

## NRF fund maintenance – Applying for new NRF funds

### Completing and submitting the FM003a form:

- Complete Section A of the [FM003a](#) form as instructed below:
  - Contact your Faculty Finance office for the *Fund center*, *Cost Object* and *Dept org code* details
  - Complete the *Fund description* and *Fund name* following the [Example of FM003a form: Fund description and fund name fields](#) below.
  - Ensure that all relevant signatures are obtained.

#### Example of FM003a form: Fund description and fund name fields

- Complete **Fund description** field as shown in the example below:


Fund description (Max 40 characters) *	NRF <b>SRUG2024032900068</b> PHOENIX NR <b>2024-28</b>
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**Note:** Format of fund description is: NRF <reference><surname><initials><PERIOD>

- Complete **Fund name** field as shown in the example below:

Fund name (Max 20 characters) *	NRF <b>CPRR</b> PHOENIX NR
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**Note:** Format of fund name is: NRF <programme acronym><surname><initials>



**SAMPLE Award Letter**




Direct Telephone (012) 481-4042      **Reference** **SRUG2024032900068**  
 Direct Fax (086) 546 6898      **Date** 24 April 2024  
 e-Mail Address

University of Cape Town  
Dear Professor NR Phoenix

**NRF GRANT 2024-2028: Competitive Programme for Rated Researchers CRR (PROGRAMME)**

I have pleasure in informing you that your application for funding in the Incentive Funding for Rated Researchers Programme has been transferred to the University of Cape Town.

The following table confirms the approved award: **PERIOD 2024-28**

Item	2024	2025	2026	2027	2028
NRF Award	40 000	40 000	40 000	40 000	40 000
<b>Total</b>	<b>40 000</b>	<b>40 000</b>	<b>40 000</b>	<b>40 000</b>	<b>40 000</b>

- Submit the completed FM003a form:
  - Send the completed FM003a form and supporting documents (**NRF award letter and Grant Conditions**) in a single PDF to the relevant Senior Finance Officer in Central Research Finance for sign-off and processing (see below for the [List of Contacts](#)).
  - If you are unsure who to contact, using our generic Central Research Finance – NRF email address: [CRF\\_NRF@uct.ac.za](mailto:CRF_NRF@uct.ac.za).

#### **Note**

- Always use the latest version of [FM003a](#) from the Admin forms website: <https://forms.uct.ac.za/>.
- One NRF project, i.e. one Grant Reference number, should be used per fund. A new Reference number means a new Fund is to be opened.
- In the case of Thuthuka funds, where a new award letter and/or ACG is issued in the following year, if the NRF agrees to fund it for another year and the Reference number remains the same, the existing Thuthuka fund is used again.



## List of contacts in Central Research Finance

### MRC (SIRs & Unit Awards) & NRF Grants:

Contact name	Ext.	Faculty	Departments
Merle Christians	2005	CHED	All
		Humanities	All, including Libraries
		Science	AGE, CEM, CMS, GEO, MAM, MCB
Linzi Kloppers	2003	Engineering	All departments
		Health Science	Refer below FHS Table
Rosina Mbobo	2004	Commerce	All
		GSB	All
		Science	ACD, AST, BIO (merged: ADU, BOT, PFP, ZOO), CMS, CSC, EGS, PHY, SEA, STA
Nompendulo Gosa	2007	Health Science	Refer to <a href="#">FHS departments table</a> below
		LAW Faculty	All

### Heath Sciences Faculty departments with various Dept Org codes or Units linked to it:

Dept.Org	Dept Org Codes/ Units linked to the department
<b>Nompendulo Gosa</b>	
AAE	
AHS	DSP, LOG, NUR, OCT, PTH
HUB	ANT
CHM	CHM, CTS, CVR, EAR, EMS MFS, NRS, OPH, ORT, URO
IBS	CSB, DCB, MBI
LAB	
MED	ANU, FME, HSE, MGS, MPG, PRI
MDN	CLR, CCN, DER, GIT, GRN, MDN, MEN, MSA, MSH, MRE, NEU
NSI	
OBS	
PAT	CLI, CPY, FMD, HAE, HMG, MMI
PED	PDS, PED
PPH	IHU
PRY	
RAY	MDP, NUM, RAD, RAY
<b>Linzi Kloppers</b>	
EMU	
HUB	BER, BME, NUT, PGY
IDM	
MDN	IHD, PHA
PAT	BMR, PAT, RPU, VIR
PPH	CMH