GUIDELINES TO COMPLETE AN ANNUAL PROGRESS REPORT (APR) FOR CONTINUED FUNDING FOR SCHOLARSHIPS AND FELLOWSHIPS SUPPORT IN 2017

Students and fellows that qualify for renewal of scholarships or fellowships in 2017 should apply for renewal of their award through completing the APR online.

Please enquire with your research office / postgraduate funding office / scholarships office whether you qualify for renewal for 2017.

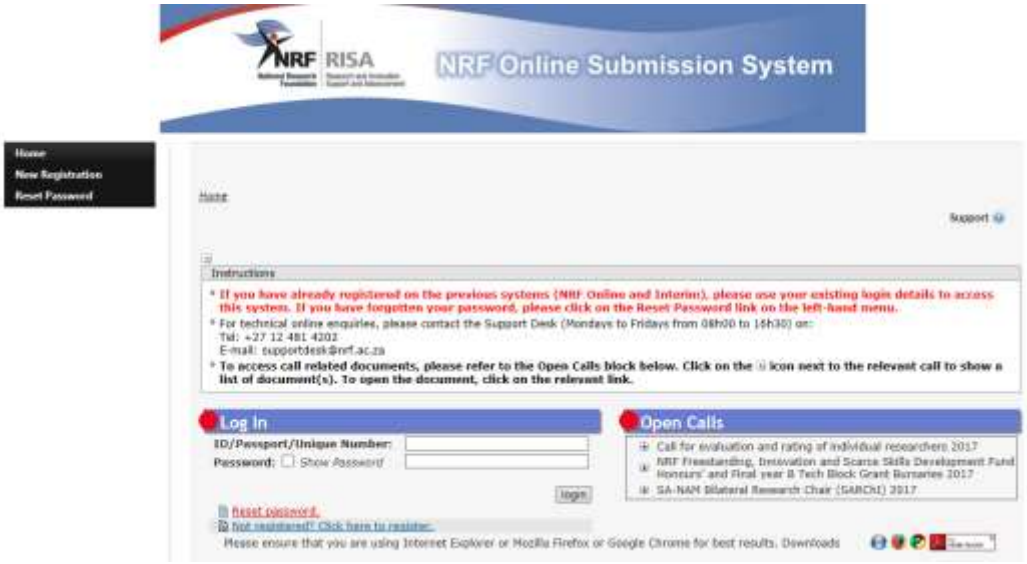
Students who have already received the maximum NRF funding, for the current level of study should not submit an APR for further funding, as the APR will not be accepted.

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 and Fellowships (no undergraduates)
- Renewable and Sustainable Energy Scholarships and Fellowships
- Professional Development Programme (PDP)
- Desmond Tutu Doctoral Training Programme
- Animal Cluster Scholarships
- NRF Doctoral and Postdoctoral Abroad Programmes
- F'Satie Scholarships and Fellowships
- NRF-TWAS Doctoral and Renaissance Doctoral Scholarships
- NRF-TWAS Postdoctoral Fellowships
- Waste Research, Development and Innovation Scholarships and Fellowships

Step 1:

Log on to the NRF Online Submission System at **https://nrfsubmission.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.



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, e.g. 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.

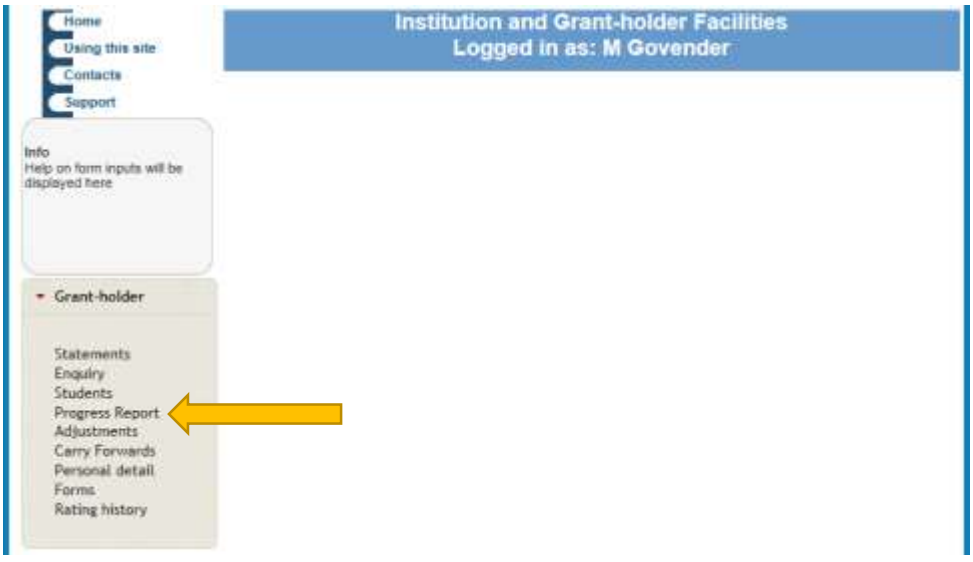
ACCESSING THE APR

Step 3:

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

Step 4:

Select **Progress Report** on the left hand side of the screen.



Step 5:

To complete or view an APR click on the **'Open'** link for the **Annual Report – M/D and Post Doc.**

Each section is guided by instructions.

Please click on the links to access various sections of the APR.

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

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.

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.

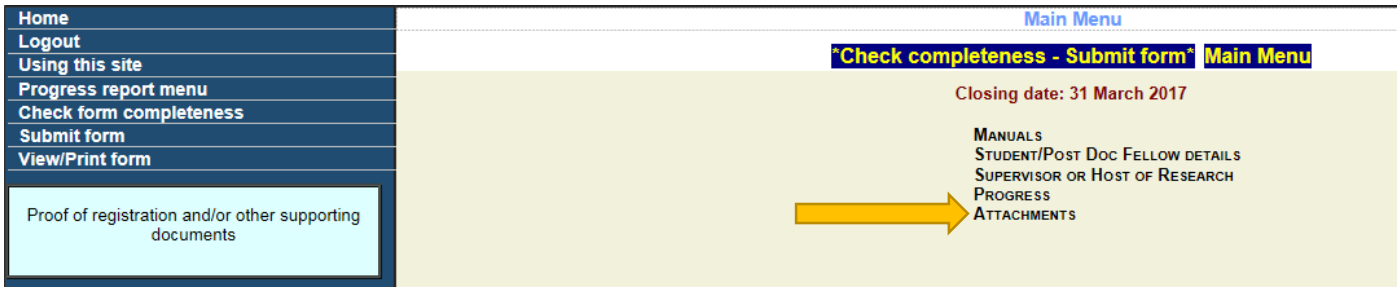
Step 7:

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.

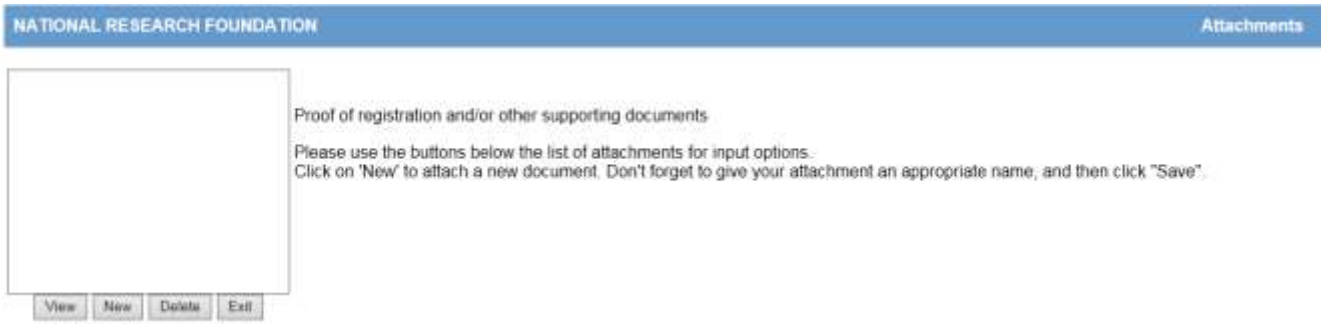
An automatic e-mail will be sent to your supervisor/host to complete a progress report in support of the renewal of your scholarship/fellowship. This email will only be sent once you have submitted your APR. Do not remove or change your supervisor's name in the report once he/she has been invited to submit a report. The supervisor/host will not be able to complete their report if information is changed or removed in their details.

Step 8:

Proof of registration for the 2017 academic year needs to be uploaded as an attachment to the APR. This can be done either by the grantholder or the Designated Authority at the institution.



***For postdoctoral fellows, proof of commencement/continuation of research is required.**



Step 9:

Once all sections of the APR have been completed, submit your progress report by the **31 March 2017**.

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, as well as in the Funding Instrument Framework and Funding Guide, are met before submitting the APR.

Step 10:

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 and once the proof of registration for the 2017 academic year has been attached. Institutional offices are required to recheck funding eligibility before processing the APR for the NRF consideration.

It is the responsibility of the student to ensure that the APR is submitted to the institution's DA for screening and submission to the NRF. APR's with insufficient reporting and without the correct attachment/s will be rejected.

Should you want to make changes to your report after it has been submitted to the institution for screening, please contact your institutional research office / postgraduate funding office / scholarships office to open the APR for amendment.

Should you have any enquiries or would like to know the outcome of your APR, please contact the institutional research office / postgraduate funding office / scholarships office for assistance.

If you are studying abroad, an e-mail must be sent to Mr Walter Baloyi (walter.baloyi@nrf.ac.za) at the NRF when you submit your APR. *It is the responsibility of the student to follow-up with the supervisor/host of research for submitting their report.

The NRF Emerging Researchers Section within Grant Management and Systems Administration (GMSA) looks forward to receiving your completed APRs for renewal for 2017 support.