add under this section, please enter N/A in the text fields and 0 in the amount field. |
| <input type="checkbox"/> | Please specify any other sources of funding for this degree/research. |
| <input type="checkbox"/> | Please provide the total requested amount per summary per year. |
| <input type="checkbox"/> | All requested funding must relate directly to the proposed research project, as requested from the NRF. |
| <input type="checkbox"/> | Should you not have any sources to add under this section, please enter N/A in the text fields and 0 in the amount field. |