



Guidelines and Instructions for Applicants: Completing a Rating Application

Seven Steps

Call 2022

(Cut-off Date: Monday, 28 Feb 2022)

4 Oct 2021

Before you start **PAUSE:**



What do you need to READ before you start?

These are available as part of the call documents on the NRF Online Submission System or at the NRF Rating website <https://www.nrf.ac.za/rating>

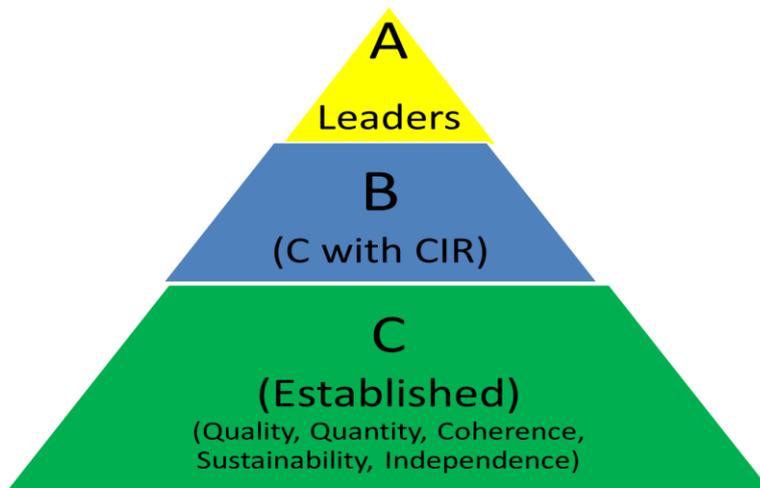
1. **Definitions of Rating Categories:** To see whether you are “ready” – benchmarking around the criteria for the C (quantity, quality, coherence, sustainability and conceptualisation) and eligibility for Y and P (see conceptual visualisation of categories in the figure below).
2. **Key Research Areas and Types of Research Outputs Boundaries and overlaps (KRAB):** Read in relation to number 1 above to see whether you have the outputs of importance for the primary panel you must select, also to assist you with selection of specialisations.
3. **Benchmarking document:** (see document 1 above and conceptual visualisation of rating categories in the figure below)
4. **Considerable International Recognition** (B-category which build on C, relevant for narrative fields, self-selected best five research outputs in the past eight years (2014-2021) and recommended institutional rating)
5. **Application Eligibility Types**
6. **Guidelines for Selection of Reviewers**
7. **Reviewer Response Template**

What do you need to have ready before you start?

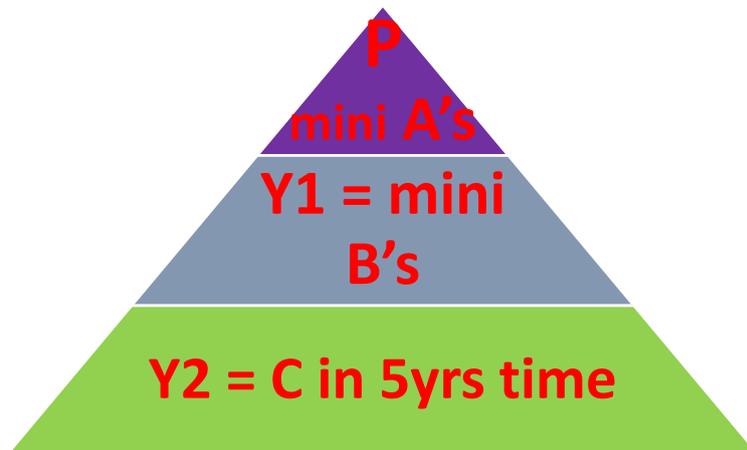
- Copy of your **ID** to upload under Registration Details
- Have to be registered on ORCID (see <https://orcid.org/>)
- Soft copies of your self-selected best five research outputs (see Step 5)
- MS Word document to write up **narrative fields sections** (e.g. self-assessment completed research and ongoing and planned research), in **MS Word** as this will allow you to spell/grammar-check your work and also prevent the system from logging you off if you have not been active.

Conceptualise the rating categories as follows (benchmarking around C)

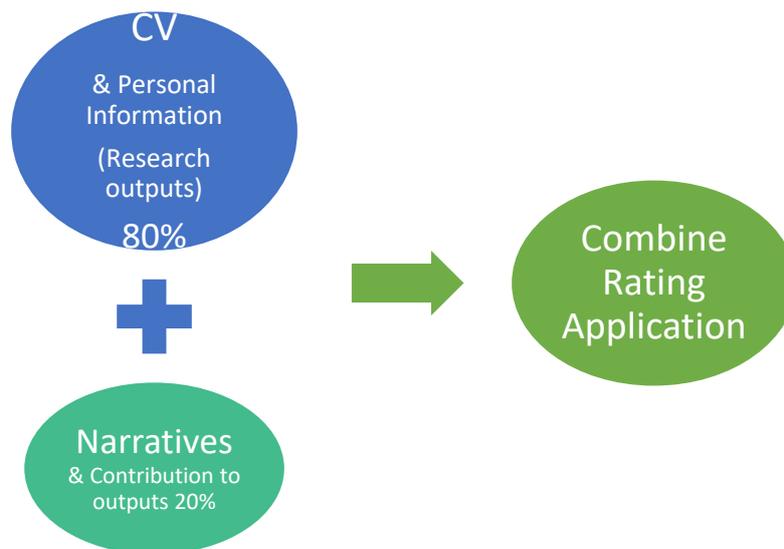
Established Researchers



Emerging Researchers



Conceptualise the Application process as follows:



Weightings

CV (50%)	Narratives 30%	Application 20%
<ul style="list-style-type: none"> • Registration Details • Contact Details • Qualifications • Career Profile • Research Expertise • Personal Profile • Research Outputs <ul style="list-style-type: none"> • Primary Outputs • Secondary Outputs • Patents 	<ul style="list-style-type: none"> • Additional Details/Information • Best Research Outputs in Last 8 Years • Attachments (of above) • Best Research Outputs from Student Supervision in Last 8 Years • Best Research Outputs Prior to Last 8 Years • Brief Description of Completed Research • Self-assessment of Research Outputs • Ongoing and Planned Future Research 	<ul style="list-style-type: none"> • Assessment Panel • Is your research interdisciplinary (IDR)? • Possible Reviewers • Excluded Reviewers • Synergy between CV and Narratives

Please note that you can update your **CV** at **any time** (even if a call is not open). The field of **“own contribution”** (see step 3 below) for every research output is, however, only part of the data fields to complete for a research output record **once you have created an application**. It is seen as a **rating application specific field** (see step 2 below).

Log in: <https://nrfs submission.nrf.ac.za>

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](#)

[Reset password.](#)

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

Open Funding Opportunities

-  CSIR Call for Proposals for 2022/2023 Rental Pool Programme
-  NRF Postgraduate Scholarships 2022
-  Rating Call 2022
-  Research Grants: General
-  Research Grants: International

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

[Step 1: Update CV \(My Details and My CV\) \(if call is not yet opened\)](#)

[Step 2: Create Application and complete Rating Application Specific Fields](#)

[Step 3: Add “Own Contribution” for multi-authored Research Outputs](#)

[Step 4: Complete Narrative Fields](#)

[Step 5: Select “Best Five” Research Outputs](#)

[Step 6: Attach copies of the “Best Five”](#)

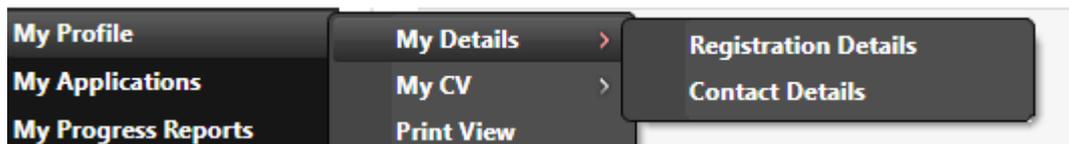
[Step 7: Select Primary Panel and Reviewers](#)

Step 1 Update CV (My Details and My CV)

Go to **“My Profile”** and update all the sections listed under **“My Details”**

Important tip for applicants who have **Contract Positions**:

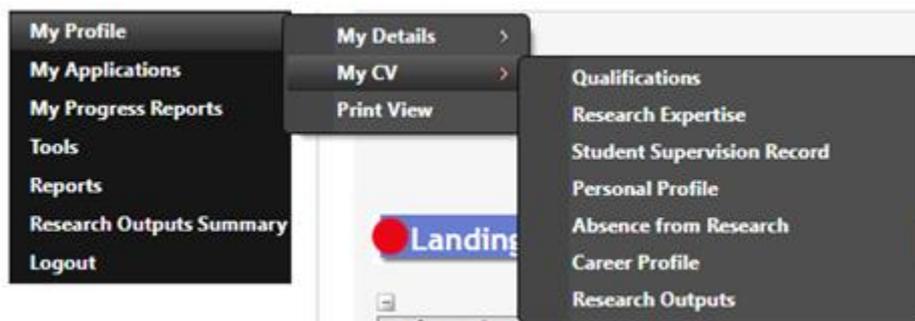
“I was prevented from proceeding to create an application since I have not changed my appointment dates on your system. It took me a few days to find out that I had to make these changes before I would be allowed in.”



[Registration Details](#)

[Contact Details](#)

Go to **“My CV”** and update/complete all the sections listed



NB for rating applications the sections on

- **“Student Supervision Record”** and
- **“Absence from Research”** are not necessary to complete as these fields do not form part of a rating application

[Qualifications](#)

[Research Expertise](#)

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[Primary outputs](#)

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[Other Significant Conference Outputs](#)

[Technical/Policy Reports](#)

[Products](#)

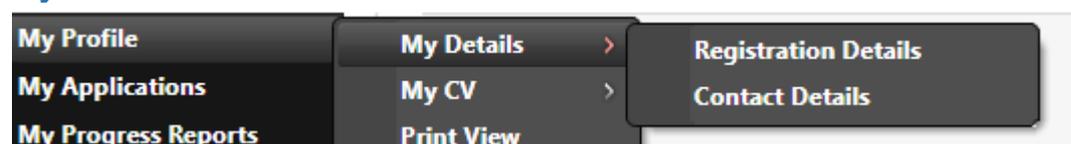
[Artefacts](#)

[Prototypes](#)

[Other Recognised Research Outputs](#)

[Books edited by Applicant](#)

My Details



Registration Details

Registration Details

Instructions

- An * at the end of a field label within a section denotes a compulsory field, and the section will not be saved unless these fields have been completed.
- 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 information icon (i) indicates a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
- **Ensure that the correct ID or passport document relevant to the ID/Passport Number provided above is uploaded. This document must be proof of the ID/Passport Number provided.**

Title	Prof	i *
Surname		*
Initials		*
First Name		*
Maiden Name/Previous Surname(s)		
Country Of Birth	South Africa	i *
South African Citizenship Status	<input checked="" type="radio"/> South African citizen <input type="radio"/> South African permanent resident <input type="radio"/> Non-South African citizen *	
ID Type	SA ID Number	*
ID/Passport Number		*
ID/Passport Document	<input type="text"/> Select	*
The NRF has embarked on corrective action activities and is obliged to reflect its investment by race		
Race	African	*
Gender	Female	*
Date of Birth	2000/01/01	*
Primary Email Address		*
Confirm Primary Email Address		*
Alternate Email Address		
Mobile Number		
Skype Contact		
Please tick for sms notifications	<input type="checkbox"/>	
Primary Telephone Number	Code () Number	*
Are you a full-time student?	<input type="radio"/> Yes <input checked="" type="radio"/> No *	
Current Organisation	National Research Foundation (NRF)	i New *

Contact Details

Contact Details

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 all compulsory fields in this section are complete and correct.
- The information icon (i) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.

Are you a full-time student? Yes No *

Organisation where based (i) *

Is this the organisation which funds your salary? Yes No *

Department/School/Institute *

Faculty

Work Postal Address (excluding department) *
 *

City/Town *

Code *

Primary Telephone Number Code () Number *

Fax Number Code () Number

Mobile Number

Please tick if you would like to receive SMS notifications

Primary Email Address *

Confirm Primary Email Address *

Alternate Email Address

Web Address

Country (i) *

Province/State

Please click on the arrow should your physical address be different to the work postal address. ▼

My CV

The screenshot shows the NRF Online interface. At the top, there is a header with the NRF logo (National Research Foundation) and RISA (Research and Innovation Support and Advancement). Below the header, there is a navigation menu on the left with options: My Profile, My Applications, My Progress Reports, Tools, Reports, Research Outputs Summary, and Logout. A sub-menu is open for 'My Applications', showing options: My Details, My CV, and Print View. Another sub-menu is open for 'My CV', showing options: Qualifications, Research Expertise, Student Supervision Record, Personal Profile, Absence from Research, Career Profile, and Research Outputs. Below the menu, there is a 'Landing' section with an 'Information' icon and a list of instructions. The first instruction is: 'The summary of applications listed below is for quick reference'. The second instruction is: 'In order to edit an application, go to My Applications'.

Qualifications

The screenshot shows the 'Qualifications' section in the NRF Online system. The section has a blue header with the title 'Qualifications'. Below the header, there is a section titled 'Instructions' with the following content:

- If you have completed, or are currently completing, a qualification, please provide the details of each qualification in this section.
- **Should your qualifications history have been migrated from a previous NRF Online system, please click on 'Edit' and check that all the fields have been completed and are correct.**
- Please click on 'ADD' or 'Add Another' to add a qualification.
- To edit a qualification which you have added, click on the "Edit" icon.
- The information icon (i) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
- In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
- **Note: Postdoctoral fellowships do not fall under Qualifications. Please capture these under Career Profile.**

Below the instructions, there is a table with the following columns:

Level	Degree/Diploma	Highest Qualification	Date Obtained	Edit	Delete
-------	----------------	-----------------------	---------------	------	--------

show.

List of Primary and Secondary Research Fields

Scientific Domain

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

©NRF Online Submission System

For rating applications it is extremely important to **add enough and detail level specialisations** as these appear in the letter of invitation to the reviewers. They will not bother to assess the application if it is not fields of interest to them.

Name of Degree/Diploma (e.g. PhD)

Title of Research Project

List of Primary and Secondary ResearchFields

- 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
Add *	

Institution

Full-time Yes No *

Distinction

Date of First Registration

Completed Yes No *

Career Profile

Career Profile

Instructions

- 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.
- Please click on 'Add' or 'Add Another' to add a position.
- **Postdoctoral fellowships must be captured here.**
- In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
- The information icon (i) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
- **For Rating Applications:**
 - **The current contract must still be valid at the closing date and institutions need to motivate the institutional benefits in terms of capacity building and/or student postgraduate training as well as the institutional commitment in terms of future support to enable the applicant to retain his/her association. They must provide some commitment (in the relevant block) that the association will still be in place two years after the rating becomes valid. Applications from researchers in these categories will be screened for validity of the claims before being processed according to the NRF Evaluation and Rating Eligibility Criteria (https://nrfs submission.nrf.ac.za/nrfmkij/LinkedDocuments/Reports/Eligibility_criteria_19_Sept_2019.docx) which must correspond with your selected eligibility type under the 'Application Information' screen (e.g. Permanent/fulltime, Contract (other) etc.).**
 - **Note:**Should you hold more than one current contract position then additional information in the section "Application Information" will need to be completed.

Position	Organisation	From	To	Current Position	Edit	Delete
Professional Officer Support Desk	National Research Council	1991/07	N/A	Yes		

Add Another
Return to Menu

Contract Position

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	<input style="width: 95%;" type="text"/> * i
Organisation	<input style="width: 95%;" type="text"/> *
Sector	<input style="width: 95%;" type="text" value="Select an option"/> *
Type	<input style="width: 95%;" type="text" value="Contract"/> *
Full-time	<input checked="" type="radio"/> Yes <input type="radio"/> No *
Appointed From	<input style="width: 95%;" type="text"/> calendar icon *
Current	<input checked="" type="radio"/> Yes <input type="radio"/> No *
Appointed To	<input style="width: 95%;" type="text"/> calendar icon *

Save
Cancel

Permanent Position

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	<input type="text"/>	*	?
Organisation	<input type="text"/>	*	
Sector	<input type="text" value="Select an option"/>	*	
Type	<input type="text" value="Permanent"/>	*	
Full-time	<input checked="" type="radio"/> Yes <input type="radio"/> No	*	
Appointed From	<input type="text"/>	*	
Current	<input checked="" type="radio"/> Yes <input type="radio"/> No	*	

Personal Profile

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	<input type="text"/>
-------------	----------------------

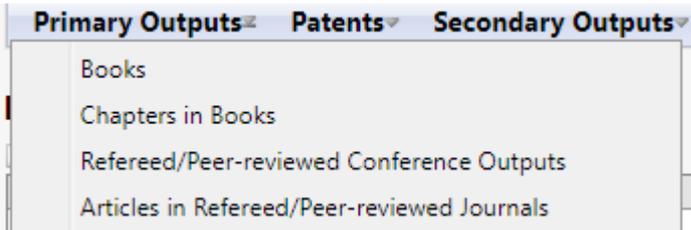
Research Outputs

Research Outputs

Instructions

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

Primary Outputs ▾ **Patents** ▾ **Secondary Outputs** ▾



Primary Outputs

Books

Books

Instructions

- Please click on 'Add' or 'Add Another' to add output records to the list.
- In order to edit an existing output, click on the 'Edit' button next to the relevant record.
- Click on the 'Delete' button on the right-hand side of the data grid to delete a record.
- In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
- Applicant's contribution could address the following:
 - Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article, corresponding author and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)
- 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.
- Please see the [NRF Statement on Predatory Journals and Deceptive Publishers](#) as well as the joint Statement on Ethical Research and Scholarly Publishing Practices
- If you have a DOI please indicate accordingly. However, should you not have a DOI then please indicate Not Applicable or N/A as this is a compulsory field.
- **For Rating Applications:**
 - Important issues regarding research outputs**
 - It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date is defined as **1 January 2013 to 31 December 2020**.
 - A separate entry must be completed for each research output.
 - **All authors should be listed in the field 'All Authors in Order Appearing on Output. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.**

Title of Book	Year	Edit	Delete
No records to display.			

☰ **Book Record**

+ Instructions...

ISSN/ISBN Number

Title of Book

All Authors in Order Appearing on Output

Status

Editor

Publisher

Applicant's Contribution

DOI

500 characters left.

1000 characters left.

Select an option ▼

1000 characters left.

Chapters in Books

Chapters in Books

- ☰ Instructions

 - Please click on "ADD" or "Add Another" to add output records to the list.
 - In order to edit an existing output, click on the "Edit" button next to the relevant record.
 - Click on the "Delete" button on the right-hand side of the data grid to delete a record.
 - In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
 - Applicant's contribution could address the following:
 - Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)
 - 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.
 - Please see the [NRF Statement on Predatory Journals and Deceptive Publishers](#) as well as the joint Statement on Ethical Research and Scholarly Publishing Practices
 - If you have a DOI please indicate accordingly. However, should you not have a DOI then please indicate Not Applicable or N/A as this is a compulsory field.
 - **For Rating Applications: In order for the outputs selected to appear on the application, click on "Save". If this is not done, the records will not appear in the Print Preview/PDF.**
 - For Rating Applications:

Important issues regarding research outputs

 - It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, for the current closing date, is defined as **1 January 2014 to 31 December 2021**.
 - A separate entry must be completed for each research output.
 - **All authors should be listed in the field 'All Authors in Order Appearing on Output. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.**

Chapters in Book Record

Instructions...

ISSN / ISBN Number

Title of Book 500 characters left.

Title of Chapter 500 characters left.

All Authors in Order Appearing on Output 1000 characters left.

Status *

Applicant's Contribution

Applicant's Contribution 1000 characters left.

DOI *

Editor *

Publisher *

Refereed/Peer-reviewed Conference Outputs

Refereed/Peer-reviewed Conference Outputs

Instructions

- Please click on "Add" or "Add Another" to add output records to the list.
- In order to edit an existing output, click on the "Edit" button next to the relevant record.
- Click on the "Delete" button on the right-hand side of the data grid to delete a record.
- In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.
- Applicant's contribution could address the following:
 - Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article, corresponding author and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)
- 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.
- Please see the [NRF Statement on Predatory Journals and Deceptive Publishers](#) as well as the joint Statement on Ethical Research and Scholarly Publishing Practices
- **For Rating Applications:**
 - Important issues regarding research outputs**
 - It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date is defined as **1 January 2014 to 31 December 2021**.
 - A separate entry must be completed for each research output.
 - **All authors should be listed in the field 'All Authors in Order Appearing on Output. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.**

City/Country 1000 characters left.

Refereed/Peer-reviewed Conference Output Record

Instructions...

ISSN / ISBN Number

Title of Proceeding

Title of Contribution

Title of Conference, if not the same as the Proceeding

All Authors in Order Appearing on Output

Status

Applicant's Contribution

City/Country 1000 characters left.

Articles in Refereed/Peer-reviewed Journals

Articles in Refereed/Peer-reviewed Journal 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 use this as the format for all authors: Langa, A.A.**
- The Harvard method of referencing outputs should be used (see below for examples):
 - If there are **two or three authors**, list them all in order with commas separating each of them, except the last one, which is preceded by 'and' e.g. Langa, A.A., Singh, A.B. and Botha, A.C. **Do not use an & sign.**
 - If there are **four or more authors**, list authors to a maximum of eight in the author list. Add 'et al.' or 'and others' after the eighth author. For **outputs produced by a group**, mention the group's name, e.g. ATLAS Collaboration.
- Please **do not** put a **hard return** between the names of each author (i.e. each name on a separate line), but separate each name with a comma, see example given above.
- Please see the [NRF Statement on Predatory Journals and Deceptive Publishers](#) as well as the joint Statement on Ethical Research and Scholarly Publishing Practices
- If you have a DOI please indicate accordingly. However, should you not have a DOI then please indicate Not Applicable or N/A as this is a compulsory field.
- **Where more than one person has contributed to the research outputs you have listed you must describe your own contribution (applicant's contribution) to the team effort in this section. A percentage (%) of your contribution can also be included in the narrative. (Reviewers need to have this information as this is an evaluation of individual researchers.)**
- Possible examples of applicant's contribution could address the following:
 - Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article, corresponding author and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)
- **For rating applicants: NB: Only published outputs will be accepted. Should a Status of 'In Press' (draft manuscript), 'Accepte', '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 8 years or one of the 10 best outputs from the period prior to the last 8 years.**

Articles in Refereed/Peer-reviewed Journal Record

last 8 years.

ISSN / ISBN Number

Title of Article *
800 characters left.

Title of Journal *
300 characters left.

Volume

All Authors in Order Appearing on Output *
1000 characters left.

Status *

Publisher *
150 characters left.

DOI *

Save Cancel

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.
- The information icon (i) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
- **For rating applications: Only 'granted' status will show on the rating application**
- Also include whether the patent is a Utility, Design or Plant patent in the description section.
- Insert a URL to a website where the full patent application can be accessed (e.g. off your personal web page). A PCT application is often a good option.

Patents (+)

Secondary Outputs

- Keynote/Plenary Addresses
- Articles in Non-refereed/Non-peer Reviewed Journals
- Other Significant Conference Outputs
- Technical/Policy Reports
- Products
- Artefacts
- Prototypes
- Other Recognised Research Outputs
- Books edited by Applicant

Secondary Outputs

Keynote/Plenary Addresses (please do not select Keynotes as one of your best five)

Keynote/Plenary Addresses

Instructions
<ul style="list-style-type: none">◦ Please click on "Add" or "Add Another" to add output records to the list.◦ In order to edit an existing output, click on the "Edit" button next to the relevant record.◦ Click on the "Delete" button on the right-hand side of the data grid to delete a record.◦ In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.◦ Applicant's contribution could address the following:<ul style="list-style-type: none">◦ Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)◦ 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.◦ Please see the NRF Statement on Predatory Journals and Deceptive Publishers as well as the joint Statement on Ethical Research and Scholarly Publishing Practices◦ If you have a DOI please indicate accordingly. However, should you not have a DOI then please indicate Not Applicable or N/A as this is a compulsory field.◦ For Rating Applications: In order for the outputs selected to appear on the application, click on "Save". If this is not done, the records will not appear in the Print Preview/PDF.◦ For Rating Applications: Important issues regarding research outputs<ul style="list-style-type: none">◦ It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date, is defined as 1 January 2014 to 31 December 2021.◦ A separate entry must be completed for each research output.◦ All authors should be listed in the field 'All Authors in Order Appearing on Output. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.

Articles in Non-refereed/Non-peer Reviewed Journals

Articles in Non-refereed/Non-peer Reviewed Journals

Instructions
<ul style="list-style-type: none">◦ Please click on "Add" or "Add Another" to add output records to the list.◦ In order to edit an existing output, click on the "Edit" button next to the relevant record.◦ Click on the "Delete" button on the right-hand side of the data grid to delete a record.◦ In order to sort the records in the grid below, click on the column heading. The default sort order is descending but when clicking the column heading again, it will sort the records in ascending order.◦ Applicant's contribution could address the following:<ul style="list-style-type: none">◦ Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)◦ 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.◦ Please see the NRF Statement on Predatory Journals and Deceptive Publishers as well as the joint Statement on Ethical Research and Scholarly Publishing Practices◦ If you have a DOI please indicate accordingly. However, should you not have a DOI then please indicate Not Applicable or N/A as this is a compulsory field.◦ For Rating Applications: In order for the outputs selected to appear on the application, click on "Save". If this is not done, the records will not appear in the Print Preview/PDF.◦ For Rating Applications: Important issues regarding research outputs<ul style="list-style-type: none">◦ It is important to note that the assessment period for which research outputs will be considered for evaluation is 8 years, which, for the current closing date, is defined as 1 January 2014 to 31 December 2021.◦ A separate entry must be completed for each research output.◦ All authors should be listed in the field 'All Authors in Order Appearing on Output. Note: Author(s): This includes biographer/creator/inventor/designer/artist/composer etc.

Article in Non-refereed/Non-peer Reviewed Journal Record	
Title Of Article	<input type="text"/> 800 characters left.
Title of Journal	<input type="text"/> 300 characters left.
Volume	<input type="text"/>
All Authors in Order Appearing on Output	<input type="text"/>
Status	1000 characters left. <input type="text" value="Select an option"/>
Publisher	<input type="text"/>
Applicant's Contribution	150 characters left. <input type="text"/>
Page From	1000 characters left. <input type="text"/>
Page To	<input type="text"/>
DOI	<input type="text"/>

Other Significant Conference Outputs

Other Significant Conference Outputs

Instructions

- Please click on "Add" or "Add Another" to add output records to the list.
- In order to edit an existing output, click on the "Edit" button next to the relevant record.
- Click on the "Delete" button on the right-hand side of the data grid to delete a record.
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Other Significant Conference Output Record

Title of Proceeding	<input type="text"/>	800 characters left.
Title of Conference, if not the same as the Proceeding	<input type="text"/>	800 characters left.
Title of Contribution	<input type="text"/>	300 characters left.
All Authors in Order Appearing on Output	<input type="text"/>	1000 characters left.
Status	<input type="text" value="Select an option"/>	
Applicant's Contribution	<input type="text"/>	1000 characters left.
Page From	<input type="text"/>	
Page To	<input type="text"/>	
City/Country	<input type="text"/>	

Technical/Policy Reports

Technical/Policy Reports

Instructions

- Please click on "Add" or "Add Another" to add output records to the list.
- In order to edit an existing output, click on the "Edit" button next to the relevant record.
- Click on the "Delete" button on the right-hand side of the data grid to delete a record.
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Technical/Policy Report Record

Instructions...

Title of Report/Policy Study *
800 characters left.

Publisher *
500 characters left.

Commissioned By *

All Authors in Order Appearing on Output *
1000 characters left.

Status *

Applicant's Contribution *
1000 characters left.

Products

Products

Instructions

- Please click on "ADD" or "Add Another" to add output records to the list.
- In order to edit an existing output, click on the "Edit" button next to the relevant record.
- Click on the "Delete" button on the right-hand side of the data grid to delete a record.
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Product Record

Instructions...

Description

2500 characters left.

All Authors in Order Appearing on Output

1000 characters left.

Status

Applicant's Contribution

1000 characters left.

Artefacts

Artefacts

Instructions

- Please click on "Add" or "Add Another" to add output records to the list.
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Artefact Record

Instructions...

Description 2500 characters left.

All Authors in Order Appearing on Output 1000 characters left.

Status *

Applicant's Contribution 1000 characters left.

Prototypes

Prototypes

Instructions

- Please click on "Add" or "Add Another" to add output records to the list.
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Prototype Record

Instructions...

Description *
2500 characters left.

All Authors in Order Appearing on Output *
1000 characters left.

Status *

Applicant's Contribution *
1000 characters left.

Other Recognised Research Outputs

Other Recognised Research Outputs

Instructions

- Please click on "ADD" or "Add Another" to add output records to the list.
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- For Rating Applications:
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Other Recognised Research Output Record

Instructions...

Description *
800 characters left.

All Authors in Order Appearing on Output *
1000 characters left.

Status *

Applicant's Contribution *
1000 characters left.

Books edited by Applicant

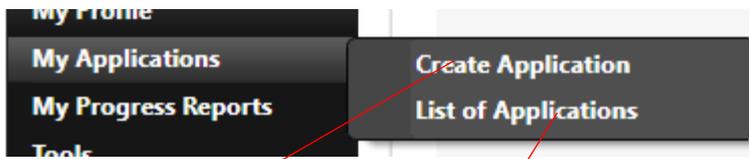
Books edited by Applicant

Instructions

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Books edited by Applicant Record	
ISSN / ISBN Number	<input type="text"/>
Title of Book	<input type="text"/> 500 characters left.
Title of Chapter	<input type="text"/> 500 characters left.
All Authors in Order Appearing on Output	<input type="text"/> 1000 characters left.
Status	<input type="text" value="Select an option"/>
Applicant's Contribution	<input type="text"/>
DOI	<input type="text"/>
Editor	<input type="text"/>
Publisher	<input type="text"/>

Step 2: Create Application and complete Rating Application Specific Fields



Create Application

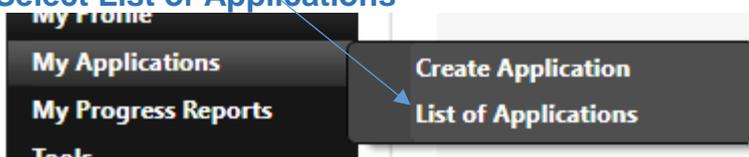
Instructions

- 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. These documents can be accessed at <https://www.nrf.ac.za/funding/framework-documents>.
- Ensure that you complete or update your CV. This is very important as applications without an updated CV will not be considered.
- Please ensure that you update your CV before creating a application/progress report to ensure that the latest information reflects on the progress report.**

>	Funding Category	Create
	NRF Postgraduate Scholarships	
>	Research Grants: General	
>	Research Grants: International	

Non-Funding Calls		Open Date	Closing Date	Create
CSIR Call for Proposals for 2022/2023 Rental Pool Programme		14 September 2021	29 October 2021	
Rating Call 2022		05 October 2021	28 February 2022	

Select List of Applications



Then go to edit

List of Applications

Instructions...

Funding Category	Funding Opportunity	Reference	Applied Date	Status	Complete	Edit	Delete
Rating	Rating Call 2022	RA211005643573	05 Oct 2021	Application in progress			

CV –sections that will migrate when rating application has been created.

Edit Application

Instructions

- The online application is a time-consuming process, and it is recommended that you set aside more than sufficient/adequate time for compiling the application. The application can be completed in more than one session - remember to **click on save after each entry**.
- **Strictly adhere to your institution's internal closing date for submission of applications, as it will be prior to the NRF's closing date.**
- 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 a compulsory field, and the section will not be saved unless all compulsory fields have been completed.
- An * at the end of a **screen** denotes a compulsory screen; it is not possible to final submit the application unless all compulsory screens have been completed.
- **The 'Final Submit' button will be activated once all compulsory fields are complete.**
- A timeout will appear when there is no activity on the system for 25 minutes. Click on the refresh button (in the popup box) for continuation/completion of the application. When clicking on the close button the system will close.
- Click on the SAVE button to save information before clicking on RETURN TO MENU, otherwise all captured data will be lost.
- **An ERROR message appearing signifies that fields are incomplete. Address the errors and save as unsaved information will be lost.**
- A section marked with a cross (✘) in the 'Complete' column indicates that the section is incomplete or needs to be checked for completeness/correctness of information. Should the section be compulsory this will be indicated by an asterisk (*) at the end of a section. Click on the Edit icon (✎) and check/complete the section and then 'SAVE'. The ✘ will change to a ✓ to indicate that the section is complete/has been updated. The date in the 'Date Updated' column will change to the date the update was made.
- Please update all incomplete records in CV sections marked as incomplete, for example, Qualifications and Career Profile:
For Qualifications, check that a highest qualification has been selected, that no date field defaults to 1945, and that there is a Field of Study specified.
- For Career Profile, check that no date field defaults to 1945.
- **Please ensure that you have read all the Call Information Documents and abide by the eligibility rules, especially regarding Possible Reviewers and References required. Applicants will be penalised for not providing the required information for the relevant funding opportunity.**
- Due to potential international review of applications and progress reports, the NRF requires that all applications and progress reports be completed in English. For the COVID-19 Africa Rapid Grant Fund applications will be accepted in English or French.
- **Ensure that you complete or update your CV. This is very important as applications without an updated CV will not be considered.**

Edit Application

Instructions...

Section	Complete	Date Updated	Edit
NRF Call Information Documents (Please read before starting this application)			
ORCID *	✘	05 Oct 2021	✎
Application Information *	✘	05 Oct 2021	✎
Registration Details *	✘	05 Oct 2021	✎
Contact Details *	✘	05 Oct 2021	✎
Qualifications *	✘	05 Oct 2021	✎
Career Profile *	✓	08 Nov 2019	✎
Research Expertise *	✘	05 Oct 2021	✎
Personal Profile	✓	26 Apr 2006	✎
Research Outputs	✘	05 Oct 2021	✎
Books	✘	05 Oct 2021	✎
Articles in Refereed/Peer-reviewed Journals	✘	05 Oct 2021	✎
Chapters in Books	✘	05 Oct 2021	✎
Refereed/Peer-reviewed Conference Outputs	✘	05 Oct 2021	✎
Patents	✘	05 Oct 2021	✎
Keynote/Plenary Addresses	✘	05 Oct 2021	✎
Articles in Non-refereed/Non-peer Reviewed Journals	✘	05 Oct 2021	✎
Other Significant Conference Outputs	✘	05 Oct 2021	✎
Technical/Policy Reports	✘	05 Oct 2021	✎
Products	✘	05 Oct 2021	✎
Artefacts	✘	05 Oct 2021	✎
Prototypes	✘	05 Oct 2021	✎
Other Recognised Research Outputs	✘	05 Oct 2021	✎
Books edited by Applicant	✘	05 Oct 2021	✎

These fields are rating specific

Evaluation and rating of individual researchers 2022

- Important Note:
In order to restrict the length of applications, researchers have the option of being selective when including outputs in their application for rating. Outputs from the CV can be 'de-selected' from appearing on the application so that only significant published outputs that may be assessed by your reviewers as enhancing your research status will be included. In order to de-select the outputs you wish to omit from your application for rating please do the following:
 - Select the output type
 - Remove the tick in the Application Record box next to the output(s) you wish to de-select
 - Click on Save Application Records link
 - Click OK on the pop-up message and then click on Return to Menu link
- Repeat the process for each output type you wish to exclude in the application for rating.
- * Note: This does not apply to patents. Only patents with a **granted** status will be displayed in the rating application.

In order for the outputs selected to appear on the application, click on "Confirm Application Records". If this is not done, the records will not appear in the Print Preview/PDF.

Application Information *	✓	17 Sep 2020	✎
Additional Details/Information	✗	05 Oct 2021	✎
Best Research Outputs in Last 8 Years *	✗	05 Oct 2021	✎
Best Research Outputs from Student Supervision in Last 8 Years	✗	05 Oct 2021	✎
Best Research Outputs Prior to Last 8 Years	✗	05 Oct 2021	✎
Brief Description of Completed Research *	✗	05 Oct 2021	✎
Self-assessment of Research Outputs *	✗	05 Oct 2021	✎
Ongoing and Planned Future Research *	✗	05 Oct 2021	✎
Assessment Panel *	✗	05 Oct 2021	✎
Is your research interdisciplinary (IDR)? *	✗	05 Oct 2021	✎
Feedback *	✗	05 Oct 2021	✎
Possible Reviewers *	✗	05 Oct 2021	✎
Excluded Reviewers	✗	05 Oct 2021	✎
Attachments *	✗	05 Oct 2021	✎
Checklist for Attachments *	✗	05 Oct 2021	✎
Print Preview	i	05 Oct 2021	🖨

ⓘ

Application Information

Application Information

Instructions

- The full instructions and guidelines for completion of the application are available in the NRF Call Information Documents section as well as on the Reviews and Evaluation website (<http://www.nrf.ac.za/rating>).
- 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. Should the address not wrap, please use the tiny/short URL link on the internet (<http://tinyurl.com/> or <http://www.shorturl.com/>) to generate a smaller URL which can then be inserted in the web address field.
- **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.
- Please see the [NRF Statement on Predatory Journals and Deceptive Publishers](#) as well as the joint Statement on Ethical Research and Scholarly Publishing Practices.
- If you have a DOI please indicate accordingly. However, should you not have a DOI then please indicate Not Applicable or N/A as this is a compulsory field.
- For a dual affiliation the Name of secondary organisation must be a compulsory field on this screen.

Closing Date 2022/02/28

Institution Submitting Application
 ⓘ *
[Rating application types](#)

Type of Evaluation Application New

Do you agree with the information displayed above?
 Yes No

Eligibility Type
 ⓘ *

Additional Details / Information

Additional Details / Information

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.
- Where possible please include a website address or a link to your CV where your complete list of research outputs may be viewed. Should the address not wrap, please use the tiny/short URL link on the internet (<http://tinyurl.com/> or <http://www.shorturl.com/>) to generate a smaller URL which can then be inserted in the web address field.
- Where possible, please provide the h-index (and the date this information was drawn) from the databases listed below. (The h-index "gives an estimate of the importance, significance, and broad impact of a scientist's cumulative research contributions". Quoted from Hirsch, J. E. (2005). An index to quantify an individual's scientific research output. Proceedings of the National Academy of Sciences, 102(46), 16569-16572)

Web of Science h-index	<input type="text"/>
Date drawn	<input type="text" value="CCYY/MM/DD"/> <input type="button" value="Calendar"/>
Scopus h-index	<input type="text"/>
Date drawn	<input type="text" value="CCYY/MM/DD"/> <input type="button" value="Calendar"/>
Google h-index	<input type="text"/>
Provide the relevant link	<input type="text"/>
Date drawn	<input type="text" value="CCYY/MM/DD"/> <input type="button" value="Calendar"/>

Step 3: Add “Own Contribution” for multi-authored Research Outputs (only if you updated your CV first and have migrated the information when opening a new application)

If you click on **edit** for any of the research outputs that you have migrated from your CV you will notice that a **new field called “own contribution” now appears**. This is rating specific and very important:

- Applicant's contribution could address the following:
 - Applicant's contribution could address for example, the following: conceptualised idea for research, lead author writing up of article, corresponding author and Project leader/budget owner. (Please do not cut and paste these examples for all your outputs.)

Collaboration and Contributions to Multi-Authored Research Outputs

Where **more than one person** has contributed to the research outputs you have listed you must describe your own contribution (applicant's contribution) to the team effort in this section. A percentage (%) of your contribution can also be included in the narrative.

Reviewers need to have this information as this is an evaluation of an individual researcher.

Possible **examples** of applicant's contribution could (i.e. not restricted to) address the following or a mix of the following:

- Conceptualised idea for research
- Methodology
- Project administration
- Supervision of postgraduate student
- Formal analysis
- Investigation
- Writing (review and editing)
- Writing (original draft)
- Data curation
- Validation
- Lead and/or Corresponding Author
- Funding acquisition

- Project leader/budget owner

NB – You will not be able to “Final Submit” unless these fields are completed for every research output

Step 4: Complete Narrative Fields

Best Research Outputs from Student Supervision in Last 8 Years

Best Research Outputs from Student Supervision in Last 8 Years	
<input type="checkbox"/>	
Instructions	
<ul style="list-style-type: none">◦ A succinct narrative of accomplished research emphasising only achievements over the last eight years (i.e. 1 January 2014 – 31 December 2021), 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 <u>11 000 characters including spaces</u> (equivalent to two A4 pages). Note: Carriage returns are counted as two characters.◦ The Brief description of completed research should be similar to writing a review of your work and the progress of findings (like in a journal review or introduction/background in an article). Citations, invitations etc. can be included here as you are describing the research but not the roles of the individuals involved.	
Description	

Brief Description of Completed Research

Brief Description of Completed Research	
<input type="checkbox"/> Instructions	
<ul style="list-style-type: none">◦ A succinct narrative of accomplished research emphasising only achievements over the last eight years (i.e. 1 January 2014 – 31 December 2021), 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 <u>11 000 characters including spaces</u> (equivalent to two A4 pages). Note: Carriage returns are counted as two characters.◦ The Brief description of completed research should be similar to writing a review of your work and the progress of findings (like in a journal review or introduction/background in an article). Citations, invitations etc. can be included here as you are describing the research but not the roles of the individuals involved.	
Description	

Self-assessment of Research Outputs

Self-assessment of Research Outputs	
<input type="checkbox"/> Instructions	
<ul style="list-style-type: none">◦ 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.◦ Use this opportunity to use the first person and to describe the role that you played in the work.◦ 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 <u>5 500 characters including spaces</u> (equivalent to one A4 page). Note: Carriage returns are counted as two characters.	
Description	

Ongoing and Planned Future Research

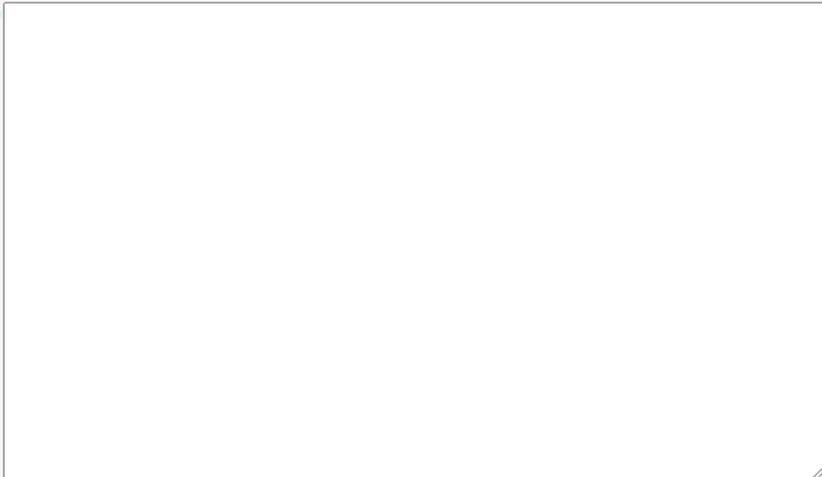
Ongoing and Planned Future Research



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



Step 5: Select “Best Five” Research Outputs

Refer to documents

1. Definitions of Rating Categories
2. Key Research Areas and Types of Research Outputs Boundaries and overlaps (KRAB)
3. Considerable International Recognition

Important:

- Please do **NOT** select **Keynotes** or **PowerPoint** presentations as they are not considered to be peer-reviewed research outputs – they are rather to be referred to in the narrative sections as testimony to peer recognition.
- Do take care when you select them as they are to provide the reviewer with evidence of **quality** (both the research and publication outlets), **independence** (your own contribution to the research output must be significant), **sustainability** (not all from the same year); **conceptualisation** (the utilisation of appropriate research methods; assessment of research findings (literature consulted; substantiation of conclusions etc.) and **coherence**.

Best Research Outputs in Last 8 Years

Instructions

- New outputs cannot be added on this screen, please go to the relevant section on either the application progress screen or the research outputs link in the 'My CV' section of the online system to add another output, then return to this section. Select not more than five outputs that you consider to be your best during the assessment period and click on the "Add" button.
- For each of these selected entries, give brief reasons, in no more than one or two sentences (± 800 characters, including spaces), for your choice. For example: 115 citations since 2001; a novel method or new direction in the field; invited to deliver keynote addresses in Chicago and London on these research findings; top-ranked journal in the field with an impact factor of 3.25; most prestigious conference in my field; exhibited in major galleries around the world, etc.
- A list of the selected outputs, with the motivation will be displayed in the section 'Best research outputs in last 8 years'.
- **Copies of the five best outputs must be included with the application. Please go to the 'Attachments' section on the Edit Application screen and upload the five best research outputs in the last 8 years selected in this section. (Please note: No other attachments may be added under the attachments section except copies of the five best outputs. If the title of the research outputs and the uploaded outputs do not correspond, your application will be rejected.)**
- 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.
- However, if any of your best outputs in the last eight years is larger than 4MB, please upload it using the link <http://filesend.nrf.ac.za>. When completing the filesend screen, you can choose when the document must expire and it would be appreciated if you select an expiry date of a month from the dropdown list. You can also set a password but please don't do this! Please put the email (jelka.monvella@nrf.ac.za) into the 'SEND to' box. These outputs will not show on the application but will be stored on the NRF server and will be accessible to reviewers when the application is sent out for review. If you may experience any difficulties with the system please click on the [Support](#) button (at the top right-hand side of the screen).

- 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" 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 for each output selected as one of the five best. Click on "Save and return to menu" to save the outputs and the motivation.

Research Output Records		# Selected
> Patents		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
> Books		0
> Chapters in Books		0
> Refereed/Peer-reviewed Conference Outputs		0
> Articles in Refereed/Peer-reviewed Journals		0
> Books edited by Applicant		0

Year	Output Type	Title/Description	Motivation	Priority	Priority Up	Priority Down	Delete
No records to display.							

©NRF Online Submission System

Best Research Outputs prior to Last 8 Years (please complete this section to showcase your highlights from the period **before 2014**)

●
Best Research Outputs Prior to Last 8 Years

Instructions

- If you have research outputs preceding 2012, your rating application will be enhanced if you provide reviewers with some indication about the best work which you have done in this period. You are given the opportunity to provide up to **ten** research outputs which you consider your best before **2013**.
- These outputs need to have been captured in the relevant section(s) **on the CV** in order for them to appear in the section 'Best research outputs prior to the last eight years'.
- Once you have added the research outputs in the respective sections, click on the link 'Best research outputs prior to the last eight years'.
- 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"** 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.

- 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"** 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**.
- Click on "Save and return to menu" to save the outputs.

Research Output Records		# Selected
> Patents		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

Step 6: Attach copies of the “Best Five”

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.**
- Please **do not** upload a copy of your ID document of passport under this section. This is done under Registration Details.
- 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. **(For rating applications, please see specific instructions in this section of the rating application.)**
- 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).

Title of Article	Year	Remove
Scalar thickening: Wildlife Ma...	2012	-
Property rights, land tenure a...	2012	-

Evaluation and rating of individual researchers 2021

- Please upload copies of your five best research outputs (please do not combine all five in one file) captured in the section 'Best research outputs in the last 8 years' here. For printed research outputs, please upload the smallest size PDF output (i.e. not one with links and colour illustrations which increases the size of the file unnecessarily).
- Please click on the "View" link to each attachment and ensure that the attachment opens properly. Please ensure that the title of each research output correlates with the "description" above as well as the "name of the file" (e.g. "A hybrid neuro-fuzzy power prediction system for wind energy" (**Description, Title of output and File name should be the SAME**). This is important as the reviewers must indicate that they have read your self-selected best five research outputs. It might affect reviewer responded if the title of the article uploaded and the one attached differs. Should these two sections not correspond your application will be considered as incomplete/inaccurate (see section on Declaration on the online application).
- If any of your best outputs in the last eight years is larger than 4MB, please upload it using the link <http://filesend.nrf.ac.za>. When completing the filesend screen, you can choose when the document must expire and it would be appreciated if you select an expiry date of a month from the dropdown list. You can also set a password but please don't do this! Please put the email (jelka.monvela@nrf.ac.za) into the 'SEND to' box. These outputs will not show on the application but will be stored on the NRF server and will be accessible to reviewers when the application is sent out for review."
- For research outputs that are not available in an **up-loadable** format (e.g. a music performance/patents/ products, etc.), applicants are requested to upload a short **framing document** (this document should explain the conception of the research output, its practical context and the theoretical concerns informing it and how it contributes to fresh/new understanding). The document could include references to websites, review documents etc. that will enable prospective reviewers to understand the context of the research output.
- **Note: By submitting an output to the NRF with a copyright not owned by the author, the author warrants that the necessary permission has been obtained from the copyright owner to allow the NRF to place outputs in the public domain. 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.**

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

How to attach a document

Please ensure that the naming of the i) attachments and the ii) actual soft copies uploaded here are the same as those of the iii) records in the application of the self-selected “best five”. These documents are proxies for the quality of your research if the reviewer are not familiar with your work Refer to Reviewer Response Template.

For example:

Record

Best Research Outputs in Last 8 Years

Output Type	Articles in Refereed/Peer-reviewed Journals
ISSN/ISBN Number	992240
Title of Article	Distribution of Indigenous Bacterial Pathogens and Potential Pathogens Associated with Roof-Harvested Rainwater.
Title of Journal	Applied and Environmental Microbiology
Volume	69(7)

Naming of Attachment

Attachments

Description	Distribution of indigenous bacterial pathogens and potential pathogens associated with roof-harvested rainwater
Document Type	Supporting document
File Name	Applied and Environmental Microbiology-2014-Dobrowsky-2307 full.pdf

Filename of document to be uploaded:



Distribution of Indigenous Bacterial Pathogens and Potential Pathogens Associated with Roof-Harvested Rainwater

If the documents uploaded **differ** from those you selected as your “best five” it might be interpreted as a **misrepresentation** by the peer reviewers as they are obliged to indicate that they have read them

The screenshot shows a web interface titled "Attachment Record". It contains a section for "Instructions" with several bullet points: "Capture an appropriate Description.", "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.", and "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).". Below the instructions is a section for "Evaluation and rating of individual researchers 2021" with a bullet point: "Please ensure that the title of each research output correlates with the description e.g. title of article.". The main part of the interface is a table titled "Edit/Re-upload Document Record". The table has two columns: "Document Description" and "Document Type". The first row shows "machine" with an edit icon and a help icon. The second row shows "Supporting document". The third row shows "Rating Call 2020.pdf". Below the table is a form with fields for "Description", "Document Type", and "Document Location". The "Description" field is empty. The "Document Type" field is a dropdown menu with "Select an option" selected. The "Document Location" field has a "Choose File" button and "No file chosen" text. At the bottom of the form are "Upload" and "Cancel" buttons.

Step 7: Select Primary Panel and Reviewers

Refer to **Key Research Areas and Types of Research Outputs Boundaries and overlaps (KRAB)**

Assessment Panel

Instructions

- **At least one assessment panel** (and a maximum of three assessment panels in order of priority) **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 2020 Sept 2019](#)' 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'
- Please indicate the most appropriate choice amongst the assessment panels listed by using the 'Update Order' function. Use the icon and to move your selection higher or lower in the order.
- **The panel selected as the first choice will be the primary panel to handle the application. If, however, the Specialist Committees decide amongst themselves that your application will be better served by another one of the three listed panels, they retain the right to refer your application without asking for consent. If, however, they wish to refer it to one of the panels not listed by you, your permission for this referral will be requested.**
- If your research is interdisciplinary or you are unsure of your primary panel please refer to the section entitled Is your research interdisciplinary (IDR)?
- It must be noted that applications will be evaluated by one primary 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 your application will be better suited by being referred to another panel not listed by you as one of the three listed panels, the applicant and employing institution will be advised of this and given the opportunity to agree/disagree with the movement of the application to the recommended panel.

Panel	Priority	Priority Up	Priority Down	Delete
Communication, Media Studies, Library and Information Sciences	1			

Add Another

Suggested Panel:

test

Is your research interdisciplinary (IDR)?

Instructions

- The NRF endorses and accepts the [Global Research Council Statement of Principles on Interdisciplinarity](#)
- In order to assist the Specialist Committees to select the most appropriate primary panel, please explain in which field/discipline your primary contribution in the last eight years has been made. Please refer to the section entitled Assessment Panel.

Is your research interdisciplinary?

Yes No *

Comments

In order to assist the Specialist Committees to select the most appropriate primary panel, please explain in which field/discipline your primary contribution in the last eight years has been made. Please refer to the section entitled Assessment Panel.

248 characters left.

Save

Return to Menu

Feedback

Instructions

- All applicants are requested to indicate whether they wish to receive feedback by selecting an option below.
- Kindly note that: Researchers who are placed in the A 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 *

Possible Reviewers

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 6 reviewers have to be added for this section to mark as complete.
- Reviewers from the same institution as the applicant should not be selected.
- Please consult the relevant Framework document to determine whether reviewers are required for the Funding Opportunity you are applying to.

Evaluation and rating of individual researchers 2021

- Provide names and full contact details of six peer-reviewers (in order of priority) who are best able to assess your recent research outputs and standing (*what is a peer – see definition below) and contributions working in you field(s), preferably an appropriate **mix of national and international reviewers**. Please do not nominate more than one reviewer from the same institution.
- Reviewers who are **closely associated** (e.g. close professional colleague, personal friend, current research collaborator (for example, those whom you have frequently published with in the period under review)), must not be nominated as this could be a conflict of interest. **Please note that members of the Specialist Committee may reject reviewers not fulfilling the requirements of a peer* (see definition below).**
- Reviewers from your own department/school should preferably not be nominated (unless well motivated). An exception (e.g. PhD supervisor) can be made in the case of applicants nominated for the P and Y rating categories.

*Definition of a peer: "A peer is a researcher or person with a research background who has the requisite knowledge and experience and the ability to exercise objective fair judgment of the applicant and to provide an appropriate assessment of the applicant's research and research standing."

Surname	Initials	Email Address	Priority	Priority Up	Priority Down	Edit	Delete

Please consult **Guidelines for Selection of Reviewers** and pay special attention to the **motivation of their peer status**. The reviewers' research specialisations should be well aligned to yours. Pay special attention when you list your own specialisations and us this information in you motivation. **Please refrain from using collaborators.**

Examples of Good Motivation

Research Expertise

Scientific Domain	Humanities
Primary Research Field	Humanities
Secondary Research Field	Theology
	Linguistics
Fields of Specialisation	Hebrew language, Biblical
	Hebrew poetry, Biblical
	Ancient Near Eastern studies
	Semitic languages - Syntax
	Bible - Translation
	Bible - Language, style
	Grammar, Comparative and general - Syntax

Accepted by Select..

Applicant comment

He is the chair of the Department of Hebrew Language and holds the Caspar Levias Chair in Ancient Semitic Languages at Hebrew University. He is one of the most important scholars of ancient Hebrew and the related Semitic languages.

Example of Poor Motivation and Selection

Secondary Research Field	Animal production
	Agriculture
Fields of Specialisation	Monogastric nutrition
	Ruminant nutrition
	Animal production

Applicant comment	Animal production educator and researcher
Invitation Priority	Rejected
Priority comments	Too close. collaborator and coauthor on 41 publications.

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.
- The information icon (i) indicates that a tooltip is associated with the relevant field. When hovering over this icon, additional information will show.

Surname	Initials	Email Address	Institution	Edit	Delete
			Ethiopian Society of Pest		

Do not forget to **generate a copy of print preview** as you will have to make the declaration below when you submit. Incomplete or incorrect applications will be referred back

Print Preview

Table of Contents

CV

- Registration Details
- Contact Details
- Qualifications
- Career Profile
- Research Expertise
- Personal Profile
- Articles in Refereed/Peer-reviewed Journals

Declaration

Declaration

I hereby confirm that I:

Read the Funding Documents accompanying this application and comply with the outlined eligibility rules

Attached all compulsory documents to this application

Personally prepared the contents of this application

Hereby give permission to the NRF to access and share my personal information in terms of the Protection of Private Information Act

General: NRF Online Submission

1. A timeout will appear when there is no activity on the system for 25 minutes. Click on the refresh button (in the popup box) for continuation/completion of the application. When clicking on the close button the system will close. You need not complete the application during one session, but please remember to **save** your work after each entry.
2. Due to international review of applications the NRF requires that all applications be completed in **English**.
3. 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 **ERROR message** appearing signifies that fields are **incomplete**. Address the errors and save as unsaved information will be lost.
4. Click on the **SAVE** button to save information before clicking on **RETURN TO MENU**, otherwise captured data will be lost and if this is not done, the records will not appear in the Print Preview/PDF. Compile your **narrative sections** (e.g. self-assessment and completed research), in **MS Word** as this will allow you to spell/grammar-check your work and also prevent the system from logging you off if you have not been active (have not clicked on SAVE) in the last 25 minutes

5. The information icon (i) indicates that there is a tooltip associated with the relevant field. When hovering over this icon, additional information will show.
6. Please see the **NRF Statements on Ethical Research and Scholarly Publication Practices** (<http://www.nrf.ac.za/rating>).
7. If your research output has a DOI (Digital Object Identifier) please indicate accordingly. However, should you not have a DOI then please indicate Not Applicable or N/A as this is a compulsory field.

8. Check your institution's **internal closing date** as it will be **prior** to the closing date listed for applications. Applications must successfully pass through the **institution's internal evaluation** processes before submission to the NRF.
9. **No late applications** will be accepted as the IT system is programmed to:
 - disallow the creation of rating applications after midnight of the closing date for **Applicants: 28 Feb 2022**
 - disallow the submission of existing applications that is not completed.

Please note that the only valid application will be the online application submitted via NRF Online Submission system signed off and validated by your institution's **Designated Authority** with a proposed institutional rating two weeks thereafter.

--The End--