

### NRF Annual Progress Report (APR)

## A step-by-step guide

This process flow provides postgraduate students and their supervisors with comprehensive, step-by-step instructions on preparing and submitting annual progress reports (APRs) and instructions for accepting or modifying the award if successful. By following these guidelines, postgraduate students and supervisors can effectively navigate the NRF APR process and ensure continued support for their research initiatives.

- National Research Foundation (NRF)
- Postgraduate Funding Office (PGF0)
- PG Student
- Supervisor





















Stage 1: **Submission** 





















PGFO

The NRF opens the call for Annual Progress Report (APR) submissions and notifies UCT.

The NRF APR call applies to returning and final-year postgraduate students.

PGFO edits the call to make it more applicable for identified students. The call is emailed to all eligible students and posted to the PGFO's electronic notice board.

The NRF activates the APR on each student's profile in the NRF Connect system.

Platform:
NRF Connect

The student completes the Annual Progress Report (APR) via NRF Connect and includes all the required supporting documentation:

• Proof of registration

Platform: Proof of 8 activities

Memorandum of Understanding (MoU)
Certified copy of ID

• Proof of 80 hours of academic

NRF Connect notifies the supervisor that the Annual Progress Report requires completion. Supervisors provide the required endorsement.

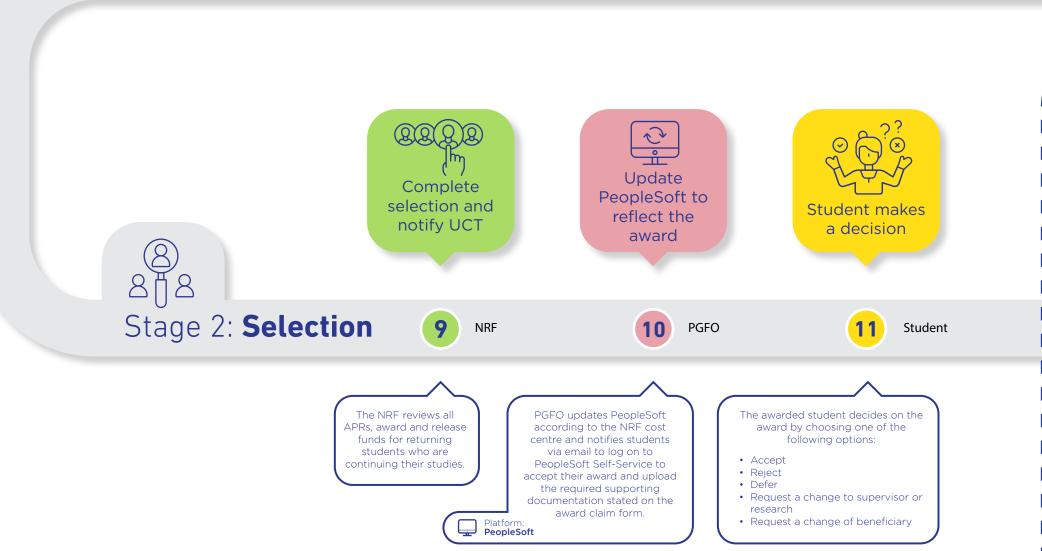
Platform: NRF Connect

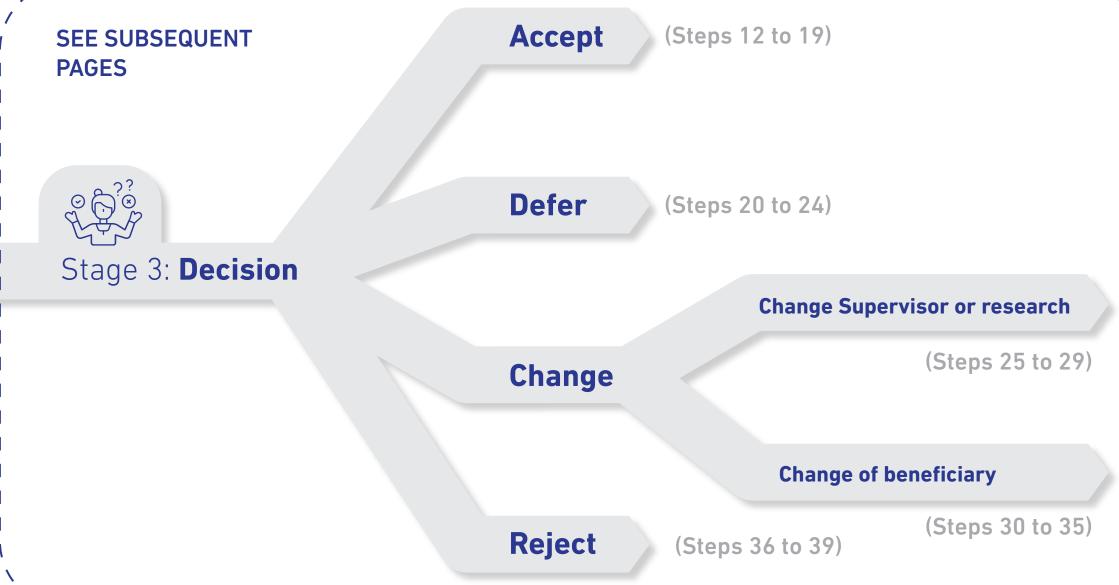
PGFO screens APRs and reviews the attached supporting documents, reverting to the applicant or supervisor if anything is missing or unclear.

Platform:
NRF Connect

When the APR is complete and all required documents are uploaded, PGFO submits the APR to the NRF via NRF Connect.

Platform: NRF Connect





# **NRF Annual Progress Report** A step-by-step guide

- National Research Foundation (NRF)
- Postgraduate Funding Office (PGF0)
- PG Student
- Supervisor

#### **Eligibility:**

PGFO will conduct a series of checks before they process your award. You need to satisfy all the following criteria to have your award paid:

- Registered for the awarded degree
- Cannot work more than 12 hours a week (only applies to the institutional students' academic services such as teaching, tutorials and assistance or demonstration duties during the year of study")
- Combined income from all sources of funds cannot exceed the degree limit
- Cannot be registered for a professional qualification
- Concurrency rules must be met
- All supporting documentation uploaded and meets the requirements amongst others ...



15



16



12 Student



13 Student



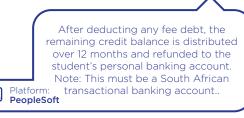
14 PGFO

The DA conducts an

assessment via PeopleSoft,

ensuring compliance with award conditions.















17 PGFO

The DA sends an email to the student to acknowledge rejection and cancellation of











Stage 3: **Decision** 

SEE **SUBSEQUENT** (Steps 20 to 24) Defer **PAGES** 

The student accepts the award

via PeopleSoft and uploads

the supporting documents as per the award claim form.

Change (Steps 25 to 35)







Reject

**Accept** 



of award to

PGFO

37 PGFO 38

39

# **NRF Annual Progress Report**

A step-by-step guide National Research Foundation (NRF) Postgraduate Funding Office (PGF0) PG Student Supervisor SEE Accept (Steps 12 to 19) **PREVIOUS PAGE** (Steps 36 to 39) Reject **Conditions:** The student must be registered by 30 August and provide proof of registration. Otherwise, the award is cancelled. Review deferral Email deferral request and Consider the request to forward to NRF request PGFO Deferral 21 PGFO 22 NRF Stage 3: **Decision** 20 Student Defer request approved? Acknowledge rejection of Cancel the deferred award request SEE **SUBSEQUENT** 23 PGFO 24 PGFO **PAGE** Change (Steps 25 to 35)

The DA processes the grant

cancellation in PeopleSoft.

Platform: PeopleSoft

ne DA sends and email to the

student to acknowledge rejection of deferral request

and cancellation of award.

