

INFORMATION ABOUT THE NRF ONLINE SUBMISSION SYSTEM

General information

- An *(asterisk) at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- The information icon (i) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
- The information icon (✖) indicates that no data has been captured in this section.
- The information icon (✓) indicates that data has been captured in this section.
- The information icon (✖) indicates that no data can be captured in this section (check application status, e.g. call closed).
- A timeout will appear when there is no activity on the system for 25 minutes. Click on the refresh button (in the popup box) as this will enable the continuation/completion of the application. When clicking on the close button the system will close.

Registration and login

- If you are a **new user** or have never used a previous NRF online system, log on to the NRF Online Submission system (<https://nrfsubmission.nrf.ac.za/NrfMkII/Default.aspx>) and complete all the required fields (indicated with *) in order to submit your registration. You can use the password you created on previous NRF systems or you can create a password that is at least 6 characters long, contains small letters, capital letters and numerals. Please type a password which meets these requirements and which you will remember. If you do not have an alternative email address, please leave the field blank and do not enter anything, such as N/A. The fields indicated with (i) are searchable fields. To avoid having to search through the full list, simply type one keyword into the field provided. The results will appear in the drop-down list. **Kindly note that this registration process should be completed only once.** After you have successfully registered, login to the system (<https://nrfsubmission.nrf.ac.za/NrfMkII/Default.aspx>) by using the ID/passport number and password you provided.
- 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 **already registered** but have forgotten your password, please click on the Forgotten Password link on the left-hand menu. Enter your ID/Passport/Unique Number in the block provided. Instructions on how to reset your password will be sent to your primary email address captured on the system. Before the email is sent, the relevant email address will be displayed to you for verification. Please click on Support should this email address be incorrect.

Support Desk

Should you experience any problems, please click on the 'Support' button, complete the pop-up screen and click on 'Submit'. This will log a call with the NRF Support Desk. The Support Desk can alternatively be contacted by telephone (012 481-4202) or by e-mail (supportdesk@nrf.ac.za).

The following Reviews & Evaluation staff members are involved with applications for evaluation and rating and are available for support from Mondays to Fridays from 08:30 to 13:00 and from 13:30 to 15:30.

Name	Designation	Telephone	Email
Mrs Diane Monteiro	Professional Officer	012 481 4033	diane@nrf.ac.za
Mrs Lesley Di Santolo	Professional Officer	012 481 4075	lesleyd@nrf.ac.za
Ms Millicent Motheogane	Liaison Officer	012 481 4393	millicent@nrf.ac.za
Mrs Arlene Maharaj	Liaison Officer	012 481 4174	Arlene@nrf.ac.za
Mrs Desireé Sassman	Liaison Officer	012 481 4199	desiree@nrf.ac.za
Mrs Lizzy Ledwaba	Liaison Officer	012 481 4089	eledwaba@nrf.ac.za
Mrs Nomasonto Masilo	Liaison Officer	012 481 4152	nomasonto.masilo@nrf.ac.za
Ms Wieneke Huizinga	Liaison Officer	012 481 4052	wieneke@nrf.ac.za
Ms Gomotsegang Monaise	Liaison Officer	012 481 3036	gomotsegang@nrf.ac.za
Ms Anita Basson	Liaison Officer	012 481 44247	anita@nrf.ac.za

Additional important information

- Selected sections of information already captured in the CV section of the online system will automatically be migrated to the rating application. Please **check** all the data fields of the **migrated information** for correctness and completeness. Most of the fields are self-explanatory and in a number of cases dropdown lists have been included for your convenience
- Note** - For the narrative sections an A4 page (in Arial font size 10, single spacing) is the equivalent of 5 500 characters and carriage returns are counted as two characters. Please check the character counter at the bottom of the narrative section to see how many characters are still available.
- In order to prevent any loss of information should the system go off-line, long text sections (e.g. sections on self-assessment, completed research, and ongoing and planned future research should be prepared in MSWord or other word processing applications. However, do not insert images, graphics, graphs, tables or mathematical or scientific formulae into the text. It is especially important to note that when pasting text from any word processing applications (e.g. MS Word) any formatting e.g. underlining and bold text will be lost and inverted commas (“ ”) and hyphens(-) will be replaced with a question mark (?) during the cutting and pasting of text.
- Should you, at any stage, wish to return to the 'Edit Application' screen, click on the RETURN TO MENU button at the bottom of the grid. However, you should first click on the 'Submit' button at the bottom of the screen you are working on in order to save any information you have entered

before moving to other sections within the application or logging out of the NRF Online Submission System.

Application Statuses

The following is an explanation of each of the statuses that an application can have:

In Progress

This status means that an application has been created by an applicant.

Submitted to Institution

This status means that the applicant has completed the application and clicked the Final Submit button. An applicant cannot edit their application when it has this status.

Under Designated Authority Review

This status means that the Designated Authority at the relevant institution is processing/reviewing the application. An applicant cannot edit their application when it has this status.

Designated Authority Submitted to NRF for review

This status means that the relevant Designated Authority has “approved” the application and that it is available for the NRF to proceed with its internal processing. An applicant cannot edit their application when it has this status.

Open for Amendment

This status means that the relevant Designated Authority has enabled the application to be edited (‘unlocked’) by the applicant due to information being missing etc.

Rejected by DA

This status means that the relevant Designated Authority has rejected the application. An applicant cannot edit their application when it has this status.

Call Closed

This status means that the relevant call has closed. The application is no longer available for processing by the relevant Designated Authority, or cannot be edited if it was previously opened for amendment by the Designated Authority.

Once you have logged in and entered the system, one of two screens may appear:

a) Landing Page

The summary below lists output records that were migrated from the old NRF Online system. **(Note: New records that have been added on this system will not form part of this summary.)**

Applicants must ensure that the outputs listed in the To Be Reviewed column are verified and any missing information added and the updated outputs saved before creating an application for rating.

Information

- PLEASE NOTE: The summary below only lists output records that were migrated from the old NRF Online system. New records that are added on this system will not form part of this summary.
- Applicants must ensure that their CV is updated/completed before creating an application.
- In some cases, researchers' outputs don't show at all. The reason for this is:
 - The ID/passport number which the cleaned data was linked to when the clean-up exercise was undertaken differs from the ID/passport number you have just used to login to the NRF Online Submission System.
 - No outputs were added on the old NRF Online system so there was nothing to migrate. If there were outputs on the old NRF Online system but they do not show in the summary below, you need to ensure that the ID/passport numbers used on both the old NRF Online and this system (NRF Online Submission System) are the same. Please contact the NRF should your outputs not show so that this can be rectified.

[Guidelines and instructions for the approval of research output records](#)

Research Outputs Summary					
Publications					
Output Type	To be Reviewed	Record Approved	To be Removed	Feedback Provided	Total Records
Chapters in Books	0	2	1	0	3
Refereed/Peer-Reviewed Conference Proceedings	0	2	0	0	2
Books	0	0	0	0	0
Articles in Refereed/Peer-reviewed Journals	0	9	9	2	20
Additional Outputs					
Output Type	To be Reviewed	Record Approved	To be Removed	Feedback Provided	Total Records
Artefacts	0	2	1	0	3
Prototypes	0	1	0	0	1
Products	0	0	0	0	0

b) Registration Details

If any of your information provided below has changed since initial registration/previous update of registration details, please edit/update the relevant information where applicable.

The screenshot shows a web browser window displaying the NRF Online Submission System. The browser's address bar shows the URL <https://nrfs submission.nrf.ac.za/NrfMktI/User/UpdateUser.aspx>. The page features the NRF and RISA logos at the top, with the text "NRF Online Submission System". A navigation menu on the left includes "My Profile", "My Applications", "Tools", and "Logout". The main content area is titled "Registration Details" and includes a welcome message: "Welcome Mrs Diane Monteiro" with links for "Feedback" and "Support". Below the title, there are instructions for the registration process, followed by a form with fields for Title, Surname, Initials, First Name, Maiden Name/Previous Surname, and Citizenship. The form is partially filled with the following information:

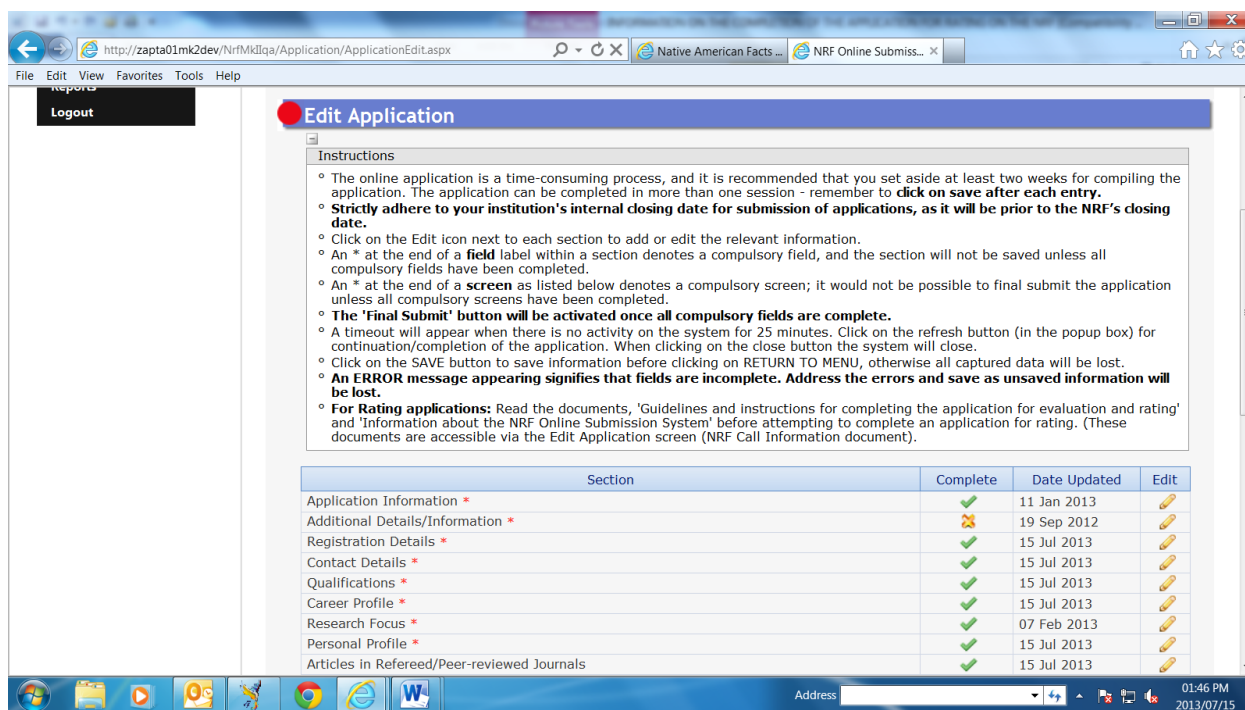
Field	Value
Title	Mrs
Surname	Monteiro
Initials	DS
First Name	Diane
Maiden Name/Previous Surname	
Citizenship	South Africa

The browser's taskbar at the bottom shows the time as 10:33 AM on 2012/08/08.

RATING APPLICATION

In order to create a rating application, click on the **MY APPLICATIONS** link and then select **CREATE APPLICATION**. Choose Rating Application from the list of applications by clicking on the APPLY button.

1. The screen **EDIT APPLICATION** (see screen print below) will be displayed. All the sections required for a rating application will be displayed in the grid.



Most screens are self-explanatory and contain guidelines on the completion of the data required in the instructions section of each screen.

General instructions on most screens include the following:

- Click on the Edit icon (✎) next to each section to add or edit the relevant information.
- An * at the end of a **field label within a section** denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- An * at the end of a **screen** (section) as listed on the grid below denotes that this is a compulsory screen (section); it is not be possible to final submit the application unless all compulsory screens have been completed.
- The 'Final Submit' button will be enabled once all compulsory fields are complete. Please note once you have clicked on 'Final Submit' no changes can be made to the application. You will have to contact your Research Office to 'unlock' the application for editing.
- A timeout will appear when there is no activity on the system for 25 minutes. Click on the refresh button (in the popup box) as this will enable the continuation/completion of the application. When clicking on the close button the system will close.

- Click on the SAVE icon before clicking on RETURN TO MENU icon to ensure that information is saved, otherwise all captured data will be lost.
- In the event of an ERROR message appearing (this error message appears at the top of the input screen), address the errors before clicking RETURN TO MENU icon as unsaved information will be lost and applicants will need to recapture information.

2. Application Information - The screen (below) will be displayed.

Application Information

Instructions

- The full instructions and guidelines for completion of the application MUST be consulted before completing the online application. These are available in the NRF Call Information Documents section as well as on the Monitoring Evaluation website (<http://www.nrf.ac.za/projects.php?pid=115>).
- A timeout will appear when there is no activity on the system for 25 minutes. Click on the refresh button (in the popup box) as this will enable the continuation/completion of the application. When clicking on the close button the system will close.
- It is advisable to type long text sections in MS Word and then cut and paste the text into the relevant fields.
- Where information should not exceed a specific number of characters (e.g. 5 500), this number **includes** spaces.
- Include (if available) a web address from where your outputs can be easily accessed by reviewers. (Note: it is illegal to place outputs with a copyright owned by a journal/conference etc. in the public domain without its permission. If you do not have permission to place outputs in the public domain try and obtain permission to insert a link to the output on the copyright owner's website.) This will also apply should you upload copies of your five best outputs onto the link on the rating application in order for reviewers to access these outputs.
- **Please ensure that you select the correct institution through which your application for evaluation and rating will be submitted. It should be noted that if you choose the incorrect institution the relevant research administration will not process your application. Should the institution through which you wish to submit your application for evaluation and rating not be on the dropdown list, please log a call to the Support Desk by clicking on the Support button (Support) in the top right hand corner of the screen.**
- All research outputs captured under the relevant sections should be accessible in the public domain.

Closing Date 2013/07/31

Institution Submitting Application National Zoological Gardens of South Africa

Type of Evaluation Application Rating application types

Do you agree with the information displayed above? ☒ Yes ☐ No

Eligibility Type 3. Dual appointee (SA NRF recognised institution and another SA rese...)

Support

- Select your employing institution from the dropdown list. Should your institution not be available for selection from the dropdown list, please click on the 'Support' button, complete the pop-up screen and click on 'Submit'. This will log a call with the NRF Support Desk.
- You are also required to verify the information displayed in the field 'Type of evaluation application' (descriptions of the Rating application types can be obtained by clicking on the link 'Rating application types'. If you do not agree with the information displayed on the screen select 'No' from the dropdown list and indicate the correct information in the 'Comments' box.
- Please click on this link to identify your 'eligibility type'. Select the 'eligibility type' from the dropdown list. Should you select one of the following eligibility types, you will be required to provide a brief explanation indicating that you meet eligibility requirements for this type:
 - Retired academics
 - Dual appointee (SA NRF recognised institution and another SA research institution)
 - Dual appointee (SA NRF recognised institution and a foreign research institution)
 - researchers in process of being appointed by SA NRF recognised research institution

3. Additional Details/Information

When you click on this link the screen below will be displayed. Please complete the relevant information.

The screenshot shows a web browser window with the URL <http://zapta01mk2dev/NrfMklqa/Application/AdditionalDetails.aspx>. The page is titled 'Additional Details' and contains several sections for user input:

- H-index**: A text box for the H-index value and a date drawn field (CCYY/MM/DD).
- Scopus h-index**: A text box for the Scopus h-index value and a date drawn field (CCYY/MM/DD).
- Google Scholar Profile**: A text box for the profile URL and a date drawn field (CCYY/MM/DD).
- Website address/link to your CV to view complete list of research outputs**: A text box for the CV link.
- Dual appointments**: A section with a note about including primary and secondary organisation details. It includes fields for 'Name of secondary organisation' and 'Email address at secondary organisation'.
- Additional career profile information - Contract position(s)**: A section with a dropdown for 'Indicate type of contract' (set to 'Fixed term contract'), a date field for 'Contract end date' (CCYY/MM/DD), a text box for 'Position', and radio buttons for 'Primary position' (Yes/No).
- Please indicate your contractual arrangement with the institution through which you are applying for rating**: A text box for additional comments.

4. Registration Details - see item (b) above.

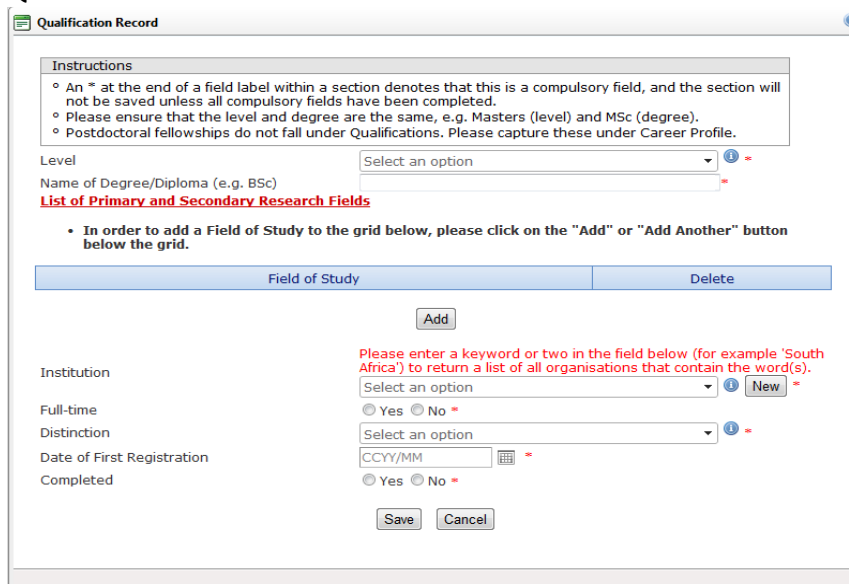
5. Contact Details

The screenshot shows the 'Contact Details' page of the NRF Online Submission System. It includes instructions and various input fields:

- Instructions**: A box containing two bullet points: 'An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.' and 'Please ensure that all compulsory fields in this section are complete and correct.'
- Organisation where based**: A dropdown menu with 'University of Cape Town' selected, followed by a 'New' button.
- Is this the organisation which funds your salary?**: Radio buttons for 'Yes' (selected) and 'No'.
- Department/School/Institute**: A text box with 'dep' entered.
- Faculty**: A text box with 'work' entered.
- Work Postal Address (excluding department)**: A text box with 'city' entered.
- City/Town**: A text box with '111' entered.
- Code**: A text box with '111' entered.
- Primary Telephone Number**: A text box with '1111111111' entered.
- Fax Number**: A text box with '1111111111' entered.
- Mobile Number**: A text box with '1111111111' entered.
- Primary Email Address**: A text box with 'elinor.heathfield@gmail.com' entered.
- Alternate Email Address**: A text box.
- Web Address**: A text box.
- Country**: A dropdown menu with 'Cameroon' selected.
- Province/State**: A text box.
- Please click on the arrow should your physical address be different to the above address.**: A dropdown menu.
- Buttons**: 'Save' and 'Return to Menu' buttons.

Should the 'organisation where based' **not** be the organisation which funds your salary, select 'No'. An additional field will be displayed in which you should provide the name of the primary organisation which funds your salary.

6. Qualifications



Qualification Record

Instructions

- An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- Please ensure that the level and degree are the same, e.g. Masters (level) and MSc (degree).
- Postdoctoral fellowships do not fall under Qualifications. Please capture these under Career Profile.

Level *

Name of Degree/Diploma (e.g. BSc) *

[List of Primary and Secondary Research Fields](#)

- In order to add a Field of Study to the grid below, please click on the "Add" or "Add Another" button below the grid.

Field of Study	Delete
<div>Add</div>	

Institution *

Full-time ☒ Yes ☐ No *

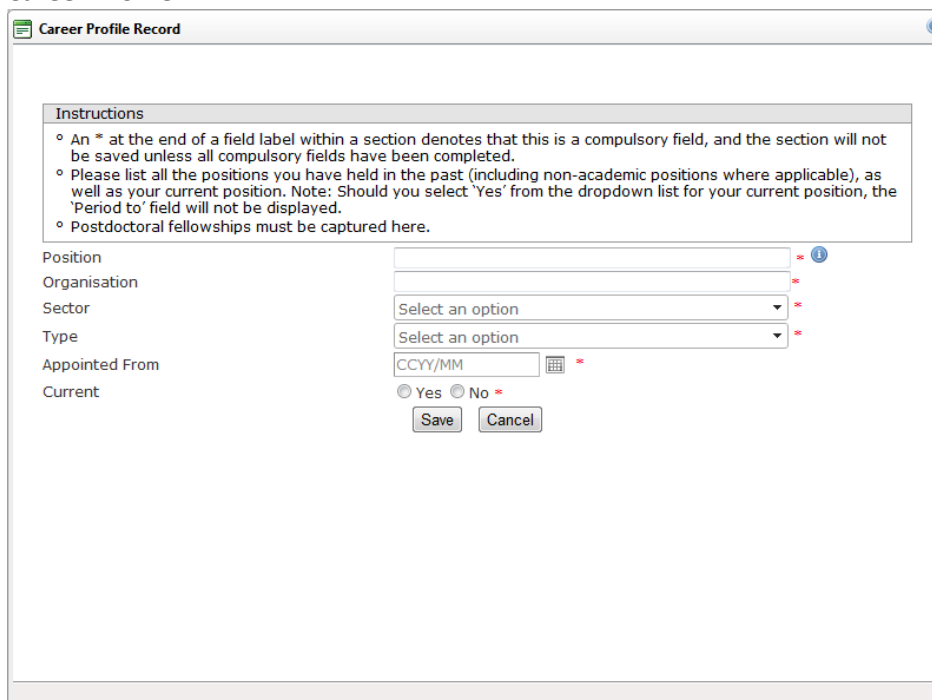
Distinction *

Date of First Registration *

Completed ☒ Yes ☐ No *

You will be requested to provide a reason why the qualification is not complete in the status field which will be displayed should 'No' be selected in the 'Completed' field.

7. Career Profile



Career Profile Record

Instructions

- An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- Please list all the positions you have held in the past (including non-academic positions where applicable), as well as your current position. Note: Should you select 'Yes' from the dropdown list for your current position, the 'Period to' field will not be displayed.
- Postdoctoral fellowships must be captured here.

Position *

Organisation *

Sector *


Type *

Appointed From *

Current ☒ Yes ☐ No *

You will be requested to provide an end date if the position is not current should 'No' be selected in the 'Current' field.

8. Research Focus


Research Focus

Instructions

- Select 1 Scientific Domain
- Select a maximum of 2 Primary Research Fields.
- Select a maximum of 4 Secondary Research Fields.
- Select a maximum of 10 Specialisations.
- The information icon (i) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.

List of Primary and Secondary Research Fields

Scientific Domain

Scientific Domain

Select an option ▼

Primary Research Field

Primary Research Field	Priority	Priority Up	Priority Down	Delete

Add

Secondary Research Field

Secondary Research Field	Priority	Priority Up	Priority Down	Delete

Add

Fields of Specialisation

Field of Specialisation	Priority	Priority Up	Priority Down	Delete

Add

Return to Menu

Click on the List of Primary and Secondary Research Fields in order to select a minimum of two primary research fields and then go to the column displaying the Secondary Research Fields in order to select a maximum of four. In order to select a maximum of 10 fields of specialisation, click on Add and type in a keyword. The system will then return a list of all specialisations containing that keyword. Should your area of specialisation not be on the list, click on the 'New' tab on the right and type in the new field of specialisation and then click on Save. The request to add the new specialisation will be sent to the Support Desk for verification and you will be notified of what action needs to be taken.

9. Personal Profile (previously biographical Information)

Personal Profile

Instructions

- An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- Provide a brief biographical sketch (not in bullet form) giving information not already provided elsewhere in the application.
- The introduction must be written as a narrative and could include a short overview of where, in terms of research, you have come from, in what you are interested (in very broad terms) and where you are now.
- Mention should be made of awards and prizes, membership of editorial boards, membership of national and international scientific committees, and other tangible recognition you have. (The latter could include citations, names of journals for which you have been invited to act as reviewer, etc.). This will enable reviewers to obtain some perspective on you and to assess your major awards and recognition. The biographical information should not exceed 5 500 characters including spaces (equivalent to one A4 page, Arial font size 10). Note: Carriage returns are counted as two characters.

Description

Save

Return to Menu

A character counter (to the left of the Save button) will display the number of characters you have available. This section has a limit of 5 500 characters and the system will not allow you to exceed this amount.

10. Articles in Refereed/Peer-reviewed Journals

Articles in Refereed/Peer-reviewed Journal Record

One year will appear for the output, therefore it will not appear on your application form and will also then not be available for selection as one of your best in the last eight years or one of the ten best outputs from the period before 2005.

Article Number

ISSN / ISBN Number

Title of Article

Title of Journal

Volume

First Author (Primary/Main Author)

Other Authors in Order Appearing on Output

Status

Web Address

Own Contribution

Page From

Page To

Save Cancel

Should the output have a status of published/produced, a “Year” field will be inserted after the status field. If any other status is selected, the Year field will not be displayed and the output will not appear on the application for rating.

11. Books

Book Record

- Please use this as the format for the first and other authors: Monteiro DS.
- Own contribution could address the following:
 - Conceptualised idea for research
 - Responsible for data collection/analysis/design
 - Lead author writing up of article
 - Wrote first draft, editorial input
 - Postgraduate supervisor of the lead author
 - Owner/co-owner of intellectual property of research
 - Co-developed and executed research
 - Project leader/budget owner

ISSN/ISBN Number

Title of Book

First Author

All Other Authors in Order Appearing on Output

Status

Editor

Publisher

Own Contribution

Web Address

Save Cancel

Should the output have a status of published/produced, a “Year” field will be inserted after the status field. If any other status is selected, the Year field will not be displayed and the

output will not appear on the application for rating. The total number of pages of the published book is also required.

12. Chapters in Books

The screenshot shows a web form titled "Chapters in Book Record". At the top, there is an "Instructions" box with two bullet points: "An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed." and "Please use this as the format for the first and other authors: Monteiro DS.". Below the instructions, the form contains several fields: "ISSN / ISBN Number", "Title of Book", "Title of Chapter", "First Author", "All Other Authors in Order Appearing on Output", "Status" (a dropdown menu with "Select an option" selected), "Editor", and "Publisher". Each of these fields has a red asterisk to its right, indicating it is compulsory. At the bottom of the form are "Save" and "Cancel" buttons.

Should the output have a status of published/produced, a "Year" field will be inserted after the status field. If any other status is selected, the Year field will not be displayed and the output will not appear on the application for rating. The start page and end page of the chapter is required for all published chapters in books.

13. Refereed/Peer-reviewed Conference Outputs

The screenshot shows a web form titled "Refereed/Peer-reviewed Conference Output Record". The form contains several fields: "Title of Proceeding", "Title of Contribution", "Title of Conference, if not the same as the Proceeding", "First Author", "All Other Authors in Order Appearing on Output", "Status" (a dropdown menu with "Select an option" selected), "Web Address", "Own Contribution", "Page From", "Page To", and "City/Country". Each of these fields has a red asterisk to its right, indicating it is compulsory. At the bottom of the form are "Save" and "Cancel" buttons.

Should the output have a status of published/produced, a "Year" field will be inserted after the status field. If any other status is selected, the Year field will not be displayed and the output will not appear on the application for rating.

14. Patents

Patents

Instructions

- Please provide information on all past and current patents under your name or as a result of a collaborative effort. Also include whether the patent is a Utility, Design or Plant patent in the description section.
- In order to add a new Patent, click on the Add icon (+). Capture all relevant information in the window that opens on the right-hand side.
- In order to edit a record, click on the Edit icon (✎) next to the relevant record. Click on the delete icon (✖) next to the relevant record to delete it.
- In order to add Application Details for a Patent, click on the Add icon (+) below the relevant Patent.

Patents

Patent Full Title ✎

Application Details +

Instructions

Supporting Documentation

- Additional information on application types
- Additional information on Statuses

Application Date
CCYY/MM/DD *

Region
Select an option *

Application Type
Select an option *

Application Number *

Status
Select an option *

Grant Number

Grant Date
CCYY/MM/DD

Return to Menu

In order to add Application Details for a Patent, click on the Add icon (+) below the relevant patent. Supporting documentation providing additional information on application types and patent statuses are available on the Application Details screen. **NB: Only patents with a Granted status will appear on the application for rating.**

15. Keynote/Plenary Addresses

Keynote/Plenary Address Record

- Lead author writing up of article
- Wrote first draft, editorial input
- Postgraduate supervisor of the lead author
- Owner/co-owner of intellectual property of research
- Co-developed and executed research
- Project leader/budget owner

Include (if available) a web address from where these outputs can be easily accessed by your reviewers. (Note: it is illegal to place outputs with a copyright owned by a journal/conference etc. in the public domain without its permission. If you do not have permission to place outputs in the public domain try and obtain permission to insert a link to the output on the copyright owner's website.)

Title of Contribution

Description of Contribution

First Author (Primary/Main Author)

Other Authors in Order Appearing on Output

Year *

Own Contribution

Web Address

Save Cancel

There is no status field for this output.

16. Articles in Non-refereed/Non-peer-reviewed Journals

Article in Non-refereed/Non-peer Reviewed Journal Record

• Co-developed and executed research
• Project leader/budget owner

- Should a Status of 'In Press', 'Accepted', 'Submitted' or 'Not Relevant', be selected for an output, please note that no year will appear for the output, therefore it will not appear on your application form and will also then not be available for selection as one of your best in the last eight years or one of the ten best outputs from the period before 2005.
- Include (if available) a web address from where these outputs can be easily accessed by your reviewers. (Note: it is illegal to place outputs with a copyright owned by a journal/conference etc. in the public domain without its permission. If you do not have permission to place outputs in the public domain try and obtain permission to insert a link to the output on the copyright owner's website.)

Article Number

Title Of Article

Title of Journal

Volume

First Author (Primary/Main Author)

Other Authors in Order Appearing on Output

Status
Select an option

Own Contribution

Page From

Page To

Web Address

Save Cancel

Should the output have a status of published/produced, a “Year” field will be inserted after the status field. If any other status is selected, the Year field will not be displayed and the output will not appear on the application for rating.

17. Other significant Conference Outputs

Other Significant Conference Output Record

Title of Proceeding

Title of Conference, if not the same as the Proceeding

Title of Contribution

First Author

All Other Authors in Order Appearing on Output

Status
Select an option

Own Contribution

Page From

Page To

City/Country

Web Address

Save Cancel

Should the output have a status of published/produced, presented or attended, a “Year” field will be inserted after the status field. If any other status is selected, the Year field will not be displayed and the output will not appear on the application for rating.

18. Technical/Policy Reports

The screenshot shows a web form titled "Technical/Policy Report Record". At the top, there is a list of roles: "Lead author writing up of article", "Wrote first draft, editorial input", "Postgraduate supervisor of the lead author", "Owner/co-owner of intellectual property of research", "Co-developed and executed research", and "Project leader/budget owner". Below this, the form has several input fields: "Title of Report/Policy Study", "Publisher", "Commissioned By", "First Author", "All Other Authors in Order Appearing on Output", "Status" (a dropdown menu with "Select an option" selected), "Own Contribution", and "Web Address". Each of these fields has a vertical scrollbar on its right side. At the bottom of the form are "Save" and "Cancel" buttons.

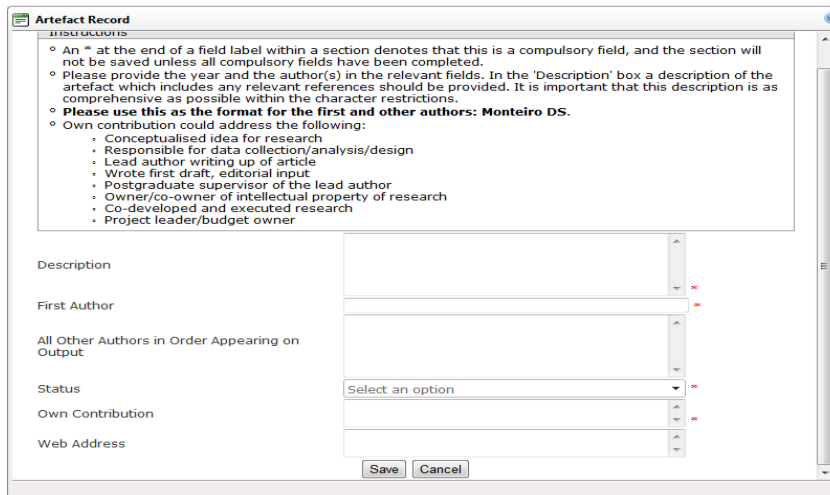
Should the output have a status of published/produced, a “Year” field will be inserted after the status field. If any other status is selected, the Year field will not be displayed and the output will not appear on the application for rating.

19. Products

The screenshot shows a web form titled "Product Record". At the top, there is a list of roles: "Please provide the year and the author(s) in the relevant fields. In the 'Description' box a description of the product which includes any relevant references should be provided. It is important that this description is as comprehensive as possible within the character restrictions.", "Please use this as the format for the first and other authors: Monteiro DS.", "Own contribution could address the following:", "Conceptualised idea for research", "Responsible for data collection/analysis/design", "Lead author writing up of article", "Wrote first draft, editorial input", "Postgraduate supervisor of the lead author", "Owner/co-owner of intellectual property of research", "Co-developed and executed research", and "Project leader/budget owner". Below this, the form has several input fields: "Description", "First Author", "All Other Authors in Order Appearing on Output", "Status" (a dropdown menu with "Select an option" selected), "Own Contribution", and "Web Address". Each of these fields has a vertical scrollbar on its right side. At the bottom of the form are "Save" and "Cancel" buttons.

Should the output have a status of published/produced, a “Year” field will be inserted after the status field. If any other status is selected, the Year field will not be displayed and the output will not appear on the application for rating.

20. Artefacts



The 'Artefact Record' form includes an 'INSTRUCTIONS' section with the following text:

- An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- Please provide the year and the author(s) in the relevant fields. In the 'Description' box a description of the artefact which includes any relevant references should be provided. It is important that this description is as comprehensive as possible within the character restrictions.
- **Please use this as the format for the first and other authors: Monteiro DS.**
- Own contribution could address the following:
 - Conceptualised idea for research
 - Responsible for data collection/analysis/design
 - Lead author writing up of article
 - Wrote first draft, editorial input
 - Postgraduate supervisor of the lead author
 - Owner/co-owner of intellectual property of research
 - Co-developed and executed research
 - Project leader/budget owner

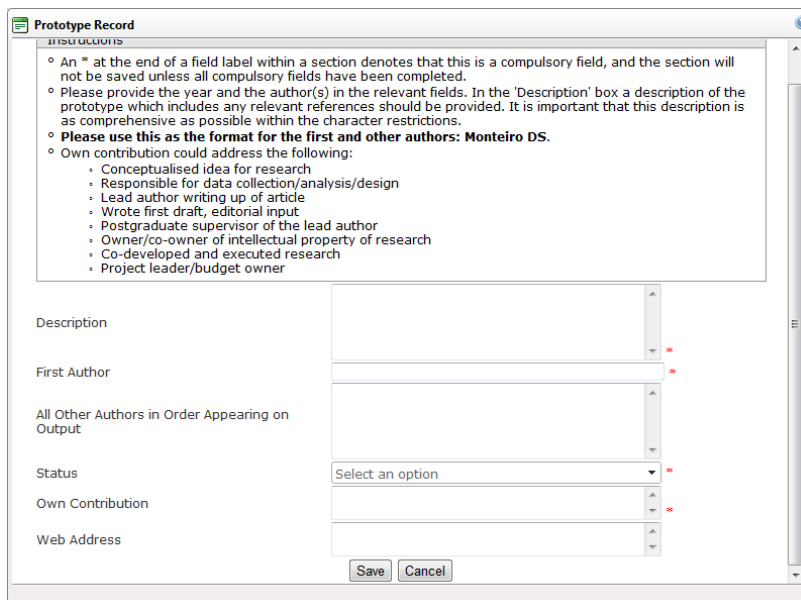
The form contains the following fields:

- Description (text area)
- First Author (text field)
- All Other Authors in Order Appearing on Output (text area)
- Status (dropdown menu with 'Select an option' selected)
- Own Contribution (text area)
- Web Address (text field)

Buttons: Save, Cancel

Should the output have a status of published/produced, a “Year” field will be inserted after the status field. If any other status is selected, the Year field will not be displayed and the output will not appear on the application for rating.

21. Prototypes



The 'Prototype Record' form includes an 'INSTRUCTIONS' section with the following text:

- An * at the end of a field label within a section denotes that this is a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- Please provide the year and the author(s) in the relevant fields. In the 'Description' box a description of the prototype which includes any relevant references should be provided. It is important that this description is as comprehensive as possible within the character restrictions.
- **Please use this as the format for the first and other authors: Monteiro DS.**
- Own contribution could address the following:
 - Conceptualised idea for research
 - Responsible for data collection/analysis/design
 - Lead author writing up of article
 - Wrote first draft, editorial input
 - Postgraduate supervisor of the lead author
 - Owner/co-owner of intellectual property of research
 - Co-developed and executed research
 - Project leader/budget owner

The form contains the following fields:

- Description (text area)
- First Author (text field)
- All Other Authors in Order Appearing on Output (text area)
- Status (dropdown menu with 'Select an option' selected)
- Own Contribution (text area)
- Web Address (text field)

Buttons: Save, Cancel

Should the output have a status of published/produced, a “Year” field will be inserted after the status field. If any other status is selected, the Year field will not be displayed and the output will not appear on the application for rating.

22. Other Recognised Research Outputs

Other Recognised Research Output Record

- These include any other measurable research outputs that clearly embody new or substantially developed insights, for example, annotated bibliographies, catalogues, CD-ROMS, contributions to major research databases, development and production of software, dictionaries, electronic publications, plant-breeding rights, research guides, scholarly editions, vaccines, websites, etc.
- For all these research outputs concise descriptions must be included with particular reference to the contribution to new knowledge and insights.
- Please use this as the format for the first and other authors: Monteiro DS.**
- Own contribution could address the following:
 - Conceptualised idea for research
 - Responsible for data collection/analysis/design
 - Lead author writing up of article
 - Wrote first draft, editorial input
 - Postgraduate supervisor of the lead author
 - Owner/co-owner of intellectual property of research
 - Co-developed and executed research
 - Project leader/budget owner

Description

First Author

All Other Authors in Order Appearing on Output

Status

Own Contribution

Web Address

Should the output have a status of published/produced, a “Year” field will be inserted after the status field. If any other status is selected, the Year field will not be displayed and the output will not appear on the application for rating.

23. Best research outputs in last 8 years

Research Output Records				# Selected
Books				0
	Title of Book	Year	Publisher	Remove
No records to display.				
<input type="button" value="Add Another"/>				
>	Chapters in Books			0
>	Articles in Refereed/Peer-reviewed Journals			0
>	Refereed/Peer-reviewed Conference Outputs			0
>	Keynote/Plenary Addresses			0
>	Articles in Non-refereed/Non-peer Reviewed Journals			0
>	Other Significant Conference Outputs			0
>	Technical/Policy Reports			0
>	Products			0
>	Artefacts			0
>	Prototypes			0
>	Other Recognised Research Outputs			0

Title of Book	Title of Chapter	Select
123	123	<input type="checkbox"/>

- Click on the ">" icon next to the relevant Research Output type listed below to access the records under that type. A grid will be displayed saying "No records to be displayed".
- Click on the **"Add"** or **"Add Another"** button below this grid to display the records from your CV for the selected Research Output type.
- Select the record(s) from your CV that you would like to include to this section and click on the **"Add"** button.
- Scroll to the bottom of the screen and provide a motivation (800 characters) for each output selected as one of the five best.
- Click on **"Save and return to menu"** to save the outputs and the motivation.
- The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.

24. Best research outputs from students in last 8 years

Best Research Outputs from Student Supervision in Last 8 Years

Instructions
Provide the names of research students - doctoral and master's only - (and include full references of the research contribution(s)) for those students whom you would like to identify as having contributed to your core research and who have produced, in your opinion, the best research outputs such as peer-reviewed publications, books, peer reviewed journal articles, refereed conference proceedings etc. Only those students who have contributed to your core research area during the period under review (i.e. 1 January 2005 - 31 December 2012) should be included. If you have already provided these outputs amongst your own research outputs (in terms of co-authored outputs) please do not repeat them here. This information should not exceed 5 500 characters including spaces (equivalent to one A4 page). Note: Carriage returns are counted as two characters.

Description

Save

Return to Menu

A character counter (to the left of the Save button) will display the number of characters you have available. This section has a limit of 5 500 characters and the system will not allow you to exceed this amount.

25. Best research outputs prior to last 8 years

Research Output Records				# Selected
Books				0
Title of Book	Year	Publisher	Remove	
No records to display.				
<div>Add Another</div>				
> Chapters in Books				0
> Articles in Refereed/Peer-reviewed Journals				0
> Refereed/Peer-reviewed Conference Outputs				0
> Keynote/Plenary Addresses				0
> Articles in Non-refereed/Non-peer Reviewed Journals				0
> Other Significant Conference Outputs				0
> Technical/Policy Reports				0
> Products				0
> Artefacts				0
> Prototypes				0
> Other Recognised Research Outputs				0

Add CV data

Title of Book	Title of Chapter	Select
<input type="text"/>	<input type="text"/>	
123	123	<input type="checkbox"/>

- Identify not more than **ten** of your best research outputs **prior** to the last eight years.
- Click on the ">" icon next to the relevant Research Output type listed below to access the records under that type.
- Click on the **"Add" or "Add Another"** button to display a window listing the records from your CV for the selected Research Output type.
- Select the record(s) from the list that you would like to add to this section and click on the **"Add"** button.
- No motivation is required in this case.

26. Brief description of completed research

Brief Description of Completed Research

Instructions

- A succinct **narrative** of accomplished research **emphasising only achievements over the last eight years**, and with reference to the relevant research outputs listed for the last eight years, must be provided. If the relevant outputs may not have been read by, or be accessible to reviewers, it is essential that you include a brief but concise description of the work done, a summary of the results achieved and an explanation of the significance of the work.
- Your statement on your completed research should not exceed 11 000 characters including spaces (equivalent to two A4 pages). **Note:** Carriage returns are counted as two characters.

Description Brief Description of Completed Research

10960 characters left.

Save

Return to Menu

A character counter (to the left of the Save button) will display the number of characters you have available. This section has a limit of 11 000 characters and the system will not allow you to exceed this amount.

27. Self-assessment of research outputs

Self-assessment of Research Outputs

Instructions

- An assessment of your own contributions to your research field over the last 8 years must be provided. The self-assessment should also be in the form of a narrative, where special emphasis should be placed on those contributions listed amongst the best research outputs. Please provide an account of how these best research outputs reflect the development and growth of your research during the recent years. Mention should be made of instances where you have, in your view, made noteworthy contributions to the extension of knowledge in your field, as well as how your work relates to others in your field. Your self-assessment should only relate to research done during the last 8 years.
- **Where more than one person has contributed to the research outputs you have listed you must indicate your own contribution to the team effort in this section.**
- Repetition/duplication of outputs (e.g. as a conference proceeding and a journal article) is strongly discouraged.
- Your self-assessment statement should not exceed 5 500 characters including spaces (equivalent to one A4 page). **Note:** Carriage returns are counted as two characters.

Description Self-assessment of Research Outputs

5464 characters left.

Save

Return to Menu

A character counter (to the left of the Save button) will display the number of characters you have available. This section has a limit of 5 500 characters and the system will not allow you to exceed this amount.

28. Ongoing and planned future research

Ongoing and Planned Future Research

Instructions

- Provide a brief but comprehensive statement in the form of a **narrative** on your ongoing and planned future research. This must include your research vision for the next six years as well as a concise discussion of your envisaged research activities during this period.
- Any outputs that have not yet been published/produced, (i.e. those 'in press' or 'accepted' or 'submitted') must NOT BE included as research outputs in the period under review but should be included in this section.**
- Your statement should not exceed 5 500 characters including spaces (equivalent to one A4 page). **Note:** Carriage returns are counted as two characters.

Description Ongoing and Planned Future Research

5464 characters left.

Save

Return to Menu

A character counter (to the left of the Save button) will display the number of characters you have available. This section has a limit of 5 500 characters and the system will not allow you to exceed this amount.

29. Assessment Panel

Assessment Panel to Consider Application

Instructions

At least one assessment panel (and a maximum of three assessment panels) must be selected from the dropdown list of assessment panels. Indicate the name of the assessment panel which is most appropriate for your research by clicking on the 'Add' button. Consult the ['Key Research Areas and Types of Research Outputs' document](#) in order to ascertain the most appropriate panel (see also the link to this document below). Select an option in the Panel dropdown list and click on 'Save'. If more than one assessment panel is appropriate, as in the case of multidisciplinary studies, indicate this by repeating this process. Please indicate the most appropriate choice amongst the assessment panels listed by using the 'Update Order' function. Use the and to move your selection higher or lower in the order.

It must be noted that applications will be referred to one panel only, i.e. the panel selected as your first choice. However, should the Specialist Committee members of this panel be of the opinion that the application would be better suited by being referred to another panel, the application will be sent to the members of the Specialist Committee of the suggested panel for their opinion. Once the Specialist Committee members of both panels agree on the most appropriate panel to handle the application, the applicant and employing institution will be advised of this and given the opportunity to agree/disagree with the movement of the application to another panel.

Specialist Committee members (the members of each panel consist of a Chairperson, Assessor and a Specialist Committee of 3 – 6 experts in the field) can, at their discretion, consult with specialist committee members from other assessment panels as and when required, especially about the selection of appropriate reviewers. It must be stressed that the role of these panels in the evaluation process is to select peer reviewers and to make recommendations to the NRF on applicants' ratings based on the reviewers' reports and the applicants' submission. Members of these panels must not be confused with the peer reviewers of applicants.

Should none of the listed panels be appropriate, please indicate a suitable assessment panel by clicking on the 'Suggest' button at the bottom of this screen and type in the appropriate panel name in the textbox. Click on 'Save'. (However, remember that at least one panel must be selected from the dropdown list of existing assessment panels.)

[Key Research Areas and Types of Research Outputs document](#)

Panel	Priority	Priority Up	Priority Down	Delete
		⬆	⬇	

Add

Suggested Panel

Save

Return to Menu

Should none of the listed panels be appropriate, please indicate a suitable assessment panel by clicking on the 'Suggested Panel' button at the bottom of this screen and type in the appropriate panel name in the textbox. Click on 'Save'. (However, remember that at least **one** panel must be selected from the dropdown list of existing assessment panels.) Should a

sufficient number of requests be received for the suggested panel, the NRF will consider constituting a panel for this discipline.

30. Feedback

Feedback

Instructions

All applicants are requested to indicate whether they wish to receive feedback by selecting an option on the dropdown list.

Kindly note that:

- Researchers who are placed in the A1 rating category will not receive feedback.
- Reviewers will remain anonymous.

While the NRF will engage in discussion about all aspects of the evaluation process it cannot enter into any discussion on the contents of feedback supplied.

Do you wish to receive feedback? ☐ Yes ☐ No

Feedback will be provided as an attachment to the outcome letter **if** the applicant answered 'Yes' to the question 'Do you wish to receive feedback?'.


31. Possible Reviewers


Possible Reviewers

Instructions

- Provide full names as well as accurate and current contact details of at least six, but not more than ten, possible reviewers in order of priority who are best able to assess your recent research activities and contributions. Please do not list yourself, your supervisor or any student or post-doctoral fellow.
- As this is an international peer-review, where possible, please nominate reviewers from both South Africa and abroad.
- Reviewers from the same institution as the applicant should not be selected and, where possible, refrain from nominating more than one reviewer from the same institution.
- Reviewers need not be restricted to researchers in the higher education sector. In each case please provide a motivation for selecting a particular reviewer (e.g. reviewer is top researcher in the field). This will provide Specialist Committees with additional information in the selection of reviewers. The association that you have with the reviewer should be clearly articulated.
- First load complete records of possible reviewers in the grid below before sorting them in order of priority. To sort the records in order of priority click on the up arrow in the Priority Up column or the down arrow in the Priority Down column.

Surname	Initials	Email Address	Priority	Priority Up	Priority Down	Edit	Delete
No records to display.							

Click on 'Add' to find a reviewer and complete the 'Possible Reviewer Search' screen. If the reviewer you are looking for is not on our database, please click on the  icon (see grid below).

Title	Surname	Initials	First Name	Email Address	Institution	Specialisations	Select
Possible reviewer not found, select to add new reviewer...							

Complete the 'Possible Reviewer' grid to add the new reviewer. At least one area of specialization is required for each reviewer.

32. Excluded Reviewers

Excluded Reviewers

Instructions

- Applicants are also given the opportunity to identify those reviewers (not exceeding three) who the NRF should not approach as reviewers. A reason will be required in each instance. Although the NRF would normally not approach such reviewers, it reserves the right to do so if necessary.
- First load complete records of excluded possible reviewers in the grid below before sorting them in order of priority. To sort the records in order of priority click on the up arrow in the Priority Up column or the down arrow in the Priority Down column.

Surname	Initials	Email Address	Institution	Edit	Delete
No records to display.					

[Add](#) [Return to Menu](#)

Click on 'Add' and complete the 'Excluded Reviewer Record' to add the excluded reviewer.

33. Declaration

Declaration

Instructions

We strongly advise applicants to scrutinise and check their applications thoroughly before submitting it for approval by the employing institution in order to ensure that no inaccurate and/or incomplete information is contained in the application. **Any misrepresentation (innocent or otherwise) contained in your application will be viewed in a serious light.** Please complete the following declaration by placing a tick (v) in each box. Your application cannot be submitted unless these boxes are ticked.

- I certify that the information contained in my application for evaluation is correct and that all the relevant information as required in the guidelines has been provided. ☐
- I am aware that in the case of detection of ethical breaches in terms of the information provided in this application the assessment of my application will be terminated. ☐
- I am aware that should I be successful in obtaining an NRF rating the result will be published on the NRF web site. ☐

[Save](#) [Return to Menu](#)

Please note that **all** the boxes above must to be ticked (v) before the application can be submitted to your Designated Authority for further processing.

34. NRF Call Information Documents


A list of documents related to this call is accessible here. Please click on the View icon to access the relevant document.

35. Attachments

Upload copies of your five best research outputs using this facility. **Do not attach any other publications/documentation other than copies of the five best research outputs.** However, if any of your five best outputs in the last eight years is **larger than 4MB**, please contact one of the R&E members of staff (names and contact details are accessible on page 2 of this document under Support Desk) who will be able to assist you.

- The NRF is not transgressing any copyright laws as the NRF is not mass producing and is not financially benefitting from the author's work. By submitting the output the author agrees and gives permission to the NRF to make available outputs with a copyright not owned by the author, but owned by a book, chapter in book, an article in a refereed/peer-reviewed journal, a refereed/peer-reviewed conference output, a keynote/plenary address, an article in a non-refereed/non-peer-reviewed journal, a non-refereed/non-peer-reviewed conference output, a technical/policy report, an artefact, a prototype and any other recognised research output to reviewers for purposes of the peer-review process only and will not be placed in the public domain.

36. Print Preview

Click on this icon  on the Edit Application screen in order to generate a Print Preview version of your application form.

August 2013