

**GUIDELINES TO COMPLETE AN ANNUAL PROGRESS REPORT (APR) FOR CONTINUED FUNDING
FOR SCHOLARSHIPS AND FELLOWSHIPS SUPPORT IN 2016**

Students and fellows that qualify for renewal of scholarship or fellowship in 2016 should apply for renewal of their award through completing the APR online.

Please enquire with your research office / postgraduate funding office / scholarship office whether you qualify for renewal for 2016.

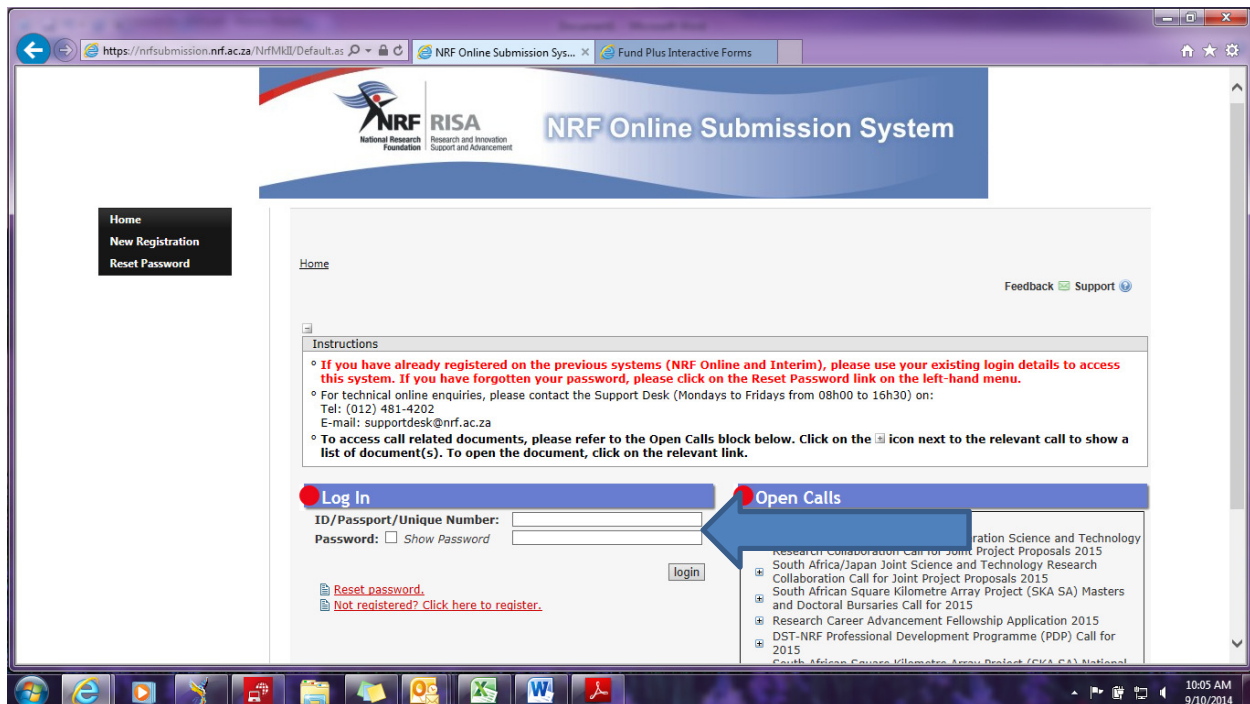
Students who have already received the maximum NRF funding, for the current level of study, should not submit an APR for further funding, as the APR will not be accepted.

This Call for APR applies to the following funding instruments only:

- NRF Free-standing Scholarships and Fellowships
- DST Innovation Scholarships and Fellowships
- Scarce Skills Development Fund Scholarships and Fellowships
- DAAD/NRF Joint In-country Scholarships
- SANHARP Scholarships (Masters and Doctoral only)
- Renewable and Sustainable Energy Scholarships
- Professional Development Programme (PDP)
- Collaborative Research Training Programme
- Desmond Tutu Doctoral Training Programme
- Animal Cluster Scholarships
- NRF Doctoral and Postdoctoral Abroad Programmes
- F'Sati Scholarships and Fellowships

Step 1:

Log on to the NRF Online Submission System at **<https://nrfs submission.nrf.ac.za>** with your ID/Passport number and password or register on the NRF Online Submission System if not already registered and complete or update your CV. This is very important as an APR without a complete CV will not be considered.



The screenshot shows the NRF Online Submission System website. The browser address bar displays <https://nrfs submission.nrf.ac.za/NrfMkt/Default.aspx>. The website header features the NRF and RISA logos, and the title "NRF Online Submission System".

On the left side, there is a navigation menu with the following links:

- Home
- New Registration
- Reset Password

The main content area includes a "Home" link and a "Feedback Support" link. Below these, there is an "Instructions" section with the following text:

Instructions

- If you have already registered on the previous systems (NRF Online and Interim), please use your existing login details to access this system. If you have forgotten your password, please click on the Reset Password link on the left-hand menu.
- For technical online enquiries, please contact the Support Desk (Mondays to Fridays from 08h00 to 16h30) on:
Tel: (012) 481-4202
E-mail: supportdesk@nrf.ac.za
- To access call related documents, please refer to the Open Calls block below. Click on the icon next to the relevant call to show a list of document(s). To open the document, click on the relevant link.

Below the instructions, there are two main sections:

- Log In**: This section contains fields for "ID/Passport/Unique Number:" and "Password:" with a "Show Password" checkbox. A "login" button is located below the password field. Links for "Reset password" and "Not registered? Click here to register" are also present.
- Open Calls**: This section lists various research calls and projects, including:
 - Research Collaboration Call for Joint Project Proposals 2015
 - South Africa/Japan Joint Science and Technology Research Collaboration Call for Joint Project Proposals 2015
 - South African Square Kilometre Array Project (SKA SA) Masters and Doctoral Bursaries Call for 2015
 - Research Career Advancement Fellowship Application 2015
 - DST-NRF Professional Development Programme (PDP) Call for 2015
 - South African Square Kilometre Array Project (SKA SA) National

A blue arrow points from the "Open Calls" section towards the "Log In" section. The website footer shows the time as 10:05 AM and the date as 9/10/2014.

Step 2:

After logging in please follow the steps below to complete your CV:

Go to **My Profile**, then **My CV** and select the relevant CV section. If you don't have any outputs, eg books or conference outputs, then simply ignore the section(s).

Only complete the ones that apply to you.

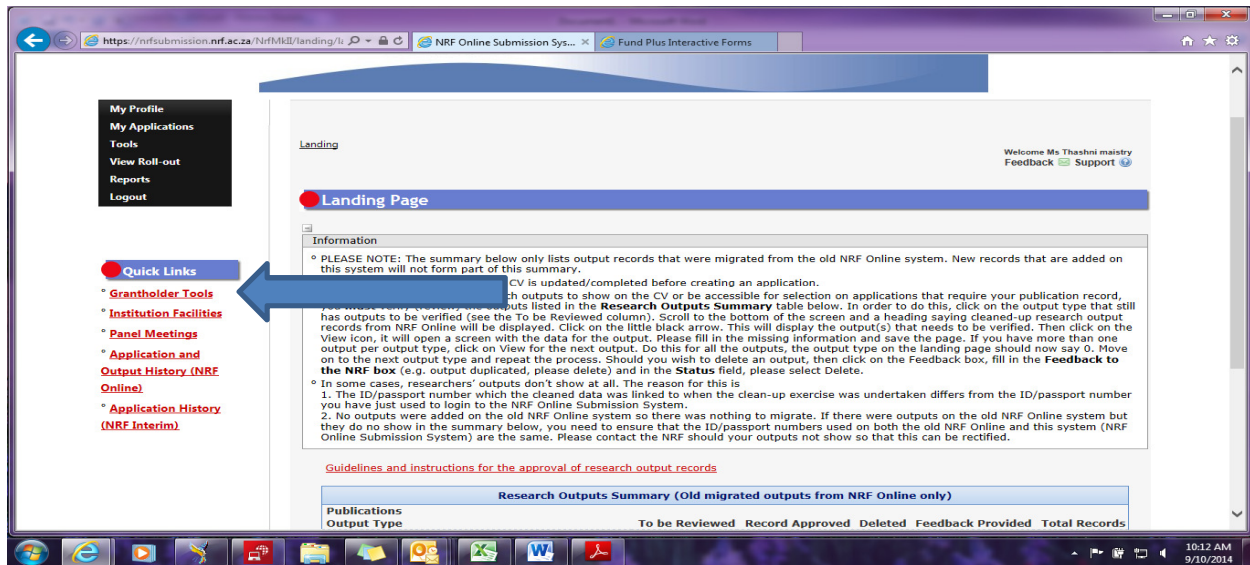
Update your details under **My Profile - My Details – Registration Details** and/or **Contact Details**, if necessary.



ACCESSING THE APR

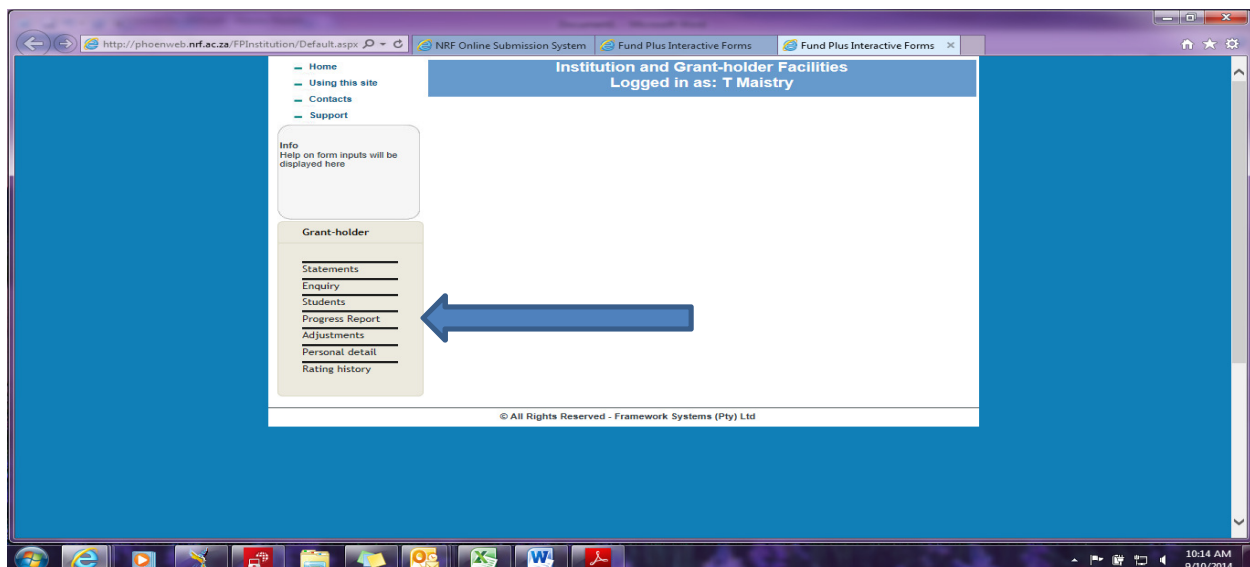
Step 3:

On the left hand side of the screen under **Quick Links**, select **Grantholder Tools**.



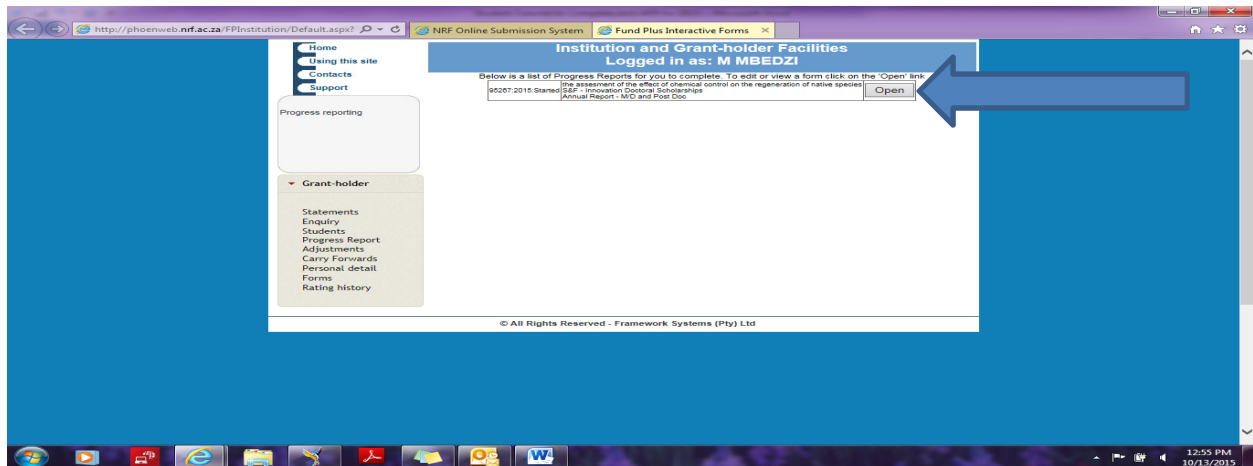
Step 4:

On the left hand side, select **Progress Report**

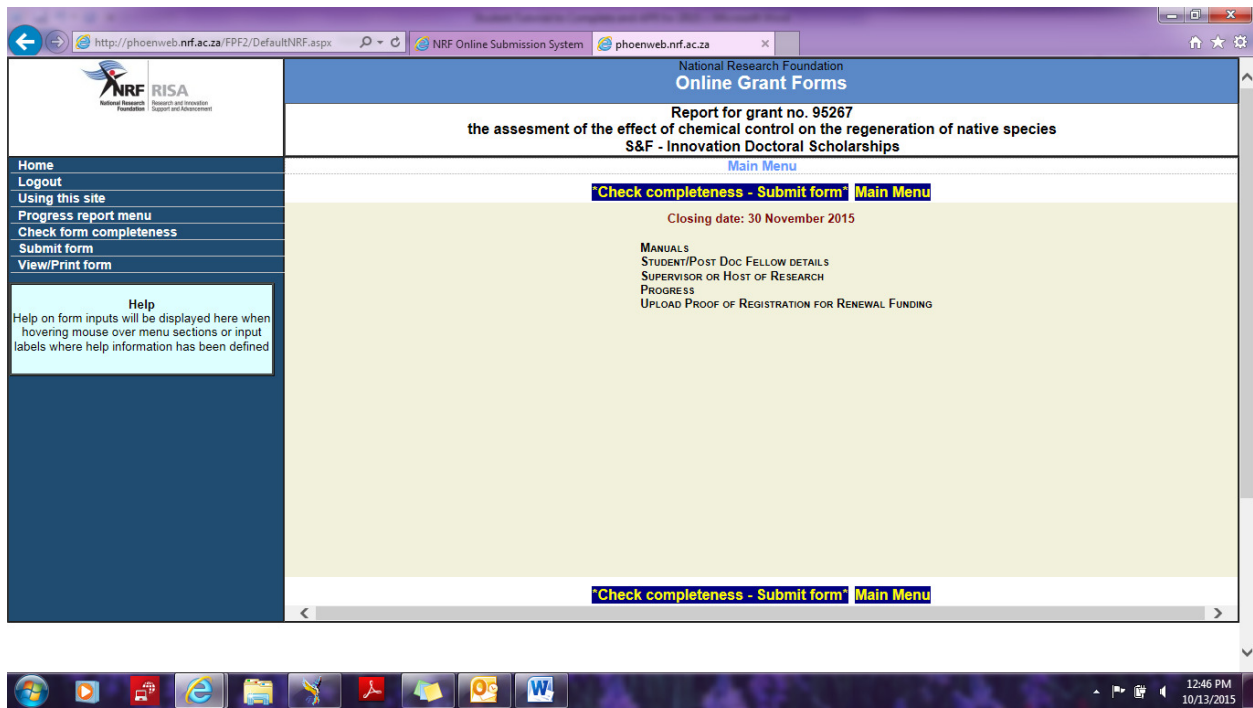


Step 5:

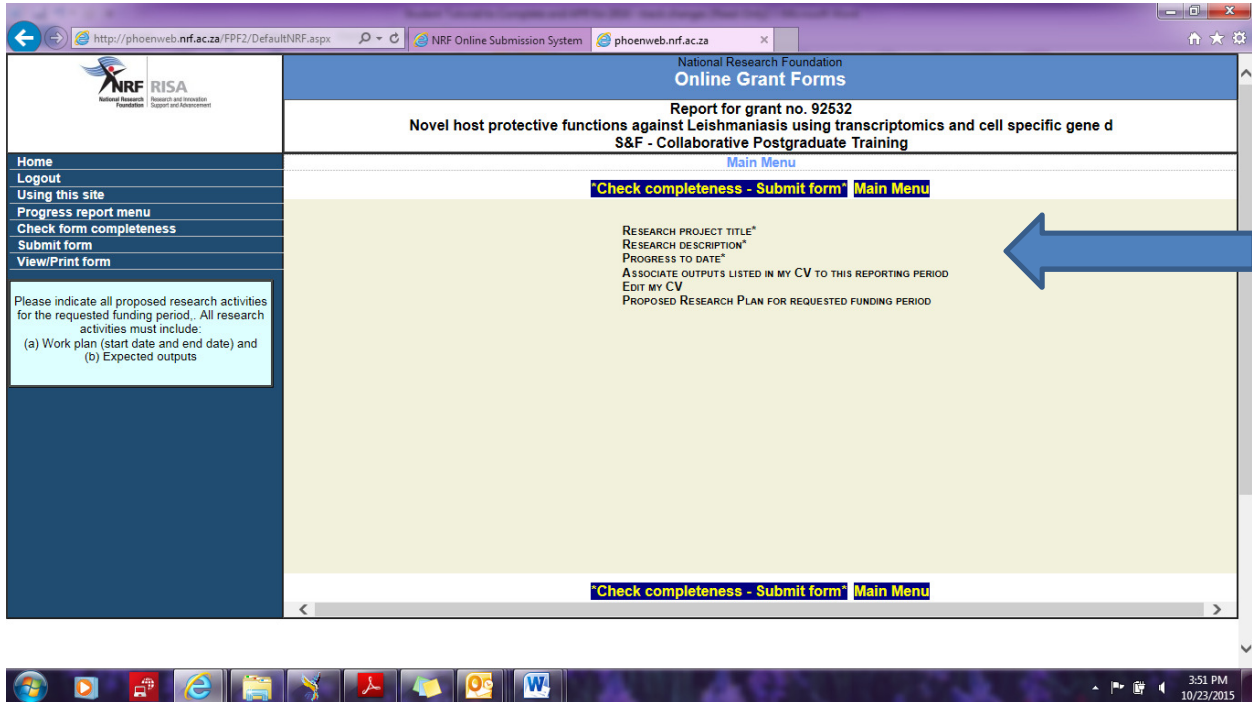
To complete or view an APR click on the 'Open' link.



Complete all sections as indicated below.



All **Progress** sections of the report must be completed.



Report for grant no. 92532
Novel host protective functions against Leishmaniasis using transcriptomics and cell specific gene d
S&F - Collaborative Postgraduate Training

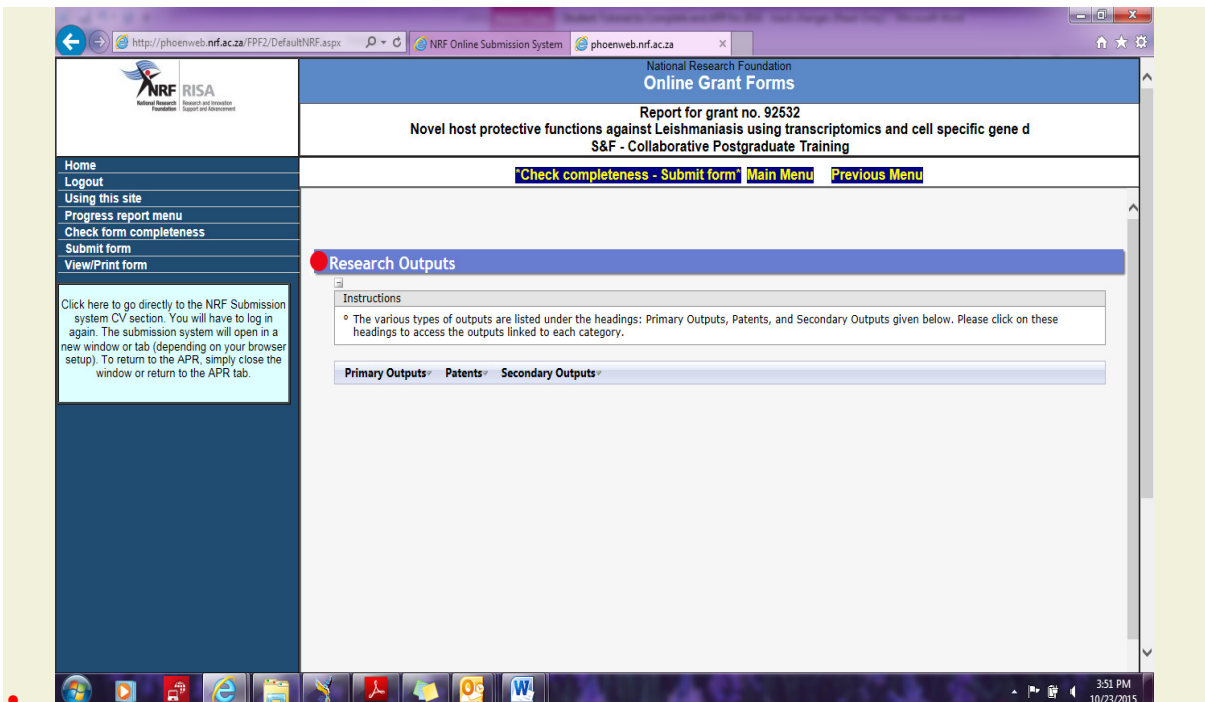
[Main Menu](#)

Check completeness - Submit form [Main Menu](#)

RESEARCH PROJECT TITLE*
RESEARCH DESCRIPTION*
PROGRESS TO DATE*
ASSOCIATE OUTPUTS LISTED IN MY CV TO THIS REPORTING PERIOD
EDIT MY CV
PROPOSED RESEARCH PLAN FOR REQUESTED FUNDING PERIOD

Check completeness - Submit form [Main Menu](#)

The link to your CV is available under “Edit my CV” for updating of your CV. **If the CV is incomplete, your Annual Progress Report will not be considered.**



Report for grant no. 92532
Novel host protective functions against Leishmaniasis using transcriptomics and cell specific gene d
S&F - Collaborative Postgraduate Training

[Check completeness - Submit form](#) [Main Menu](#) [Previous Menu](#)

Research Outputs

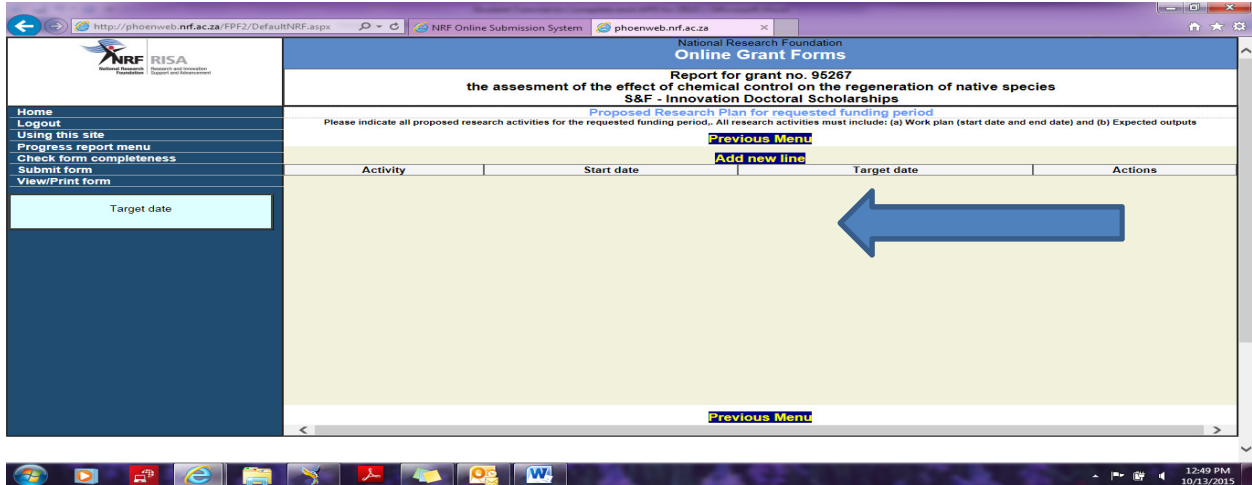
Instructions

* The various types of outputs are listed under the headings: Primary Outputs, Patents, and Secondary Outputs given below. Please click on these headings to access the outputs linked to each category.

[Primary Outputs](#) [Patents](#) [Secondary Outputs](#)

Step 6:

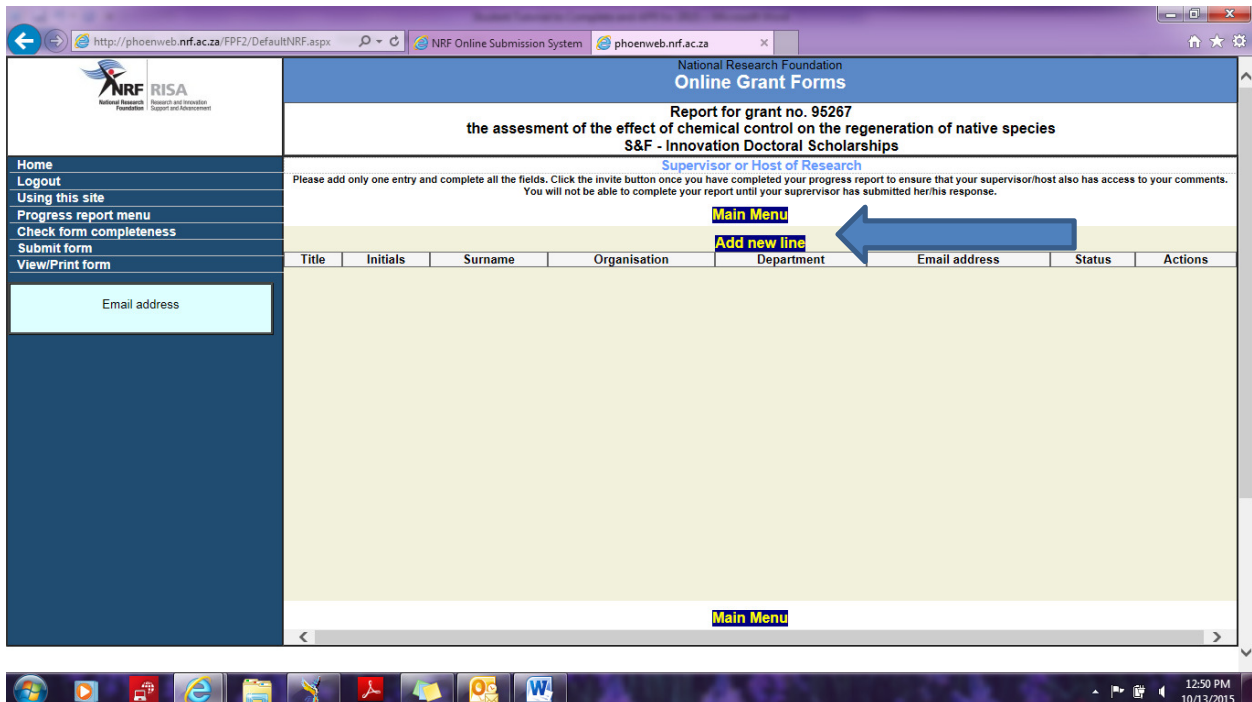
Please provide sufficient details under your **proposed research plan** for the renewal period under the **progress** section. Reports with insufficient content in this section will not be considered for renewal.



Step 7:

Once you have completed all sections of the APR, please add your supervisor's/research host's details and ensure that the e-mail address is correct. Click on the **Invite** button to invite him/her to submit a progress report.

Please note that APR's cannot be considered for renewal without a supervisor/host supporting report.





An automatic e-mail will be sent to your supervisor/host to complete a progress report in support of the renewal of your scholarship/fellowship. Do not remove or change your supervisor's name in the report once you have invited him/her to submit a report. The supervisor/host will not be able to complete their report if you changed or remove their details.

Step 8:

Once all sections of the APR have been completed, submit your progress report by the **31 March 2016**.

Students who registered/commenced research later in the year should only apply for the renewal of their awards approximately six to eight weeks prior to the expiry of the award. Remember that scholarships and fellowships are awarded for one year, renewable on submission of the APR. **Please ensure that all criteria as set out in the signed Agreement and Award letter are met before submitting the APR.**

Step 9:

Once you have submitted your APR online it is routed to your institutional office for validation. The institutional office can only validate the APR once the supervisor has responded to the NRF online request for progress. Institutional offices are required to recheck funding eligibility before processing the APR for NRF consideration.

Should you want to make changes to your report, please contact your institutional research office / postgraduate funding office / scholarship office to open the APR for amendment.

Should you have any enquiries, please contact the institutional office for assistance.

Please follow up with your institutional office on the outcome of your APR.

If you are studying abroad, an e-mail will be sent to Melissa Govender (melissa.govender@nrf.ac.za) at the NRF when you submit your APR. Please note that you are responsible for following-up with your supervisor/host of research for submitting their report.

The NRF Emerging Researcher Programme is looking forward to receiving your complete APRs for renewal for 2016 support.