

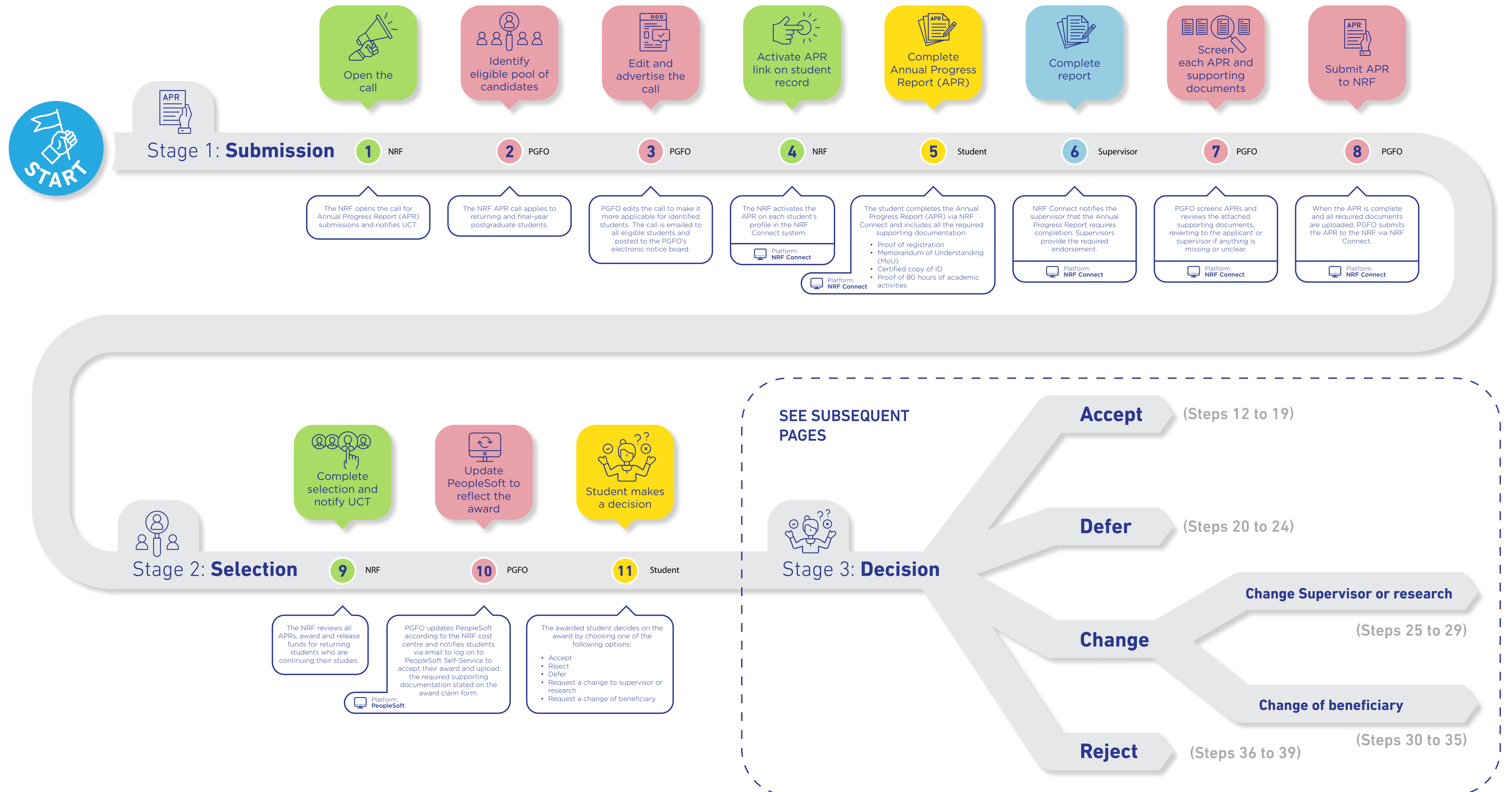


NRF Annual Progress Report (APR)

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 (PGFO)
- PG Student
- Supervisor



NRF Annual Progress Report

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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 ...

PeopleSoft
Log on to PeopleSoft

Accept award and upload supporting docs

Review acceptance and supporting docs

Accept

- 12 Student
- 13 Student
- 14 PGFO

The student accepts the award via PeopleSoft and uploads the supporting documents as per the award claim form.

The DA conducts an assessment via PeopleSoft, ensuring compliance with award conditions.

Eligible for award?

YES

NO

Process award to student's fee account

Refund monthly allowance to bank

15

16

After deducting any fee debt, the remaining credit balance is distributed over 12 months and refunded to the student's personal banking account.
Note: This must be a South African transactional banking account..

Platform: PeopleSoft

The DA sends an email to the student to notify them of the award cancellation.

Cancel award on PeopleSoft

Return funds to NRF

Acknowledge cancelled award

17 PGFO

18 PGFO

19 PGFO

Money paid

End of process

Defer

(Steps 20 to 24)

Change

(Steps 25 to 35)

SEE SUBSEQUENT PAGES

Reject

- 36 Student
- 37 PGFO
- 38 PGFO
- 39

Email rejection of award to PGFO

Cancel award on PeopleSoft

Return funds to NRF

Acknowledge rejection of award

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

End of process

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