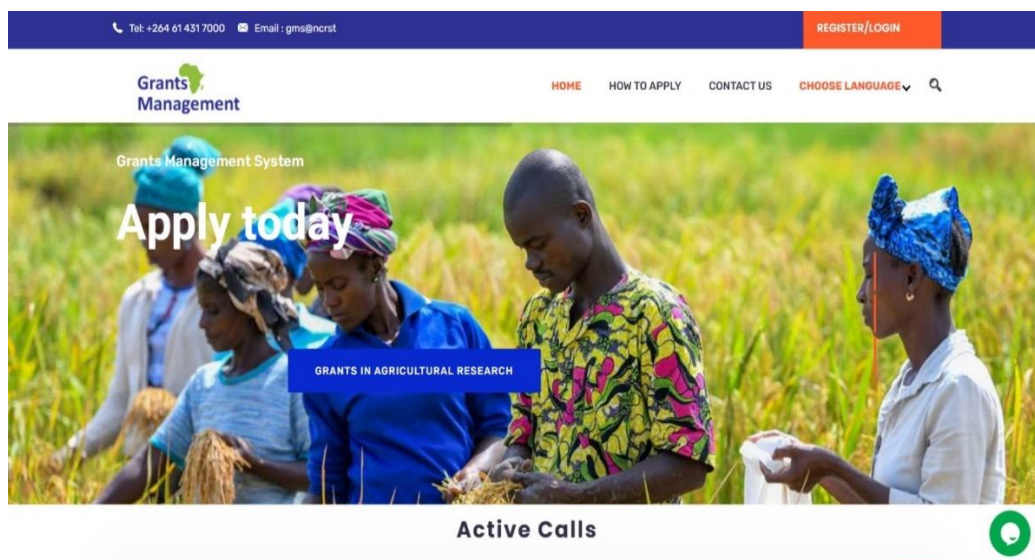


USER GUIDE FOR APPLICANTS

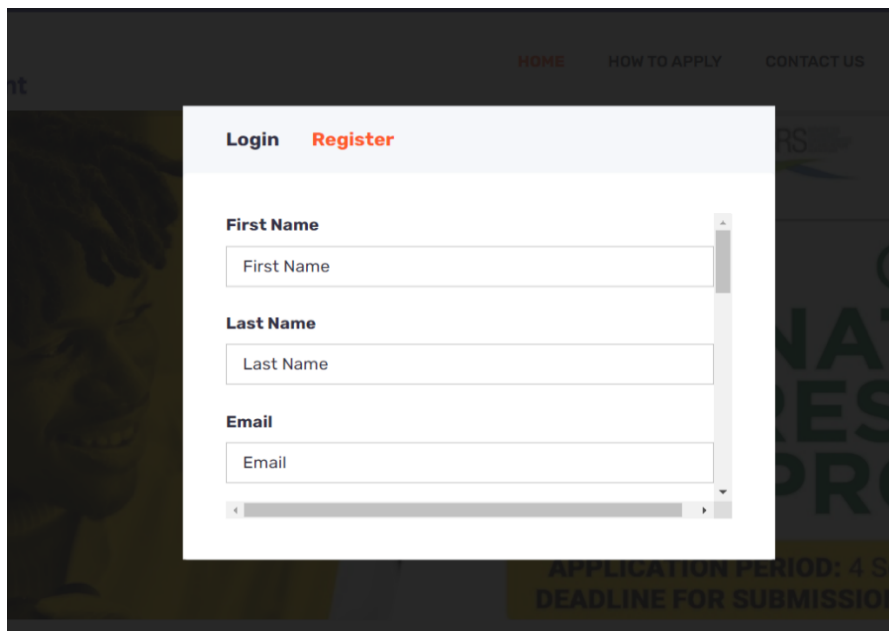
The online grants application system can be found on the link <https://gms.ncrst.na/>

ACCOUNT REGISTRATION

All applicants **MUST** register an account on the system to be able to submit for a grant. To register, please click REGISTER/LOGIN (The Orange Button) at the TOP.



1. Click Register shown in the image below and fill the form.



2. Upon Registration, the applicant will receive an email provided in the registration form with a link to activate your account.
3. Click that link provided in the email to confirm and activate your account. If this link is not activated, logging in will result into an ERROR. **PLEASE DO ACTIVATE before moving ahead!**
4. You are now ready to login, please click login and provide your username and password.

[HOME](#)
[HOW TO APPLY](#)
[CONTACT US](#)

[Login](#)
[Register](#)

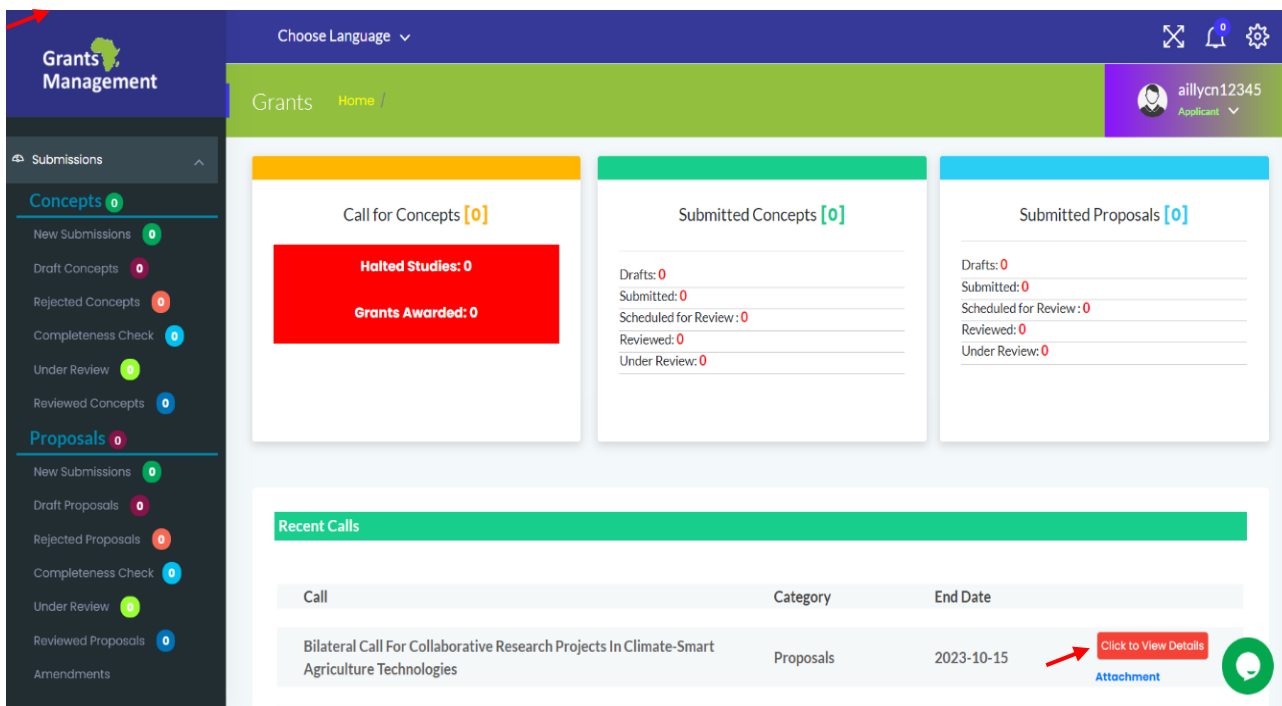
Username

Password

[Forget Password ?](#)
[Sign me in](#)

CALL APPLICATION

- Upon login, you will be able to see your dashboard, the active calls are displayed. Please click on “click to view details”



The screenshot shows the Grants Management dashboard. The left sidebar contains navigation links for Submissions, Concepts, and Proposals, each with a count in a colored circle. The main content area displays three summary cards: 'Call for Concepts [0]' with a red box indicating 'Halted Studies: 0' and 'Grants Awarded: 0'; 'Submitted Concepts [0]' with a list of counts for Drafts, Submitted, Scheduled for Review, Reviewed, and Under Review; and 'Submitted Proposals [0]' with a similar list of counts. Below these cards is a 'Recent Calls' section with a table listing active calls. A red arrow points to the 'Click to View Details' button in the table row for 'Bilateral Call For Collaborative Research Projects In Climate-Smart Agriculture Technologies'.

Call	Category	End Date	Action
Bilateral Call For Collaborative Research Projects In Climate-Smart Agriculture Technologies	Proposals	2023-10-15	Click to View Details Attachment

- Click Apply Now

Grants Management

Submissions

Concepts 0

New Submissions 0

Draft Concepts 0

Rejected Concepts 0

Completeness Check 0

Under Review 0

Reviewed Concepts 0

Proposals 0

New Submissions 0

Draft Proposals 0

Rejected Proposals 0

Completeness Check 0

Under Review 0

Reviewed Proposals 0

Amendments

Choose Language

Grants Home

aillycn12345 Applicant

Call for Concepts [0]

Submitted Concepts [0]

Submitted Proposals [0]

Call for Proposals

Title	Call	End Date	Status
Bilateral Call For Collaborative Research Projects In Climate-Smart Agriculture Technologies	The NSTC and the NCRST secured grant funding from the International Development Research Centre of Canada, under the auspices of the SGCI. The said Grant, aimed at supporting research projects in Climate-smart Agriculture Technologies, is based on a co-funding arrangement between the IDRC on one hand and the NSTC and NCRST on the other hand.	2023-10-15	<div>Apply Now</div> View Attachment
Improving Water Security and Sanitation	The National Commission on Research, Science and Technology (NCRST) secured funding to invest on research projects that are responding to Namibia's national priorities. These includes Artificial Intelligence, Water Security and Sanitation as well as development of a Psychometric instrument. It is against this background that the call below is issued.	2023-10-15	<div>Apply Now</div> View Attachment

7. Enter Project Information as required and Click 'Save and Next' to continue.

Grants Management

Submissions

Concepts 0

New Submissions 0

Draft Concepts 0

Rejected Concepts 0

Completeness Check 0

Under Review 0

Reviewed Concepts 0

Proposals 0

New Submissions 0

Draft Proposals 0

Rejected Proposals 0

Completeness Check 0

Under Review 0

Reviewed Proposals 0

Amendments

Grants Home

aillycn12345 Applicant

Project Information

Project Team

Background

Approach/Methodology

Budget

Project Results

Project Management

Project Followup

Research Attachments

Project Information

Important: You may take the feedback from your preliminary concept note proposal into consideration when developing the full proposal.

Required Fields Marked (*)

Title (max 35 words) - Give the title of your project *

Give the title of your project..

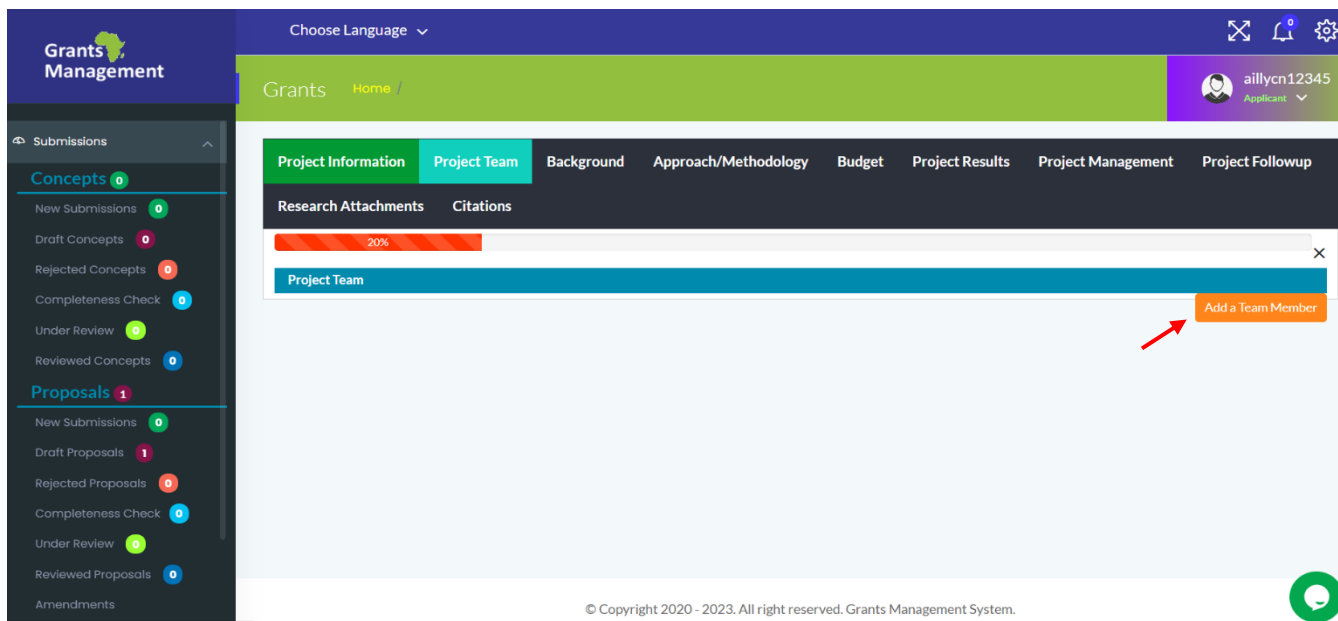
Short Title or Acronym (10 characters) *

Short Title or Acronym..

Identify the 5 most relevant keywords that represent the scientific basis of your project (max 5 words) *

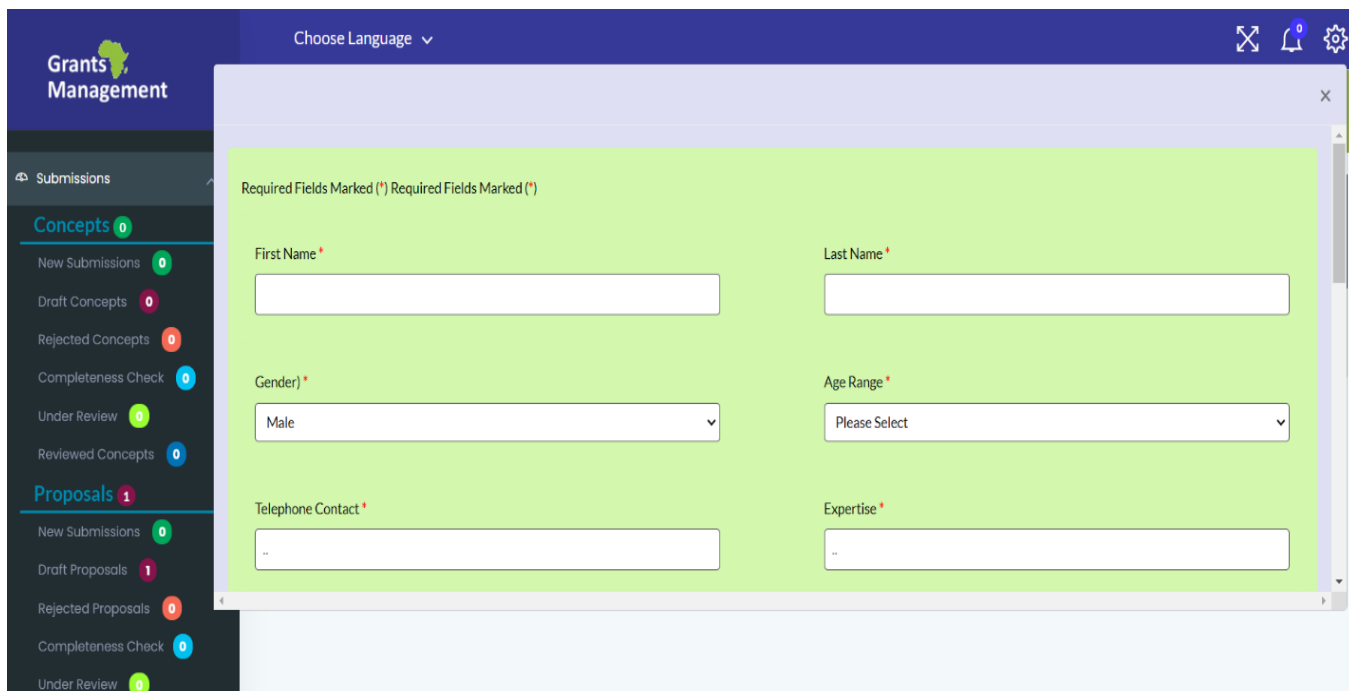
..

8. Click Project Team on the top and click 'Add Team Member' button to add a team member.



The screenshot shows the Grants Management System interface. The left sidebar contains navigation links for Submissions, Concepts (0), and Proposals (1). The main content area displays the Project Team section, which includes a progress bar at 20% and an 'Add a Team Member' button. A red arrow points to this button. The top navigation bar includes a language selector and user profile information (aillycn12345, Applicant).

- Fill out Team Member's details and click Save. Click 'Add Team Member' button to add as many team members as needed.



The screenshot shows the 'Add Team Member' form in the Grants Management System. The form is titled 'Required Fields Marked (*)' and contains the following fields:

- First Name *
- Last Name *
- Gender) * (Dropdown menu with 'Male' selected)
- Age Range * (Dropdown menu with 'Please Select' selected)
- Telephone Contact *
- Expertise *

- Click Background at the top and fill out the required fields. Click 'Save and Next' to continue when finished.

Grants Management

Grants Home /

aillycn12345
Applicant

Project Information
Project Team
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Research Attachments
Citations

20%

Background

Required Fields Marked (*)

Summary for a broader audience (max. 350 words)-Summarize the main questions and/or approach and objectives; give a short description of the activities and expected results of the project. *

Summary for a broader audience..

Background, Questions and Objectives (max. 2500 words) Provide a detailed explanation of the objectives of the project within the context of the state-of-the art of the scientific area related to the project.*

11. Click Approach/Methodology and fill out the required fields. Click ‘Save and Next’ to continue when finished.

Grants Management

Choose Language

aillycn12345
Applicant

Grants Home /

Project Information
Project Team
Background
Approach/Methodology
Budget
Project Results
Project Management

Project Followup
Research Attachments
Citations

20%

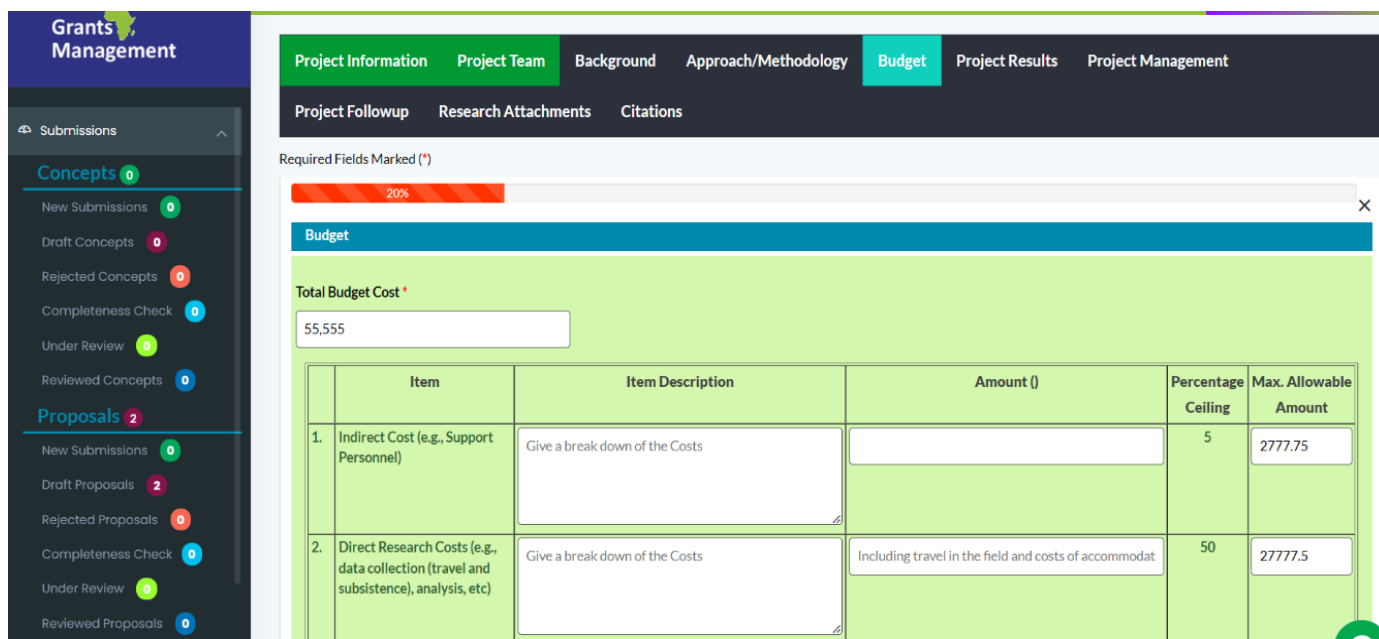
Approach/Methodology


Required Fields Marked (*)

Explain the general approach and methodology chosen to achieve the project objectives. Highlight the particular advantages of the methodology chosen. *


Relationship to ongoing Research/Projects (Name of study and reference) -(max 5100 words)*

12. Click Budget and fill out the fields and save to continue when finished.




Grants Management

Grants
Home /


aillycn12345
Applicant

Submissions

Concepts 0

New Submissions 0

Draft Concepts 0

Rejected Concepts 0

Completeness Check 0

Under Review 0

Reviewed Concepts 0

Proposals 2

New Submissions 0

Draft Proposals 2

Rejected Proposals 0

Completeness Check 0

Project Information
Project Team
Background
Approach/Methodology
Budget
Project Results
Project Management

Project Followup
Research Attachments
Citations

20%

Project Results

Theory of Change

Required Fields Marked (*)

Please describe in narrative the relationship, logical flow and/or causalities between planned activities, expected results (output), desired changes (outcome) and main objective (contribution to impact). A context analysis that includes the assumptions underlying the Research Impact Pathway should be part of the Theory of Change. Research Impact Pathway *

Research outputs	Indicators	Research outcomes	Indicators	Impact	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Rows"/>

14. On project management, fill out the required fields. Attach required documents, then click “save and next” when done.

Grants Management

Submissions

Concepts 0

New Submissions 0

Draft Concepts 0

Rejected Concepts 0

Completeness Check 0

Under Review 0

Reviewed Concepts 0

Proposals 2

New Submissions 0

Draft Proposals 2

Rejected Proposals 0

Completeness Check 0

Under Review 0

Reviewed Proposals 0

Amendments

Project Information Project Team Background Approach/Methodology Budget Project Results Project Management

Project Followup Research Attachments Citations

20%

Project Management

Required Fields Marked (*)

Describe how the overall coordination and monitoring management of the project will be implemented. Provide if possible a project organisational chart. Indicate the decision-making bodies and processes foreseen as part of the project execution (decision boards, coordination meetings). *

No file chosen

If appropriate, set up a Gantt chart or detailed workplan giving the time schedule of the tasks and mark their interrelations; add milestones where important goals will be reached and/or decisions on further approach will have to be made. *

No file chosen

Explain how information flow and communication will be enhanced within the project. Provide details of specific planned meetings and exchanges, and highlight factors likely to provide additional value to these communication processes. *

15. Click Project Follow up and fill out the required fields. Click “save and next” when done.

Grants Management

Submissions

Concepts 0

New Submissions 0

Draft Concepts 0

Rejected Concepts 0

Completeness Check 0

Under Review 0

Reviewed Concepts 0

Proposals 2

New Submissions 0

Draft Proposals 2

Rejected Proposals 0

Completeness Check 0

Under Review 0

Reviewed Proposals 0

Amendments

Project Information Project Team Background Approach/Methodology Budget Project Results Project Management

Project Followup Research Attachments Citations

20%

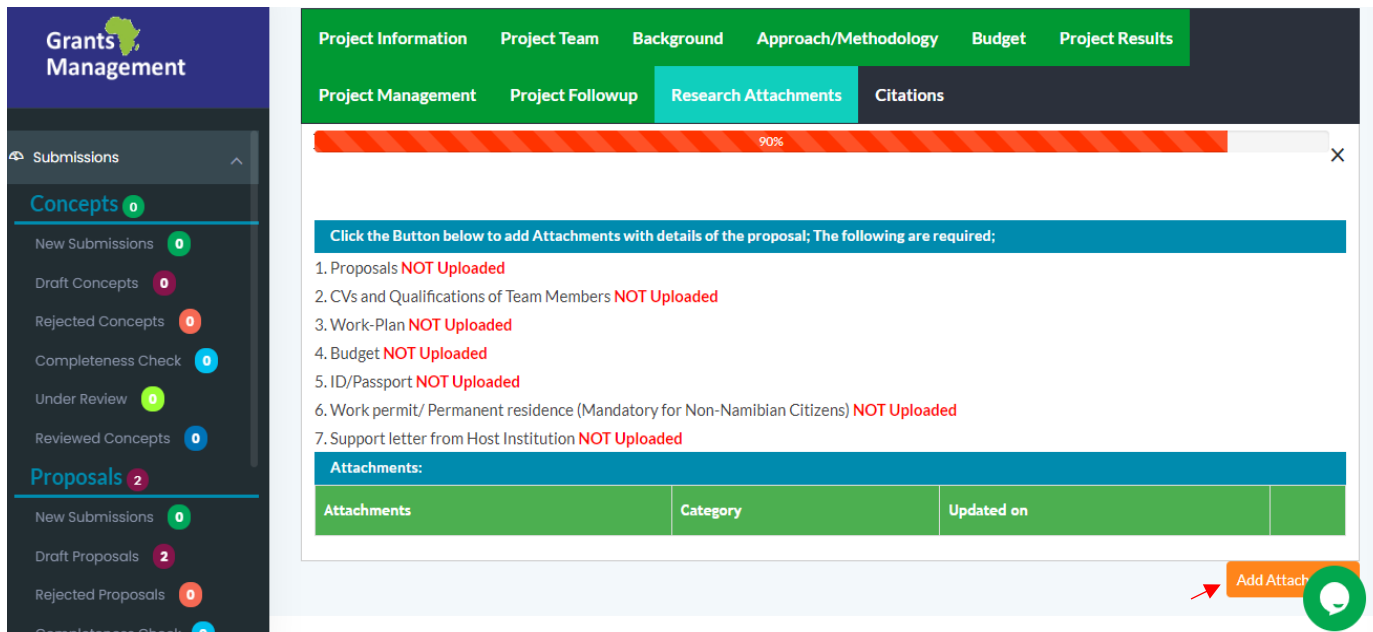
Project Followup

Required Fields Marked (*)

Indicate a result exploitation plan in line with the Research Impact Pathway which explains: a) How the new knowledge generated through the project and other deliverables of the project will be exploited after the project duration; *

b) If relevant: how innovative results will be further exploited through an implementation plan for the project results/innovations; *

16. On Research Attachment, click ‘Add Attachment’ to required attachments.



Grants Management

Submissions

Concepts 0

New Submissions 0

Draft Concepts 0

Rejected Concepts 0

Completeness Check 0

Under Review 0

Reviewed Concepts 0

Proposals 2

New Submissions 0

Draft Proposals 2

Rejected Proposals 0

Completeness Check 0

Project Information | Project Team | Background | Approach/Methodology | Budget | Project Results

Project Management | Project Followup | **Research Attachments** | Citations

90%

Click the Button below to add Attachments with details of the proposal; The following are required;

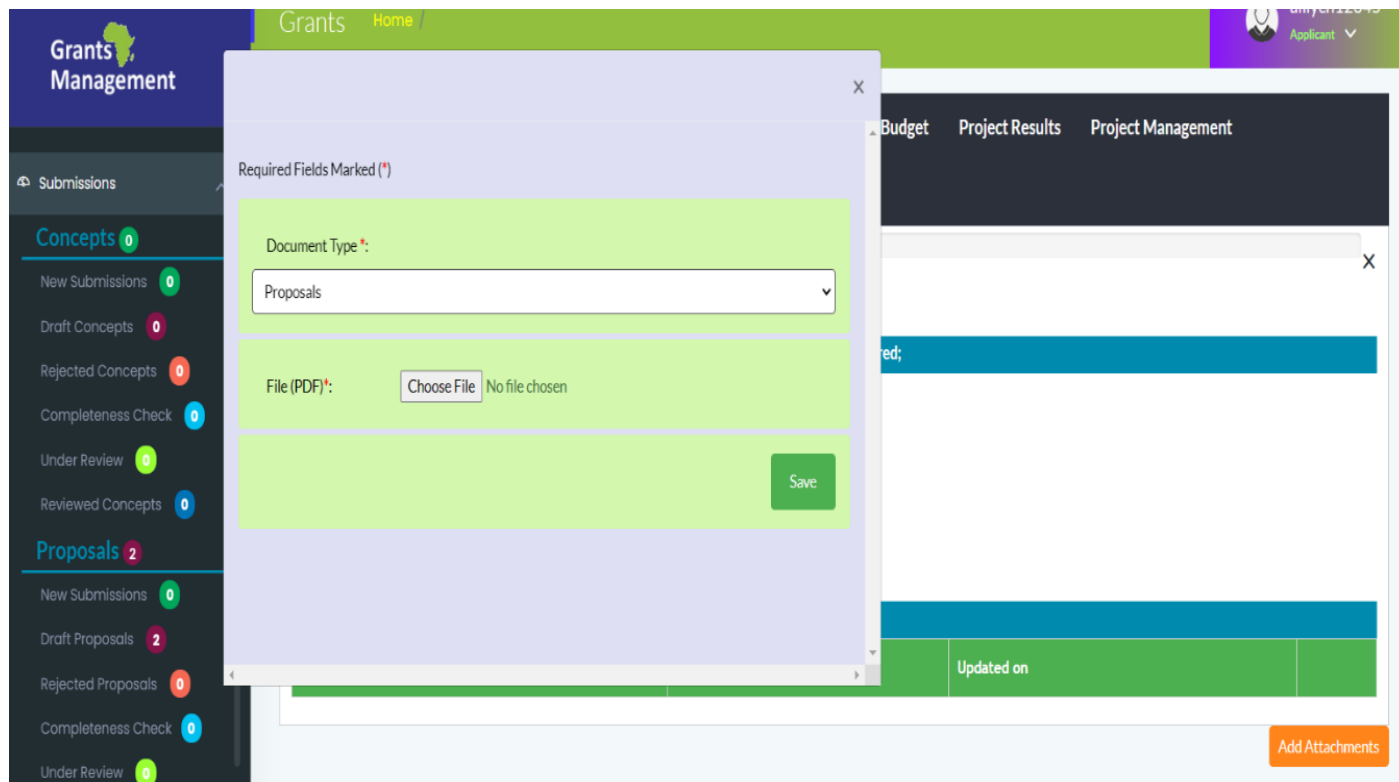
1. Proposals **NOT Uploaded**
2. CVs and Qualifications of Team Members **NOT Uploaded**
3. Work-Plan **NOT Uploaded**
4. Budget **NOT Uploaded**
5. ID/Passport **NOT Uploaded**
6. Work permit/ Permanent residence (Mandatory for Non-Namibian Citizens) **NOT Uploaded**
7. Support letter from Host Institution **NOT Uploaded**

Attachments:

Attachments	Category	Updated on

Add Attachment

17. Click on Document Type drop-down menu to select the document type you are uploading, browse to the location where the document is saved and upload. Save the upload and repeat step 16 and 17 for all required documents.



Grants Management

Submissions

Concepts 0

New Submissions 0

Draft Concepts 0

Rejected Concepts 0

Completeness Check 0

Under Review 0

Reviewed Concepts 0

Proposals 2

New Submissions 0

Draft Proposals 2

Rejected Proposals 0

Completeness Check 0

Under Review 0

Grants Home

Budget | Project Results | Project Management

Required Fields Marked (*)

Document Type*:
Proposals

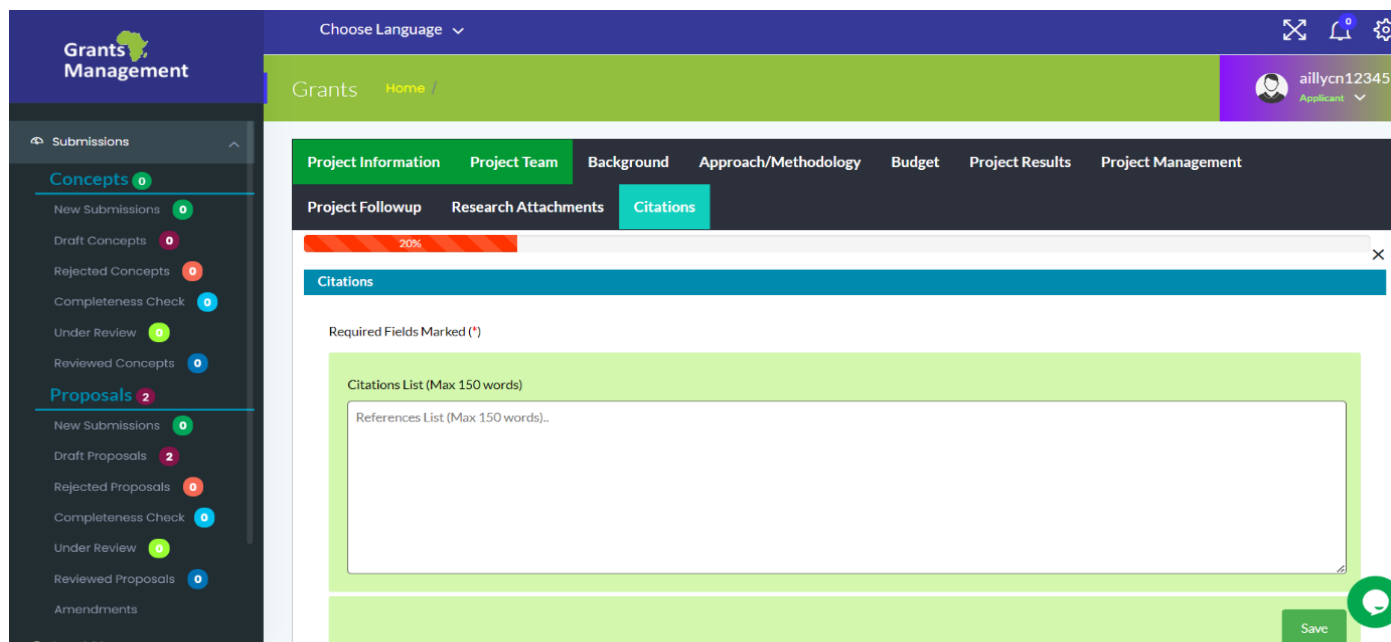
File (PDF)*: Choose File No file chosen

Save

Updated on

Add Attachments

18. Click Citation and fill out the required field. Do not forget to click “save” when done filling.



Grants Management

Choose Language ▾

Grants Home

aillycn12345
Applicant ▾

Project Information Project Team Background Approach/Methodology Budget Project Results Project Management

Project Followup Research Attachments Citations

20%

Citations

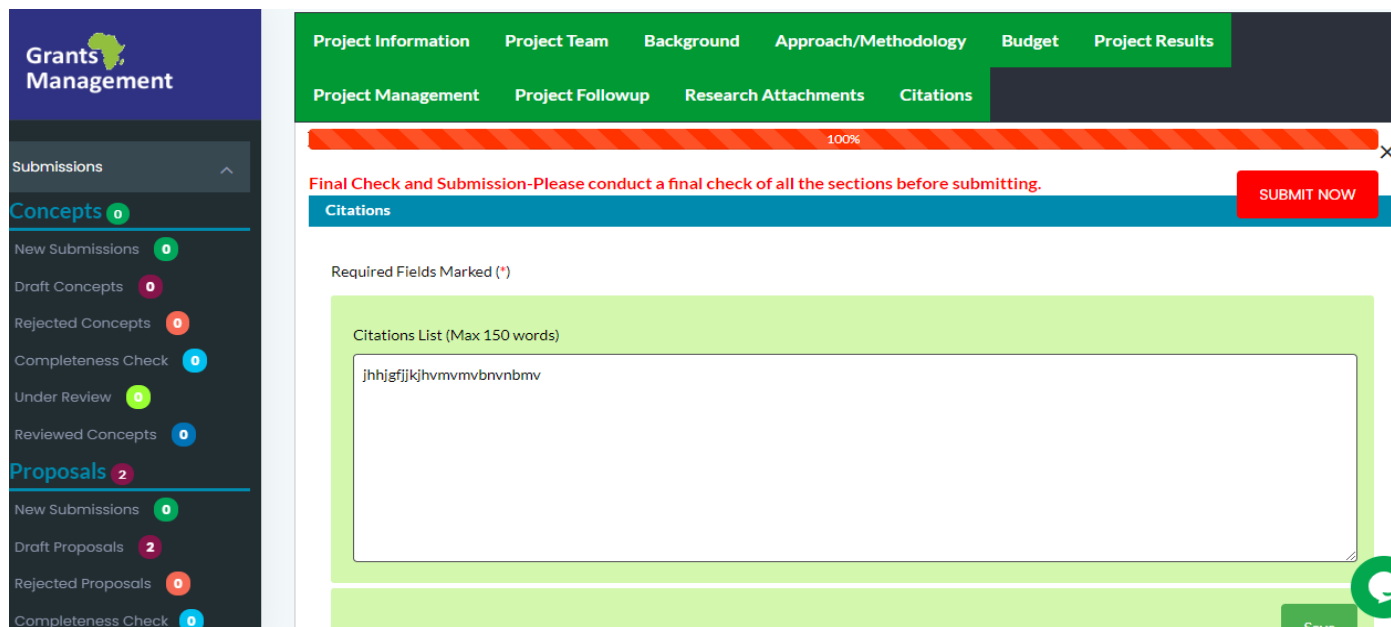
Required Fields Marked (*)

Citations List (Max 150 words)

References List (Max 150 words)...

Save

19. Each of the Menus named must be filled. Please note that every completed menu will have a green background. When all menus have a green background, a submission button will appear on the top right.



Grants Management

Project Information Project Team Background Approach/Methodology Budget Project Results

Project Management Project Followup Research Attachments Citations

100%

Final Check and Submission-Please conduct a final check of all the sections before submitting. SUBMIT NOW

Citations

Required Fields Marked (*)

Citations List (Max 150 words)

jhhjgffjjkhvmvmvbnvnbmv

Save

20. Upon Clicking Submit Now button, you will receive an automated email confirming the submission. You cannot edit your submission at this point.

All other stages in the progress of the review of the submission will automatically be relayed to your registered email. Please note that you can login at any time to check on the status of your submission.