DECISION INC.

National Research Foundation

National Research Foundation ERP Project

NRF Connect: Applications User Guide

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1. Introduction

This document serves as a guide for applicants that want to apply on ***NRF Connect*** in the following categories (as they become available):

- Concept Notes
- Infrastructure Bridging Finance
- Institutional Grants
- NRF Postgraduate Scholarships
- Postdoctoral Grants
- Research Grants
- Targeted Grants
- Travel, Training and Conference Grants
- Undergraduate and Diploma Scholarships

2. Create Application

An application can be created from the **Home/Landing page** or from the **My Applications** menu.

Note:
Before creating an application, applicants must ensure that the following sections are completed/updated (as they will pre-populate on the application form):

- **Personal Details** (See User Registration Guide).
- **CV Sections** (See CV sections User Guide).

The applicant will be able to submit the application once all the compulsory fields, marked with *, of the application are complete.

When submitted, the application will automatically be routed to the relevant institutional Designated Authority for further processing, and submission to the NRF.

2.1. Create Application from Home/Landing page

Click **Home** from the menu bar to see the list of available Funding Opportunities.

Note the Funding Opportunities listed on the screen.
The Funding Opportunities listed will be those that the applicant might be potentially eligible to apply for.

Click **Apply** on the relevant Funding Opportunity.

2.2. Create Application from My Applications Menu

Click **Applications** on the **My Applications** menu.

Please note that some sections (e.g Personal Details, CV Details) will be pre-populated, if they were completed on **Update Profile** and **MY CV** sections.

Click the expand icon next to the relevant Category to see the Calls associated with the Category.

Click **Create** next to the relevant Funding Opportunity to create a new application.

Complete all the sections.
Relevant instructions will be available on the screens. Please ensure they are followed.

Note: Sections will differ for applications in different Funding Opportunities and/or Categories.

Section

Section	Complete	Updated	Edit
Personal Profile *	✓	22/02/2022	✎
Career History *	✓	22/02/2022	✎
Qualifications/Certifications *	✓	22/02/2022	✎
Research Expertise *	✓	22/02/2022	✎
Student Supervision *	✓	22/02/2022	✎
Research Outputs *	✓	22/02/2022	✎
Patents *	✓	22/02/2022	✎
Basic Information *	✗		✎
Attachments *	✗		✎
Additional Information: nGAP *	✗		✎
Ethical Clearance *	✗		✎
Requested Financials *	✗		✎
Science Engagement *	✗		✎

CANCEL SUBMIT

To view the preview of the application, click **Preview**.

My Applications

Edit Application

Category: Research Grants
Funding opportunity: African Origins Programme
Reference: AOP2203081955878

BACK TO APPLICATIONS

AOP2203081955878 PREVIEW

Section	Complete	Updated	Edit
Personal Profile *	✓	28/02/2022	✎

A completed application ready to be submitted will have all green ticks under the **Complete** column.

Section

Section	Complete	Updated	Edit
Personal Profile *	✓	22/02/2022	✎
Career History *	✓	22/02/2022	✎
Qualifications/Certifications *	✓	22/02/2022	✎
Research Expertise *	✓	22/02/2022	✎
Student Supervision *	✓	22/02/2022	✎
Research Outputs *	✓	22/02/2022	✎
Patents *	✓	22/02/2022	✎
Basic Information *	✓	22/02/2022	✎
Attachments *	✓	22/02/2022	✎
Additional Information: nGAP *	✓	22/02/2022	✎
Ethical Clearance *	✓	22/02/2022	✎
Requested Financials *	✓	22/02/2022	✎
Science Engagement *	✓	22/02/2022	✎

CANCEL SUBMIT

Click **Submit** to forward this application to the relevant Designated Authority at the Research or Postgraduate Office, or equivalent, of your institution.

3. List of Applications

On the **Home** screen**,** a list of existing applications will appear to **Edit**.

Click **Edit** on the relevant application to view or update.

- Click on **My Applications** to edit or delete an existing application.
- Click the expand icon next to the relevant Category to see the Calls associated with the Category.
- Submitted applications cannot be updated or deleted.

The **Status** of the application indicates where in the process the application currently is. For example, 'Application complete' means ready to be submitted to institution; 'Submitted to Institution' means that the completed application has been submitted to the Institution for institutional review and processing; etc.

4. Navigation and Controls

4.1. Drop-down List Control

Click on the arrow on the drop-down to see a list of options. Then click on the relevant option(s) to select.

4.2. Upload Control

Click on the **Attachment** icon to upload required document(s).

4.3. Calendar Control

Click on the **Calendar** icon to select the date, where a date is required.

A full **Calendar** will be displayed to allow for selection of the relevant date (follow the sequence as follows: year, month, day).

4.4. Toggle Control

Toggle to indicate **No**.

Toggle to indicate Yes.