

Dear NRF Recipients

Submission of 2019 Renewal of the NRF Scholarship/Fellowship for 2020 and Final Year Progress Reports

This serves to inform you that the system has been opened for the submission of the 2019 Progress Reports (PRs).

The closing dates for submission of PRs are as follows:

Closing Date for Students/Fellows: 15 February 2020
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Downloads

[2019 PR announcement](#)

[Block Grants – Progress reports tutorial 2019](#)

[Student Fellow and Emerging Researcher Tutorial to complete](#)

A: Progress Reports for Free-standing Students/Fellows:

In order to complete Progress Reports on the NRF Online Submission System, please follow the steps below:

Step 1:

Log on to the NRF Online Submission System at <https://nrfsubmission.nrf.ac.za> with your ID/Passport number and password, and complete or update your CV. This is very important as a PR without a complete CV will not be considered.

Step 2:

After logging in please follow the steps below to complete your CV:

- Go to **My Profile**, then **My CV** and select the relevant CV section. If you don't have any outputs, e.g. books or conference outputs, then simply ignore the section(s). Only complete the ones that apply to you.
- Update your details under **My Profile - My Details – Registration Details** and/or **Contact Details**, if necessary.

Step 3:

- Go to - **My Progress Reports**
- Select - **Create Progress Report**
- Select the relevant grant(s) you need to report on
- Click the **Apply** button
- Complete all the compulsory and non-compulsory (if applicable to you) sections of the PR form (Note: All compulsory fields (*) should be completed before the system will allow you to proceed)
- Click on the **Final Submit** button (Note: Once the Report is submitted it cannot not be edited)

Please note:

- ⌋ PRs received after the closing date **will not** be considered.
- ⌋ Grantholders have to submit all required PRs for 2019 to:
 - Comply with the signed Conditions of Grant; and
 - Enable NRF to release 2020 funding, if applicable.

B: Progress Reports for Block grants and Grantholder-linked Grants (*only for funding instruments listed below*)

Please refer to the attached document for instructions on how to complete PRs for the following funding instruments:

- ⌋ Professional Development Programme (PDP)
- ⌋ Integrated Biodiversity Information Masters Scholarships (SANBI)
- ⌋ Collaborative Postgraduate Research Training Programme
- ⌋ Block Grants: Masters and Doctoral

Please note that the Progress Report will act as a “*final report*” for students/fellows who have already received the maximum NRF funding for the current level of study.

For queries please contact:

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