

Black Academics Advancement Programme (BAAP) 2020

Application and Funding Guide

Grants Management and Systems Administration

Date: February 2019

Contents

1. Introduction	3
2. Application Process	3
3. How to Submit Applications	4
4. Categories of Support	19
4.1 Running Expenses	20
4.1.1 Materials and Supplies	20
4.1.3 International Travel/Mobility	22
4.1.4 Local Travel	22
4.1.5 Research/Technical/ad hoc Assistants	22
4.2 Sabbatical/Lecturer Replacement	23
4.3 Research Equipment	23
5. Screening and Review Processes	24
5.1. Overview of the Screening Process	24
5.2. Overview of the Review Process	24
6. Ranking of Applications	25
7. Application Feedback and Disputes	28
8. Change Requests	28
8.1. Prior Approval Requests	28
8.2. Changes in Project Scope, Supervisor or Institution	28
9. Scientific Compliance	28
9.1. Methodology	28
9.2. Intellectual Property Rights	28
9.3. Ethics	29
9.4. Predatory Publishing	29
10. References	29
Contact Details	30

List of Acronyms

PR	Progress Report
DA	Designated Authority
GMSA	Grants Management and Systems Administration
HEI	Higher Education Institution
HICD	Human and Institutional Capacity Development
RISA	Research and Innovation Support and Advancement
NRF	National Research Foundation
DST	Department of Science and Technology
FRF	First Rand Foundation

Application and funding guidelines are explained in this document. Applicants must read this document together with the **Black Academics Advancement Programme Framework** which highlights the eligibility criteria and requirements of this funding instrument.

1. Introduction

This Application and Funding Guide provides an overview of the application process and funding guidelines for the Blacks Academics Advancement Programme funding instrument. It should be read in conjunction with the above-mentioned **Framework**, which may be accessed at <https://nrfs submission.nrf.ac.za>.

The Framework provides detailed information with respect to the objectives of the funding instrument, eligibility criteria etc. This document does not, however, constitute a complete set of the policies, procedures or systems used by the NRF.

2. Application Process

The NRF issues a call for applications for the Blacks Academics Advancement Programme that is published on the NRF website and is accessible online at <https://nrfs submission.nrf.ac.za>.

The Deputy Vice-Chancellor (DVC) for research or equivalent, at each of the public universities in South Africa will nominate candidates to apply for the competitive funding. The DVC shall ensure that there is institutional support for the candidate and provide a letter of motivation detailing the reasons for nominating the candidate, the alignment with the university research and academic staffing plan and, any strategic partnership with other universities for proposal development, co-supervision and/or support for emerging research development. Furthermore, the applicant's mentor should also oversee the application process to ensure that the proposals submitted to the NRF are detailed and of good quality.

A maximum of eight (8) applications will be allowed per institution in each call for applications, at least four (4) of these must be for a Doctoral Track and the remaining applications may be for Post Doctoral Track. The target is to award two (2) new grants to each university in each call of applications, one (1) of which must be for a Doctoral Track. Each candidate may hold only one (1) track in this funding instrument.

Once an applicant submits an application on the NRF Online submission system, it must be duly authorised and approved by the Designated Authority (DA) of the research administration at the prospective South African host institution. Applications submitted by applicants' will be

automatically routed to the institutional DA of the submitting institution for validation by the deadline date determined by individual institutions. Applicants' must enquire with their respective institutions regarding the institutional internal closing dates. The processing of a successful grant application by the NRF, until the publication of outcomes, takes approximately six (6) months from the DA closing date.

3. How to Submit Applications

Applications may be completed on the NRF Online Submission System at <https://nrfsubmission.nrf.ac.za>. Applicants are advised to complete their applications ahead of the closing date for applications to prevent system overload on the NRF submission system nearer the closing date.

In aspiring for greater efficiency, the NRF has standardised the NRF Online Application forms with standardised sections to be completed. Carefully follow the instruction under each section noting compulsory sections, sections requiring specific information and sections that must be marked as N/A.

Applicants must ensure that they adhere to their institution's internal closing date for submission of their application to allow for internal institutional screening and review. The internal closing date will be determined by the respective research offices or Post Graduate Office and is usually at least two (2) weeks prior to the NRF closing date.

Step 1: This is an electronic submission system and applicants must be registered on the system in order to create and complete an application. If you had previously registered and submitted an application on the NRF Online System (<http://nrfonline.nrf.ac.za>) before February 2012 and your application was not successful, your details would have been migrated to the new NRF Online Submission System (<https://nrfsubmission.nrf.ac.za>). If you experience problems accessing the system with your NRF Online password, use the Reset Password button. If you are not yet registered on the NRF Online Submission System, register to access the application form. (Tab indicated with blue arrow)

Application screens have specific instructions to help you work through the section. Please read the instruction carefully before completing the section.

Home
New Registration
Reset Password

Home

Support

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, excluding public holidays) on:
Tel: +27 12 481 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.**

Log In

ID/Passport:

Password: Show Password

login

[Reset password.](#)

[Not registered? Click here to register.](#)

Please ensure that you are using Internet Explorer or Mozilla Firefox or Google Chrome for best results. Downloads

OR Tambo Africa Research Chairs Initiative: Institutional Expression of Interest

Rating Call 2019

Internet Explorer Mozilla Firefox Google Chrome

Step 2: Once you have logged onto the NRF Online Submission System, the ‘landing page’ appears where you will find a menu at the top left of your screen (tabs indicated with blue arrow). To create a new application, click on My Applications then Create Application.

NRF Online Submission System

Welcome Mrs Melissa Govender
Feedback Support

My Profile
My Applications
Tools
My Progress Reports
Reports
Logout

Create Application
List of Applications

Quick Links

- Grantholder Tools
- Institution Facilities
- Panel Meetings
- Application and Output History (NRF Online)
- Application History (NRF Interim)
- SKA SA Grants

Landing Page

Information




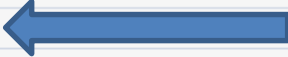




- PLEASE NOTE: The summary below only lists output records that were migrated from the previous NRF Online system. New records that are added on this system will not form part of this summary.
- Applicants must ensure that their CV is updated/completed before creating an application.
- In order for your migrated research outputs to show on the CV or be accessible for selection on applications that require your publication record, you **must** verify (review) the outputs listed in the **Research Outputs Summary** table below. In order to do this, click on the output type that still has outputs to be verified (see the To be Reviewed column). Scroll to the bottom of the screen and a heading saying cleaned-up research output records from NRF Online will be displayed. Click on the little black arrow. This will display the output(s) that needs to be verified. Then click on the View icon, it will open a screen with the data for the output. Please fill in the missing information and save the page. If you have more than one output per output type, click on View for the next output. Do this for all the outputs, the output type on the landing page should now say 0. Move on to the next output type and repeat the process. Should you wish to delete an output, then click on the Feedback box, fill in the **Feedback to the NRF box** (e.g. output duplicated, please delete) and in the **Status** field, please select Delete.
- 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.

Step 3: Select “**Research Grants without Student Support**”, on the create application screen Blacks Academics Advancement Programme will appear, select this and a new application will open for the applicant to complete. Please note that this must be selected only once. To continue working on the same application, go to My Applications - List of Applications and select the same call, *Blacks Academics Advancement Programme*.

Create Application

Instructions

- Check your intended institution’s internal closing date as it will be prior to the closing date listed for applications, where applicable.
- 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.
- Due to potential international review of applications and progress reports, the NRF requires that all applications and progress reports be completed in English.
- Please consult the Funding Framework and Funding & Application Guide for more information to assist you in your choices.

>	Funding Category	Create
	Concept Notes	
>	Customised Programmes	
>	Institutional Grants	
	Masters and Doctoral Grants	
	Postdoctoral Grants	
>	Research Grants: General	
>	Research Grants: International	
<input checked="" type="checkbox"/>	Research Grants: Without student support 	
	Black Academics Advancement Programme	
	Support for Y-rated Researchers	
	Research Grants: Thuthuka	
	Student Block Grants	
>	Travel, Training and Conference Grants	

*Applicants are urged to complete or update ALL screens of the CV, including the Research Profile and Research Outputs as this information is evaluated in the review process and will impact on the overall assessment of your application. Failure to complete or update the CV section could result in an unfavourable review outcome.

Step 4: All sections marked with a red asterisk are compulsory sections in the application. These sections must be completed in order for the final submit button to appear. The sections without asterisks are non-compulsory sections. You may enter information in these sections, if you have information to enter, such as research outputs. Completed sections will be indicated by a green tick on the main menu, while incomplete sections will have a yellow cross. Please ensure that once you complete information in a section, press the “save” button before returning to the main menu.

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)		01 Feb 2019	
Registration Details *		01 Feb 2019	
Contact Details *		21 Apr 2015	
Career Profile *		20 May 2016	
Qualifications *		25 Apr 2016	
Research Expertise *		10 Jul 2012	
Student Supervision Record		02 Jul 2014	
Personal Profile		17 May 2013	
Absence from Research		16 May 2013	
Disability *		01 Feb 2019	
ORCID *		01 Feb 2019	
Books		18 Dec 2014	
Chapters in Books		03 Feb 2015	
Articles in Refereed/Peer-reviewed Journals		01 Feb 2019	
Refereed/Peer-reviewed Conference Outputs		01 Feb 2019	
Patents		01 Feb 2019	
Keynote/Plenary Addresses		01 Feb 2019	
Articles in Non-refereed/Non-peer Reviewed Journals		01 Feb 2019	
Other Significant Conference Outputs		01 Feb 2019	
Technical/Policy Reports		01 Feb 2019	
Products		01 Feb 2019	
Artefacts		01 Feb 2019	
Prototypes		01 Feb 2019	
Other Recognised Research Outputs		01 Feb 2019	
Project Information *		01 Feb 2019	
Details of Research *		01 Feb 2019	
Attachments		01 Feb 2019	
Ethical Clearance *		01 Feb 2019	
Possible Reviewers *		01 Feb 2019	
Excluded Reviewers		01 Feb 2019	
Preferred Panel *		01 Feb 2019	
Financials: Operating Costs *		01 Feb 2019	
Financials: Other Sources *		01 Feb 2019	
Financials: Student Support *		01 Feb 2019	
National Infrastructure Platforms *		01 Feb 2019	
Science Engagement *		01 Feb 2019	
Participating Members		01 Feb 2019	
References *		01 Feb 2019	
Print Preview		01 Feb 2019	

All compulsory sections will guide you with instructions at the top of the screen. Please follow these instructions to help you complete the sections correctly.

Step 5: The *Project Information Section* requires you to select the institution where you are employed and will be conducting your studies/research. The project and budget start and end years are compulsory fields.

Project Information

Instructions

- The researcher should select 1 year if applying for small grants concept notes. The researcher should select 3 years if applying for large grants concept notes.
- **Applicant's Institution refers to the applicant's employing institution.**
- The Short Title of Project field is restricted to 100 characters (including spaces), indicating the essence of the project. Characters exceeding this limit will not be saved.
- The Project Abstract field is restricted to 2 000 characters (including spaces) and should be a clearer description of what the aim of the research is about, therefore expanding on the Short Title of Project.
- The information icon (i) indicates that a tooltip is associated with the relevant field. When hovering over this icon, additional information will show.

Applicant's Institution ⓘ *

Short Title of Project *

Is this project multi-disciplinary? Yes No *

Project Abstract

2000 characters left.

Project Start Year *

Project End Year *

Budget Start Year

Maximum required funding years *

Budget End Year



















Has this project previously been funded by the NRF? Yes No *

Step 6: The *Details of Research* section is one of the most important sections in the application. The section has specific instructions related to each screen. Follow the instructions to complete the section. You are required to give a concise overview of your proposed research in this section as the input is taken into consideration during the assessment of your application. Appropriate literature references must also be included. The Scorecard that will be used to assess your application may be viewed in Section 6 of this document. Information from a previous application can be migrated. Migrated information must be edited as a previously funded application cannot be resubmitted to the NRF for funding.

Details of Research

Instructions

- Please note that all fields in this section are compulsory and unless fully completed your application cannot be submitted.
- **Please refer to the Framework document of the call that you are applying for.**

Section	Complete	Date Updated	Edit
Potential Impact *		01 Feb 2019	
Problem Statement *		01 Feb 2019	
Rationale and Literature Review *		01 Feb 2019	
Aims and Objectives *		01 Feb 2019	
Methodology and Proposed Research Plan *		01 Feb 2019	
Transformation *		01 Feb 2019	
Anticipated Outputs *		01 Feb 2019	
Alignment to National Imperatives *		01 Feb 2019	
Data Management and Utilisation *		01 Feb 2019	

Migrate from previous application
Return to Menu

***Please note that the Details of Research section will only mark as complete when all the sub-sections are completed.**

Step 7: Attachments section

The following documents must be attached to the application:

- A DVC Nomination and institutional support. This letter of motivation must detail the reasons for nominating the candidate, the alignment with the university research and academic staffing plan and, any strategic partnership with other universities for proposal development, co-supervision and/or support for emerging research development. The letter must include the **funding track of the applicant**.
- A compulsory self-motivation from the applicant which details how this grant will advance his/her academic and research career plan and the benefits and intended outcomes to be achieved from the sabbatical leave. The letter must include the **funding track**.

Attachments

Instructions

- Please consult with the Call documents to determine what attachments are compulsory. Please note that if they are not attached, the application will not be processed for reviewing.
- Capture an appropriate Description for the document to be uploaded.
- Select the Document Type to be uploaded.
- Click the Browse button below to select the file on your local machine.
- Click on the Upload button to save.
- Upload pages individually if document is larger than 4MB.
- Please do not upload zip files. Acrobat reader has built-in security to prevent the opening of zip files by default (please read the article at <http://forums.adobe.com/thread/520515> for more information).

Description	Type	File Name	Edit	View	Delete
-------------	------	-----------	------	------	--------

***Please note that should any of the required documents not be uploaded to the application, the application will be rejected without review.**

Step 8: Ethical Clearance

Ethical Clearance

Instructions

- Select whether this project requires ethical clearance from an international or national research ethics committee.
- If this project requires ethical clearance, select whether it has been obtained and add any relevant comments.
- Upload proof of granting of ethical clearance, if available, in the Attachments section.

Does this project require ethical clearance? Yes No *

Note: The granting of ethical clearance remains the responsibility of the applicant's institution.

Has ethical clearance been obtained Yes No *

Additional Comments on Ethical Clearance

Step 9: The *Possible Reviewers* section is compulsory in this Call. The section requires that you add the names of possible reviewers in your field, to provide a neutral review of your proposed research project. A minimum of six (6) and a maximum of ten (10) possible reviewers are required.

Possible Reviewers

Instructions

- Please suggest suitable reviewers for this proposal.
- Please be frank as to your relationship with the reviewer: acquaintance, collaborator, ex-colleague, etc.
- A minimum of 6 and a maximum of 10 reviewers have to be added for this section to mark as complete.
- Reviewers from the same institution as the applicant should not be selected.

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

Step 10: The *Excluded Reviewers* section is not compulsory in this Call. In this section applicants are given the opportunity to identify reviewers (not exceeding three) who the NRF should not approach. A reason is required in each instance. Although the NRF would normally not approach such reviewers, it reserves the right to do so if necessary.

Excluded Reviewers

Instructions

° Applicants are given the opportunity to identify reviewers (not exceeding three) who the NRF should not approach. A reason is required in each instance. Although the NRF would normally not approach such reviewers, it reserves the right to do so if necessary.

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

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

Step 11: *Financials: Operating Costs* is a compulsory section. Please refer to Table 1 below as well as to Section 2 in this guide for details of categories supported under this call. Kindly adhere to the specified categories as funds requested under categories that are not supported by this funding instrument will not be considered. Please note that budget requested under funding categories that are not supported by this funding instrument (see Table 1 below) will not be considered for funding.

Financials: Operating Costs

Instructions

- **Please ensure that you have read all the Call Information Documents and abide by the eligibility rules.**
- The budget should reflect only the NRF contribution regarding the Operating Costs as defined in the Call documents.
- All requested funding must relate directly to the proposed research project, as requested from the NRF.
- Add new items, as required, in each category.

- Equipment
- Running Expenses
 - New Item...
- Sabbatical
- Science Engagement
- Summary

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.
- All requested funding must relate directly to the proposed research project, as requested from the NRF.
- Provide sufficient detail in the Item field.
- Please motivate for this item for the relevant year(s).

Item	Materials and Supplies *
Year	Accommodation
2020	Airfare
2021	Costs for joint conferences and workshops
2022	International conferences
Motivation	International travel
	Local conferences
	Local travel
	Materials and Supplies
	Research/technical/ad hoc assistants
	Subsistence
	Visiting scientist

Return to Menu

Table 1: Financial categories supported under the Black Academics Advancement Programme (BAAP)

Broad Category	Online application Categories	Funding Guide Categories
Running Expenses	Accommodation	Not applicable to this call
	Airfare	Not applicable to this call
	Materials and Supplies	Applicable to this call
	Costs for Joint Conferences and Workshops	Not applicable to this call
	International Conferences	Applicable (including airfare and accommodation)
	International Travel	Applicable to Post Doctoral Track only – Mobility (including airfare and accommodation)
	Local Conferences	Applicable (including airfare and accommodation)
	Local Travel	Applicable (including airfare and accommodation)
	Research/Technical / Adhoc Assistants	Applicable to this call
	Subsistence	Not Applicable for this call
Visiting Scientist	Not applicable to this call	
Sabbatical	Lecturer Replacement	Applicable (with the costs breakdown)
Research Equipment	Research Equipment	Applicable to this call
Science Engagement	Science education interventions	Not applicable to this call
	Science communication (including media)	Not applicable to this call
	Science awareness	Not applicable to this call
	Policy/practice	Not applicable to this call

Step 12: The *Science Engagement* section is a compulsory section. Complete the section if you do have Science Engagement planned. Click on Add and completed the relevant information. If you will not be undertaking any science engagement activities, the section has to still be completed, place a tick in the box next to “No science engagement planned” and click on save.

Science Engagement

Instructions

- For the purposes of this application/report, the use of the overarching term science engagement is inclusive of all aspects of public engagement with science, science communication, science literacy as well as science outreach and awareness. It includes all participation by targeted groups of society in a programme aimed at generating mutual understanding and responses to science, including but not limited to awareness, accumulation of knowledge, enjoyment, opinion formulation and scientific literacy.
- It also embraces a broad understanding of “science” and “the sciences”, encompassing systematic knowledge spanning natural and physical sciences, engineering sciences, medical sciences, agricultural sciences, mathematics, social sciences and humanities, technology, all aspects of the innovation chain and indigenous knowledge.
- Broader impact considers the impact of the activities/project on the public and/or targeted participants in terms of knowledge and/or awareness, behavioural and/or attitudinal change, skills acquisition etc.
- For more information, [click here](#).

Category	Objectives	Intended Audience	Edit	Delete
No records to display.				

No science engagement planned

Step 13: The *Reference* section allows applicants to include academic referees who can comment on the applicants' academic abilities. On final submission of the application the emails containing a reference form are sent automatically to the nominated referees to provide a report on the academic and research capabilities of the applicant.

In the **Doctoral Track**, please provide details of a Masters supervisor and your proposed Doctoral supervisor.

In the **Post Doctoral Track**, please provide details of a Doctoral supervisor and proposed Post Doctoral supervisor/host.

Reference Record

Instructions

- Please complete the reference section below.

Title *

Surname

Initials

First Name

Department

Faculty

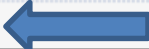
Organisation where based * Enter a word or two in the field below (e.g. North-West or Johannesburg or Stellenbosch) to return a list of all organisations that contain the word(s). *

Email Address

Role *

It is the applicant's responsibility to ensure that the referee email is correct and that the referees have responded by the closing date of the call as this category is assessed in the application. The applicant must view the application PDF to check if a referee has responded to the request for reference. A "yes" indicates a response and a "no" indicates no response from the referee.

References

Title	Prof
Initials	Z
Surname	Mahlangu
Name	Zodwa
Department	dfkjdfkds
Institution	CAPE ANIMAL MEDICAL CENTRE
Email Address	melissa.govender@nrf.ac.za
Role	Supervisor/Host of research
Responded	No 

Step 14: Applicants must ensure that they adhere to their institution's internal closing date for submission of their application to allow for internal institutional screening and review. The internal closing date will be determined by the respective research offices or Post Graduate Office and is usually at least two weeks prior to the NRF's closing date

The institutional DA must ensure that all proposals are screened and approved through internal institutional processes **before** submitting applications to the NRF. The NRF. The respective DA must be satisfied with the standard of all proposals validated and submitted, and that the institution approves and supports the proposed research.

Step 15: The final submit button will appear only once all compulsory sections are completed, click OK to submit the application. If all the compulsory sections are completed and the final submit button does not appear, select the Project Information section and resave to refresh the application; you will then see the final submit button. A submitted application is automatically routed to the DA in the Research Office of the institution you selected in the application. The DA is responsible for ensuring that the application is screened and reviewed internally before submission to the NRF. Late applications, additional supporting documentation or information received after the closing date will not be accepted.

The NRF will not process applications that are incomplete, contain insufficient or incorrect detail, or if information that has to be completed on the online application is submitted in the attachment section of the application, or if applicants fail to comply with instructions, such applications will be rejected and will not proceed for merit review. The application must be completed in sufficient detail to allow for a comprehensive review and evaluation by external reviewers. In addition to the electronic application and required attachments, the NRF may request additional information or documentation to support an application if required. Failure to supply such information or documentation upon request may result in the rejection of the application.

4. Categories of Support

When completing the Financials sections, applicants need to consider all costs that could impact on undertaking the research, such as the direct and indirect costs. Budget approvals by the NRF are subject to the availability of funds in any given financial year.

4.1 Running Expenses

Budget requests must be well motivated according to the requirements of the BAAP Funding Instrument. Budget requests that are not well motivated will not be approved for funding.

4.1.1 Materials and Supplies

Goal

Materials and Supplies refer to the daily running expenses/costs of the research project. These items must be directly related to the project.

Materials and Supplies is a compulsory category of funding. However, should your research not require this, please substantiate in the application.

Materials and Supplies are any items with a life expectancy of generally less than a year, and which are consumed in the normal course of operation in all field of research.

Laboratory Materials and supplies such as equipment with a value of less than R3 000 should be captured under Materials and Supplies even if not consumed in the normal course of operations e.g. pipettes.

Eligibility

- Applies to applicants in all funding Tracks.
- Only project-related direct costs are covered.
- Every type of purchase must be clearly identified individually and be well-motivated in the budget submission.
- Funding may be considered for applicants/team members with disabilities and other special needs as specified in the *Code of Good Practice on Employment of People with Disabilities*, as stated in the *Employment Equity Act* (No. 55 of 1998). **A clear motivation should be provided.**

Applicants are required to submit the following:

- A detailed description of items, e.g. description of the material, quantity, reagent grade and cost per unit;
- Survey related costs, e.g. number of questionnaires, stationary, photocopies, etc.; and
- Details of singular items above R3 000.

Exclusions

- Indirect costs (overheads);
- Registration fees for enrolment;
- Basic office equipment;
- General stationary, photocopying and printing costs;
- Journal publications, journal subscription costs and textbooks;

- Telephone, fax and internet costs;
- Personal laptops, computer hardware, and purchase or renewal of software licenses unless for specialised equipment and software licences.
- Any funding line that is listed as: “miscellaneous”, “other” or etc.”

4.1.2 International and Local Conferences

Goal

To provide support to an applicant that intends to attend local and/or international conferences as a mechanism to further the goals of their projects.

Eligibility

- Applies to applicants for BAAP who are **presenting a paper or poster** at a conference in the field of the research project funded by the NRF.
- Applies to applicants where:
 - a conference has been identified; and
 - a paper or poster will be presented.

In addition, preference will be for conferences where applicants can demonstrate the following:

- networking opportunities;
 - launch of collaboration; and/or
 - professional society/association meetings.
- Attendance of international conferences in subsequent years will be considered only if the grantholder’s paper at the previous international conference, for which funding was awarded, has been published in a peer-reviewed journal or proceedings, or if evidence of acceptance for publication is supplied.

NB: Attendance of a workshop will only qualify if the workshop is attached to the conference, with capacity building initiatives.

Exclusions:

- Visa and permit fees;
- Events not attached to the conference;
- Presentation of the same work at multiple conferences; or
- Attendance of more than one conference abroad per year.

Applicants are required to motivate the following:

- a conference has been identified, indicate name and place of conference.
- a paper or poster will be presented.

4.1.3 International Travel/Mobility

This category is applicable to the BAAP Post Doctoral Track applicants only. Applicants that are planning to undertake an international visit e.g. a research visit to an institution or laboratory abroad, applicants must provide a planned programme of work which demonstrates how the proposed visit fits in with the applicant's research work plan. In addition, the applicant must attach a letter from the host institution formally inviting the applicant to the institution on a research visit and must include dates of the proposed visit.

4.1.4 Local Travel

Goal

To provide support to applicants, or students of the applicant (only those funded by the NRF within this project), to cover travel for **research** and **fieldwork** that is related to the research project.

When determining the cost pertaining to local travel, researchers must ensure that the most economical and safe transport is utilized.

Eligibility

Applies to applicants and their students for application in all the funding Tracks.

Applicants are required to submit the following:

- A motivation and purpose (why) and place (where to) of the travel that is related to the project objectives and methodology.
- Detailed budget breakdown including:
 - Cost for economic air travel.
 - For travel by road, the number of kilometres to be travelled and costs based on the applicant's institutional rates.
 - Type and cost of accommodation and duration of stay.
 - Subsistence allowance based on the applicant's institutional rates.

Exclusions

Meetings, workshops, networking and collaboration event.

4.1.5 Research/Technical/ad hoc Assistants

Goal

To provide support for **specialised technical skills** essential for the completion of the project; if a skills gap exists in the research team.

Eligibility

Applies to applicants in all funding Tracks.

Appointees as Temporary Support Staff must have a minimum qualification of a BTech or Honours. Technical Assistance Support (e.g. services of a statistician) includes using statistical software packages (e.g. Statistical Package for the Social Science-SPSS, Statistical Analysis System-SAS, etc.) to analyse data.

Applicants are required to submit the following:

- Details on research assistance required, e.g. consulting and legal services, editing and proofreading, data capturing, survey fees, forums facilitator fees or assistant, e.g. Statistician, Technician, Transcriber, Translator, Field worker.
- Identified skills gap in the research team;
- Expected skills transfer, if applicable; and
- Detailed cost breakdown, e.g. technical assistant work for three hours per day for a total period of three months, at a rate of R80 rand per hour.

Exclusion

Administrative and/or secretarial support.

4.2 Sabbatical/Lecturer Replacement

This category caters for Lecturer Replacement. A detailed cost breakdown for lecturer replacement must be supplied in the financials section.

4.3 Research Equipment

Goal

To provide support to applicants for the **purchase** of equipment, contributing to the purchase of large equipment, or covering the **maintenance, service or upgrade** costs for equipment or **hiring** of equipment.

Eligibility

Applies to applicants in all funding Tracks.

Applicants are required to submit the following:

- Details of laboratory equipment to be purchased, e.g., water bath, autoclave, water purification system, gel dryer,;
- Details of the contributing to the purchase of large equipment, e.g. shipping and customs.
- A motivation for specialised hardware, e.g. audio-visual equipment, and specialised software;
- If more than one item of a particular piece of equipment is purchased, a motivation per application should be provided;

- Maintenance costs, for new equipment that is purchased with NRF funding, must be budgeted for (if not requested in this application);
- Equipment should be purchased following the institutional procurement policies; and If the funds are not used to purchase equipment, but to cover equipment maintenance/service/upgrade costs, to enable research to be carried out on the Thuthuka project, provide at the minimum the following:
 - Detailed description of the equipment, e.g. (camera or tape recorder for data capturing purposes)
 - Description of how the equipment will be used in the Thuthuka project
 - Details of the specific maintenance or service or upgrade.

Exclusions

- Personal laptops, net books, hand-held notebooks, and personal digital assistant (PDA) devices.

Licence fees or renewals of licences of non-specialised software (e.g. Ms Office).

5. Screening and Review Processes

5.1. Overview of the Screening Process

All applications validated by institutions and submitted to the NRF are screened by the NRF for compliance with the eligibility criteria of the Call for applications, as well as the requirements for completing the NRF Online Submission application. Applications that fail to meet the stipulated requirements will be rejected.

5.2. Overview of the Review Process

The NRF's peer review policy requires that all applications be subjected to a review process. Applications submitted to this funding instrument will go through a virtual panel review process. Panel members are selected from the NRF database and other sources, which is updated on a continuous basis. When selecting the virtual review panel, the expertise and experience of individuals in application adjudication are taken into account. In assessing the application, agreed assessment criteria are applied in the form of a scorecard (please refer to Section 6).

Based on the outcomes of the review process, applications will either be eligible for funding or not. A selection committee, comprising of representative from the NRF and FirstRand Foundation, will consider the recommendations from the review process and assess the budget requests in order to make the final awards for successful sabbatical applications. The

selection of successful applicants takes into account the recommendations of the peer review panel, the objectives and targets of the funding instrument, and the available funds. Grant approvals and awards will be done in accordance with NRF auditing requirements.

6. Ranking of Applications

The purpose of the scoring system is to evaluate applications, based on funding instrument criteria, in order to determine applications that are most deserving of the limited funds available. All research proposals submitted to the NRF for funding are evaluated according to a number of predetermined criteria. Applications are assessed and ranked on the basis of criteria as listed in the table below. Each area is given a weighting to indicate its relative importance. Kindly consult the table below for details on the criteria used.

Table 2: NRF Scorecard for the Assessment of Proposals for Black Academics Advancement Programme

Criterion	Review dimensions	% Weighting
Institutional Nomination	Reasons for nominating the candidate by the DVC; Alignment with the university research and academic staffing plan; AND Strategic partnership with other universities for proposal development, co-supervision and/or support for emerging research development	10
Applicant's Motivation	Reviewers will assess the applicant's academic and research career plan; AND Benefits and intended outcomes to be achieved from the sabbatical leave.	10
Track Record of Applicant	Reviewers will assess the candidate's potential to succeed based on past achievements AND Research outputs (e.g., the professional development of the applicant; journal articles; conference presentations and proceedings; books and book chapters; and patents). The candidate's scholarly capabilities, leadership qualities and experience as reflected in the application and the supervisor's additional insights into the applicant's capabilities.	10
Research Proposal	Reviewers will assess the Scientific and technical quality of the proposal and the project contribution to new knowledge and new methodologies in the field; <ul style="list-style-type: none"> • The articulation, the appropriateness of/and the match between research aims and objectives; • The multidisciplinary aspects of the proposed study; 	30
Project Management <ul style="list-style-type: none"> • Project organisation 	Project organization refers to composition of project teams; their roles and responsibilities; the proposed research activities; and the supervision. Project scheduling: work breakdown of the project to ensure that specific outcomes are achieved; as well as the objectives and associated timelines in place to divide the scope of work into manageable activities.	20

<ul style="list-style-type: none"> • Project scheduling • Budget 	<p>Details of in country or international visits need to be included in the project schedule. In addition, applicants must provide a planned Programme of work which demonstrates how the proposed visit fits in with the applicant's research work plan.</p> <p>Project budgeting refers to effective planning and budgeting of resources.</p>	
Postgraduate Supervision	Current postgraduate students supervised or planned supervision over the sabbatical period.	10
Expected Outputs	This NRF recognized research outputs (e.g., the candidate's professional development; journal articles; conference presentations and proceedings; book chapters; patents). The achievability of the proposed outputs within the given timeframe.	10

7. Application Feedback and Disputes

Once the review and assessment processes have been completed and the recommended funding decision has been approved by the NRF, the NRF will publish a list of successful applications on the NRF website, www.nrf.ac.za/bursaries/calls. Thereafter, successful applicants will receive a letter of award.

8. Change Requests

8.1. Prior Approval Requests

Applicants must submit all change requests in writing to the NRF for approval before effecting any changes. The request must have institutional DA endorsement and be submitted to the NRF *via* the Research Office for approval prior to the change.

8.2. Changes in Project Scope, Supervisor or Institution

Changes may occur where a project scope, supervisor, mentor or host institution may need to be changed from the original research proposal. The request must have institutional DA endorsement and be submitted to the NRF *via* the Research Office. Such requests must be forwarded to the NRF 30 days before the change is intended to take place.

9. Scientific Compliance

9.1. Methodology

The applicant takes scientific responsibility for the research to be undertaken, including its objectives and the methodology outlined in the project proposal. The applicant is required to devote the necessary time to the research project in compliance with the work-plan for the research proposal approved by the NRF so as to achieve the project's stated aims and objectives.

9.2. Intellectual Property Rights

The intellectual capital generated by NRF funded research must be appropriately protected and exploited for the benefit of South Africa. This condition should not interfere with the Intellectual Property Rights arrangements already made, on condition that the majority of the benefits arising from the intellectual capital accrue to South Africa and its citizens. This condition is aligned with the *Intellectual Property Rights Act, 1* which will override this condition of grant.

9.3. Ethics

The fellow is required to maintain the highest ethical and safety standards in conducting the research, particularly when human and animal subjects are involved. It remains the responsibility of the project leader to comply with all relevant regulations in this regard, including those of the institution at which the research is carried out. An ethical clearance certificate (where applicable) must be submitted to the NRF in respect of successful applications before funding can be released.

9.4. Predatory Publishing

The use of predatory journals and deceptive publishers compromises the creation and dissemination of rigorous scientific and scholarly work within the Digital and Open Access movement. In order to protect the integrity of the NRF's processes and reputation from these unethical and unscholarly practices, the NRF reserves the right to not consider applications where this practice is evident. The NRF encourages its stakeholder community to:

- Ensure that its researchers and students adhere to the principles of research integrity and are aware of predatory journals and deceptive publishers; and
- Avoid publishing in journals that do not have a rigorous peer review system or scholarly publishing practices.

10. References

RSA (2008). Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008. *Government Gazette*, 22 Dec 2008. Vol 522, No 31745.

NRF Statement on Predatory Journals & Deceptive Publishers [online] Available at: <http://www.nrf.ac.za/media-room/news/nrf-statement-predatory-journals-deceptive-publishers>

Contact Details

When making an enquiry, please use “Blacks Academics Advancement Programme” as the email subject line.

For NRF Online application and grants management related enquiries, please contact:

Mrs Sushie Pillay

Professional Officer: Grants Management and Systems Administration (GMSA)

Telephone: 012 481 4178

E-mail: ppillay@nrf.ac.za

Ms Thandeka Mthethwa

Professional Officer: Grants Management and Systems Administration (GMSA)

Telephone: 012 481 4163

E-mail: thandeka.mthethwa@nrf.ac.za

For funding instrument related enquiries, please contact:

Ms Maphuti Madiga

Professional Officer: Human and Infrastructure Capacity Development (HICD).

Telephone: 012 481 4150

E-mail: maphuti.madiga@nrf.ac.za

For technical NRF online submission enquiries, please contact the NRF Support Desk during office hours from 08:00 to 16:30 from Monday to Friday.

Telephone: 012-481 4034

E-mail: supportdesk@nrf.ac.za