

NRF Portal

Principal Investigator User Guide

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Introduction

This guide provides you with a step-by-step procedure that enables you navigate the modules presented in the application with ease; and at the same time, enrich your knowledge of the components of the solution.

The guide is designed to defeat dead-ends while carrying out operations and to also equip the user with an independent and first-hand know-how of the use of the application in carrying out desired functions.

It reveals in details the operations represented by each module, just as they appear on the application.

NRF Portal

The NRF Portal is an Electronic Document Management System (EDMS) which achieves the much-needed integration of Electronic Proposals, Concept Notes and other relevant documentation of the Principal Investigator(s) for improved document availability, accessibility, reliability, and usefulness. It ultimately helps NRF to provide more effective, efficient, qualitative, and convenient submission and assessment services for its teeming applicants.

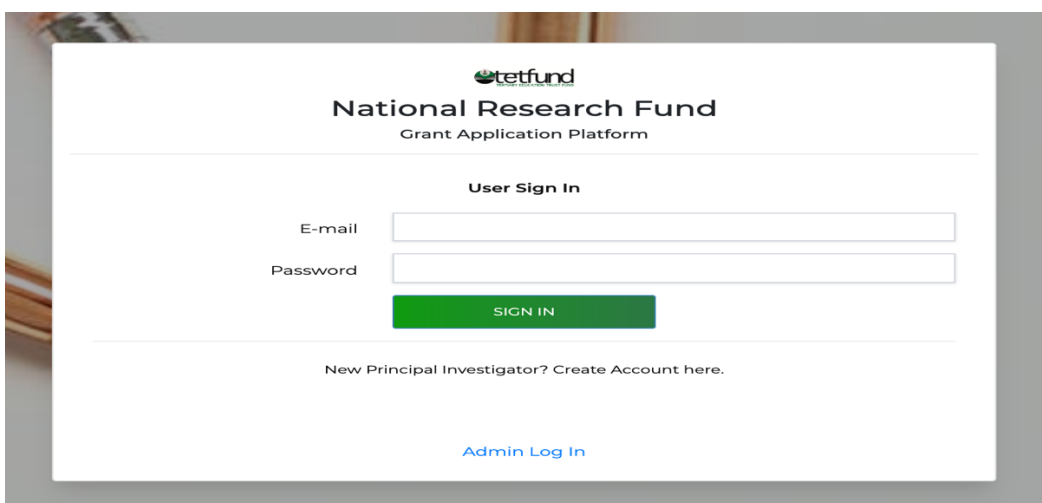
EDMS is a cloud-based database managing information about a Principal Investigators personal details, Research team constitution, Concept note and the Full Proposal submissions. It securely integrates this information into a single profile, which allows relevant documents to be viewed and assessed seamlessly, by selected assessor(s) at any given place or time.

It features well-integrated sets of modules that contain standard forms, processes and functions representing record-generating fields, routines and data processing in the present assessment setting.

The EDMS is aimed at accentuating TETFUNDS' internal capacity by automating its key systems and processes. Built with adequate flexibility to accommodate specific requirements as it develops, it allows users seamless access to information, administration and other requisite functions.

Portal Login

1. Access the NRF Portal at nrf.tetfund.gov.ng
2. Click on the **Username Textbox** and enter the Username
3. Click on the **Password Textbox** and enter the Password
4. Click on **Login**

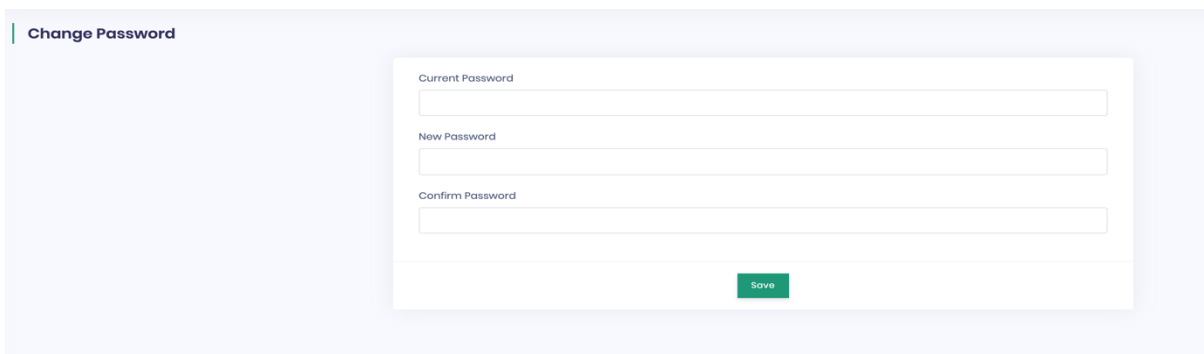


The screenshot shows the 'User Sign In' page of the National Research Fund Grant Application Platform. At the top, there is a logo for 'tetfund' and the text 'National Research Fund Grant Application Platform'. Below this, the heading 'User Sign In' is centered. There are two input fields: 'E-mail' and 'Password'. A green 'SIGN IN' button is positioned below the password field. At the bottom, there is a link that says 'New Principal Investigator? Create Account here.' and another link 'Admin Log In'.

Change Password

This is used to update the password of a logged in user

1. Enter the **Current Password**
2. Enter the **New Password**
3. Confirm the New Password by entering it again in the **Confirm New Password**
4. Click on **Save**



The screenshot shows a 'Change Password' form. It has three input fields labeled 'Current Password', 'New Password', and 'Confirm Password'. A green 'Save' button is located at the bottom right of the form.

Note: On successful Change of password, the user will be automatically logged out and will require to enter their NEW password to continue

Forgot Password

This is used to retrieve password if forgotten

1. On the Portal Homepage; Click on **Forgot Password**

Password

SIGN IN

New Principal Investigator? Create Account here.

Forgot your password?

2. Enter your Email address
3. Click **Reset Password**
4. You will receive a notification to check your email to reset password
5. Click the link on your email to reset password

Submit Concept Notes

This module allows you to enter and submit Concept Notes for evaluation.

1. On the side menu, Click on **Concept Note**
2. Fill in the required fields (*all fields are compulsory*)
3. Click on **Save & Continue** to save your entries and go to the next page

Estimated Budget

47500000.00

Background of the Research

Lubricants are commonly being used in all sectors of industry for lubricating of machines and materials and also in the automotive for lubrication of engines. Reducing wear and friction is a key element to decrease energy losses, particularly in engines and all machines with moving parts. Report says that nearly 38 million metric tons of lubricants were used globally in 2005, with an increment of about 1.2% over the next decade. About 85% lubricants being used around the world are petroleum-based oils. Use of petroleum-based oil is associated with adverse effects on health and environment due their non-degradability and exhaust gas pollution from the engines. These effects coupled with

Save & Continue

4. At Step 3, Click **Submit**
5. You will be prompted to confirm that you wish to submit, Click **Yes** to submit

N.B: Please review your work before clicking on 'Submit' as you will no longer be able to edit your Concept Note after submission.

Preview Concept Note

This allows you to preview submitted Concept Notes

1. On the side menu, Click on **Concept Note**
2. Click on **Preview Concept Note**
3. View Details of your submitted Concept Note

Concept Note Preview
<p>Research Project Title</p> <p>My Concept Note</p>
<p>Category</p> <p>Humanities and Social Sciences (HSS)</p>
<p>Thematic Area</p> <p>Languages, Literatures and Media</p>
<p>Estimated Budget ₦</p> <p><u>₦ 47,500,000.00</u></p>
<p>Background of the Research</p> <p>Lubricants are commonly being used in all sectors of industry for lubricating of machines and materials and also in the automotive for lubrication of engines. Reducing wear and friction is a key element to decrease energy losses, particularly in engines and all machines with moving parts. Report says that nearly 38 million metric tons of lubricants were used globally in 2005, with an increment of about 1.2% over the next decade. About 85% lubricants being used around the world are petroleum-based oils. Use of petroleum-based oil is associated with adverse effects on health and environment due their non-degradability and exhaust gas pollution from the engines. These effects coupled with the depleting trend of conventional non-renewable mineral oil have triggered research and development in alternative renewable bio-lubricants. Bio-lubricant is one of the most promising renewable resources for the present and future. Hence,</p>

Submit Full Proposal

Upon approval of your Concept Note, an email notification will be sent to you. Use the link in the mail or log back into the NRF Portal to submit a Full Proposal

1. On the side menu, Click on **Proposal**
2. Click on **Full Proposal**
3. Fill the required fields
4. Click on **Save & Continue** to save your entries and go to the next page
5. Click **Submit**
6. You will be prompted to confirm that you wish to submit, Click **Yes** to submit

Modify Full Proposal

This allows you to edit Full Proposal before final submission

1. On the side menu, Click on **Full Proposal**
2. Click on **Modify Full Proposal**
3. Edit necessary fields
4. Click **Save**