



National Research Foundation ERP Project
NRF Connect: Applications User Guide

Version 1.0

14 March 2022

Table of Contents

1. Introduction	3
2. Create Application	3
2.1. Create Application from Home/Landing page.....	3
2.2. Create Application from My Applications Menu	4
3. List of Applications.....	7
4. Navigation and Controls	8
4.1. Drop-down List Control	8
4.2. Upload Control	8
4.3. Calendar Control.....	8
4.4. Toggle Control.....	9

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.

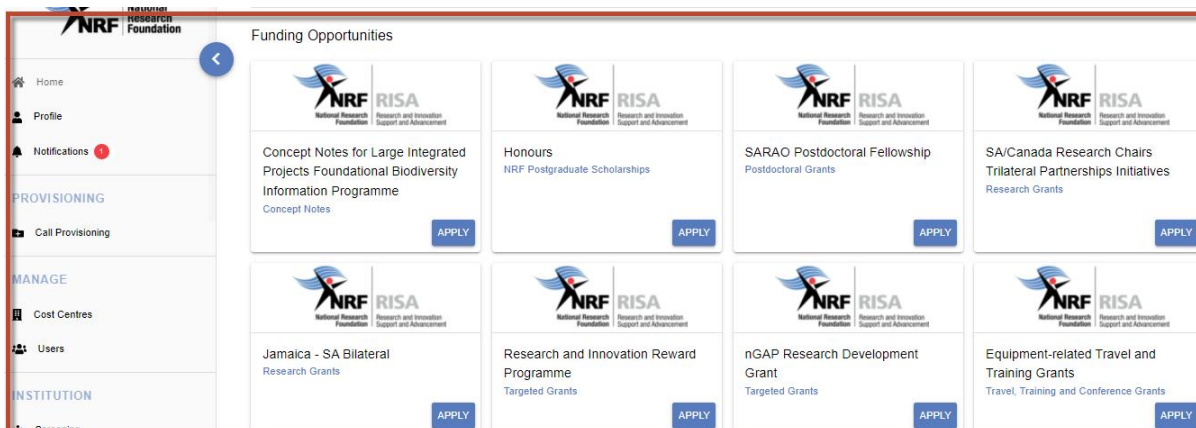
2.1. Create Application from Home/Landing page

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

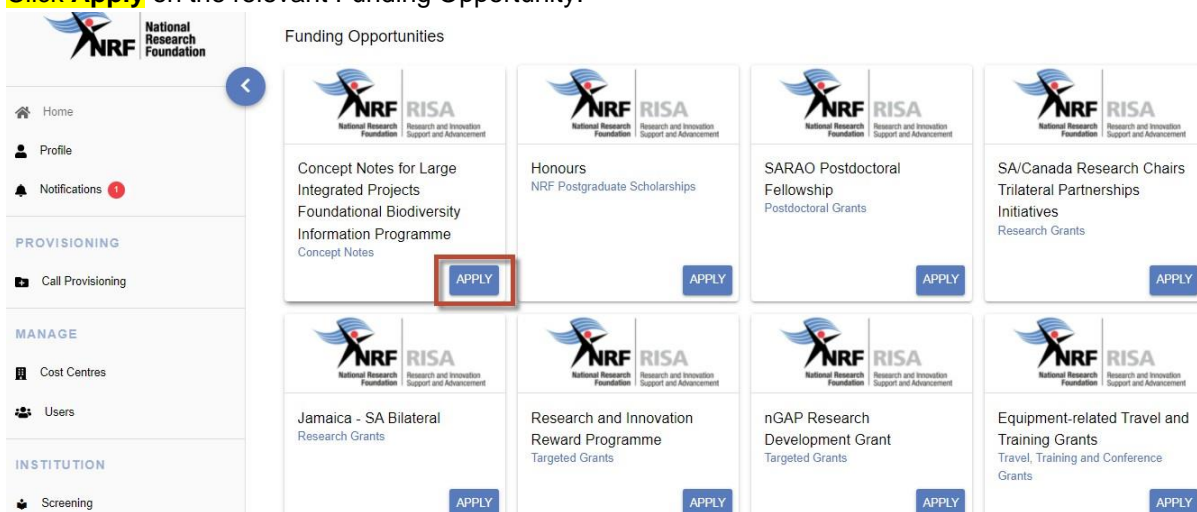
The screenshot displays the user interface for the NRF Connect application. On the left, a navigation menu is visible with the NRF logo and 'National Research Foundation' text. The 'Home' menu item is highlighted with an orange box. Below it are 'Profile', 'Notifications', and 'PROVISIONING' (with a sub-item 'Call Provisioning'). A blue circular arrow icon is positioned to the right of the menu. The main content area shows a welcome message: 'Welcome back, [redacted]' followed by 'Why are you seeing these opportur'. Below this, a message states: 'Based on your profile, these are the applicable funding opportunities you can appl. If you believe you should be able to apply for more opportunities, please review yc to date and correct.' A blue 'UPDATE PROFILE' button is located below the message. At the bottom, the heading 'Funding Opportunities' is visible.

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.



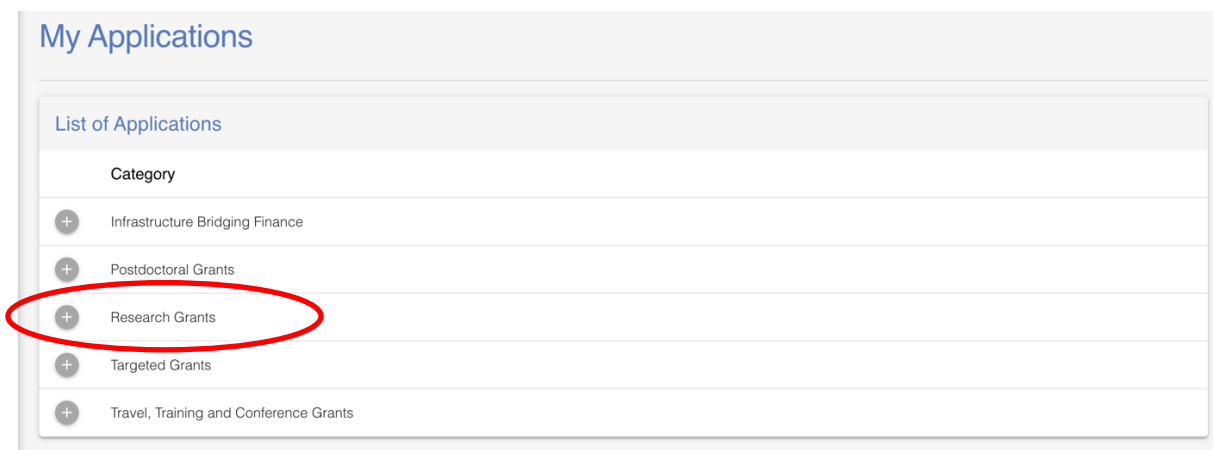
Click **Apply** on the relevant Funding Opportunity.



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.

My Applications

List of Applications


Category	
+ Infrastructure Bridging Finance	
+ Postdoctoral Grants	
- Research Grants	
African Coelacanth Ecosystem Programme	CREATE
African Origins Programme	CREATE
SARChI-UK-SA Bilateral	CREATE
SA/Canada Research Chairs Trilateral Partnerships Initiatives	CREATE
SA / China (MOST) Joint Research Programme (JRP)	CREATE
+ Targeted Grants	
+ Travel, Training and Conference Grants	

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

My Applications

List of Applications

Category	
+ Infrastructure Bridging Finance	
+ Postdoctoral Grants	
- Research Grants	
African Coelacanth Ecosystem Programme	CREATE
African Origins Programme	CREATE
SARChI-UK-SA Bilateral	CREATE
SA/Canada Research Chairs Trilateral Partnerships Initiatives	CREATE
SA / China (MOST) Joint Research Programme (JRP)	CREATE
+ Targeted Grants	
+ Travel, Training and Conference Grants	














 Are you sure you want to create **African Origins Programme** application?

CANCEL CREATE

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	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 *	✗		


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

My Applications

Edit Application

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

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	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	✎

Click **Submit** to forward this application to the relevant Designated Authority at the Research Office.

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.

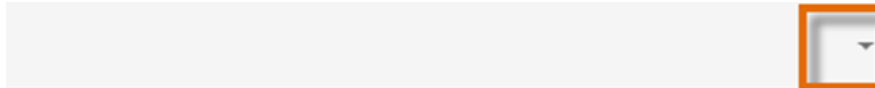
List of Applications					
List of Applications					
Category					
+ Concept Notes					
+ NRF Postgraduate Scholarships					
+ Postdoctoral Grants					
+ Research Grants					
- Targeted Grants					
Research and Innovation Reward Programme					CREATE
nGAP Research Development Grant					CREATE
Reference	Applied Date	Status	Complete	Edit	Delete
NGAP2202221955672	22/02/2022	Application complete	✓		
+ Travel, Training and Conference Grants					
+ Undergraduate and Diploma Scholarships					

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.



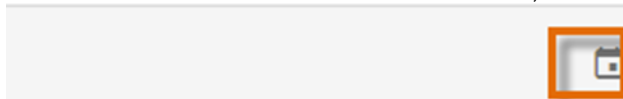
4.2. Upload Control

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

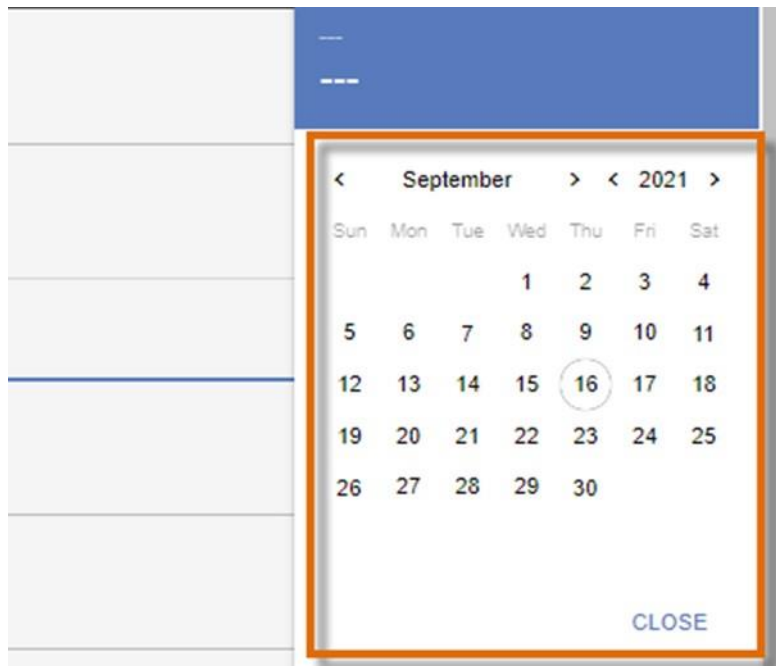


4.3. Calendar Control

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**.

Full-time

Toggle to indicate **Yes**.

Full-time