



NRF Portal

# Principal Investigator User Guide



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## Introduction

This guide provides you with a step-by-step procedure that enables you navigate the modules presented in the application with ease; and at the same time, enrich your knowledge of the components of the solution.

The guide is designed to defeat dead-ends while carrying out operations and to also equip the user with an independent and first-hand know-how of the use of the application in carrying out desired functions.

It reveals in details the operations represented by each module, just as they appear on the application.

## NRF Portal

The NRF Portal is an Electronic Document Management System (EDMS) which achieves the much-needed integration of Electronic Proposals, Concept Notes and other relevant documentation of the Principal Investigator(s) for improved document availability, accessibility, reliability, and usefulness. It ultimately helps NRF to provide more effective, efficient, qualitative, and convenient submission and assessment services for its teeming applicants.

EDMS is a cloud-based database managing information about a PI's personal details, members of the Research team, Concept Note and the Full Proposal submissions. It securely integrates this information into a single profile, which allows relevant documents to be viewed and assessed seamlessly, by selected assessor(s) at any given place or time.

It features well-integrated sets of modules that contain standard forms, processes and functions representing record-generating fields, routines and data processing in the present assessment setting.

The EDMS is aimed at automating the operations of the National Research Fund sequentially involving four steps:

Step 1: Call for Concept Notes with a platform for the preparation of the application using the format presented in Appendix I attached to the Research Brief, followed by the electronic submission.

Step 2: Processing of the submitted concept notes on thematic basis for each research category followed by allocation to qualified assessors, and the determination of the successful concept notes with their PIs invited to submit the Full Proposals.

Step 3: Call for submission and reception of the Full Proposals followed by distribution to qualified assessors and the processing of their scores.

Step 4: Determination of the proposals to be awarded grants based on the available fund.

The software platform has been built with adequate flexibility to accommodate specific requirements as they develop while allowing different categories of users seamless access to information.

## User Registration

1. Access the NRF Portal at [nrf.tetfund.gov.ng](http://nrf.tetfund.gov.ng)
2. Click on “New Principal Investigator? Create Account here”

**tetfund**  
National Research Fund  
Grant Application Platform

**Sign In**

E-mail

Password

**SIGN IN**

New Principal Investigator? Create Account here.

[Forgot password?](#) [Research Brief](#)

3. Fill in the required fields or select from the list of options where available

**tetfund**  
National Research Fund Grant Application Platform

**Create Account**

Select Title

Surname

First Name

Other Name(s)

Institution Type

Highest Qualification

E-mail

Password

Phone No.

Sex

Date of Birth

Rank

Confirm E-mail

Confirm Password

**SUBMIT**

[Return To Sign-In](#)

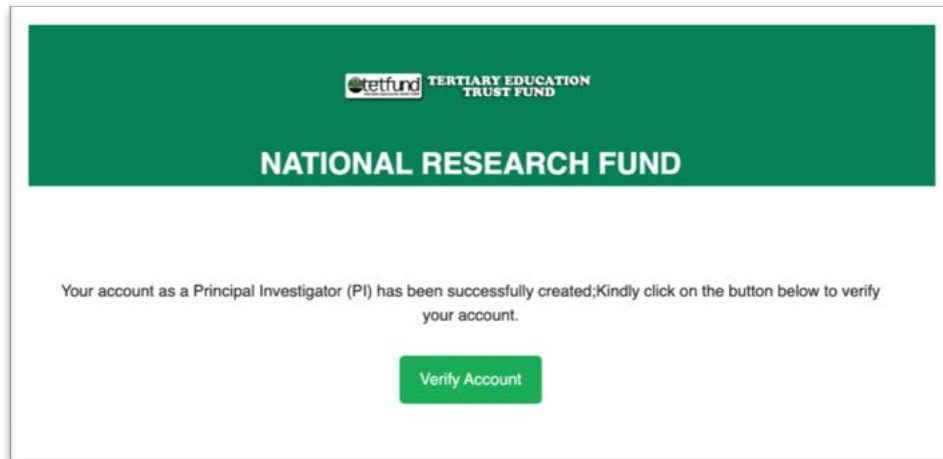
The required fields include;

- **Title**
  - **Surname**
  - **First Name**
  - **Other Names**
  - **Phone Number**
  - **Sex**
  - **Date of Birth**
  - **Rank**
  - Please select your current rank from the dropdown list e.g. “Professor”
  - **Institution Type**  
Please select the type of institution from the dropdown list e.g. “University”
  - **Institution**  
When an Institution type is selected, a list of accredited institutions in Nigeria is displayed, kindly select the applicable institution
  - **Highest Qualification**  
Select the highest qualification you have obtained e.g. “MSc.”
  - **Email address**  
Please make sure to use a valid email address that is accessible to you. This is because to complete this registration, you will be required to verify your email address.
  - **Password**  
Please match the requested format. Password must match the required pattern of at least one letter, one number and at least one Special Character and 8-15 characters in length.
4. Click on **submit**
  5. A confirmation link will be sent to your email address. Please click on the link to verify your email and complete your registration process.

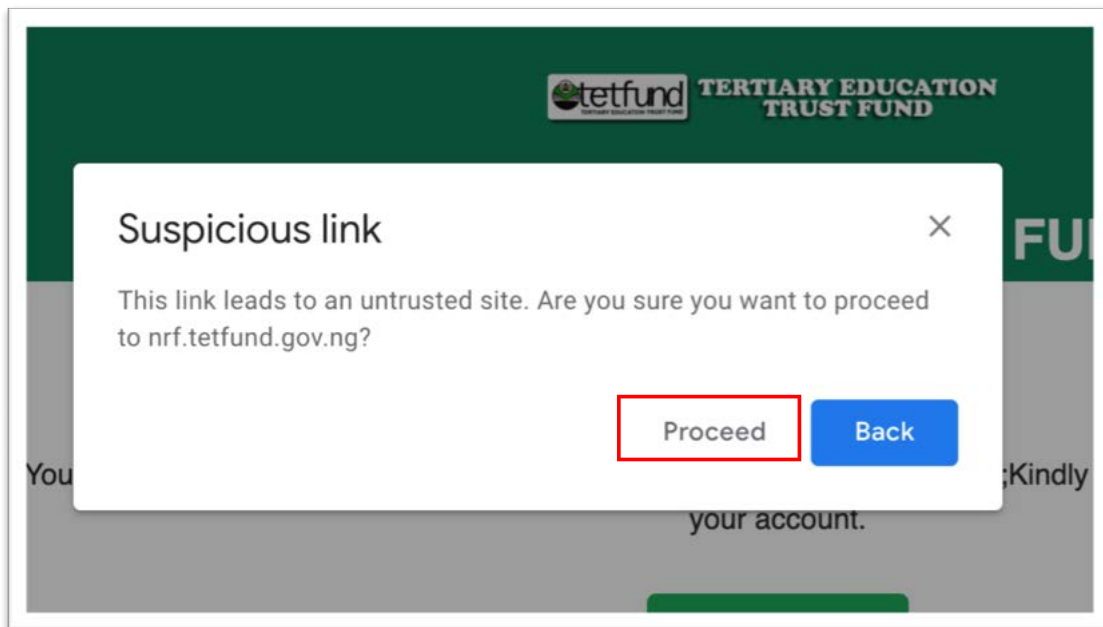
Please note that multiple registrations are not allowed. You can only register once as a Principal Investigator.

## Account Verification

After successfully creating a Principal Investigator account, a verification link will be sent to your email address. Please click on the “Verify Account” button on your email to do so.

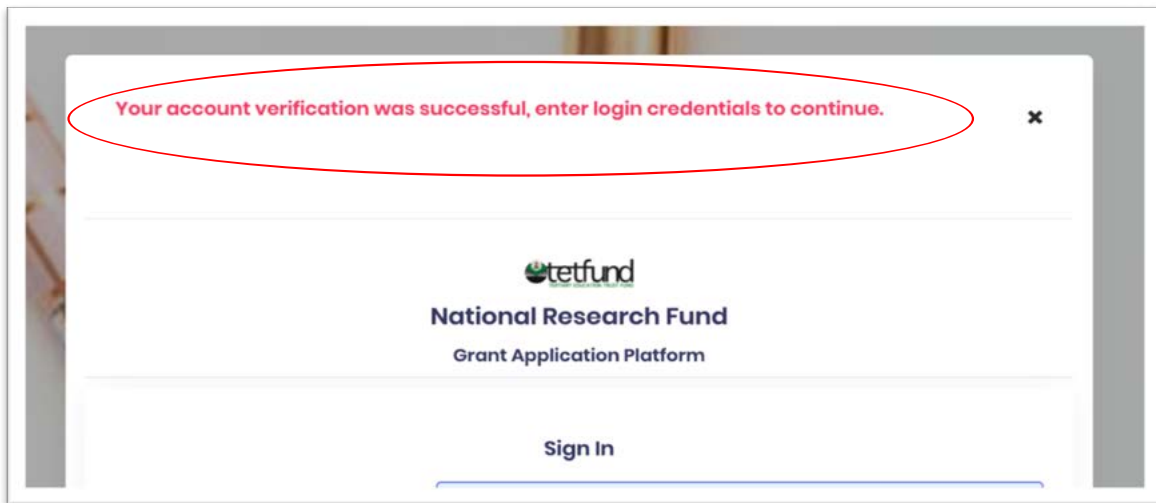


Some google mail (Gmail) users may encounter a warning message while performing this action as shown below; Kindly ignore and click on **Proceed**



**Please note that the NRF portal ([nrf.tetfund.gov.ng](http://nrf.tetfund.gov.ng)) is fully secure and SSL encrypted.**

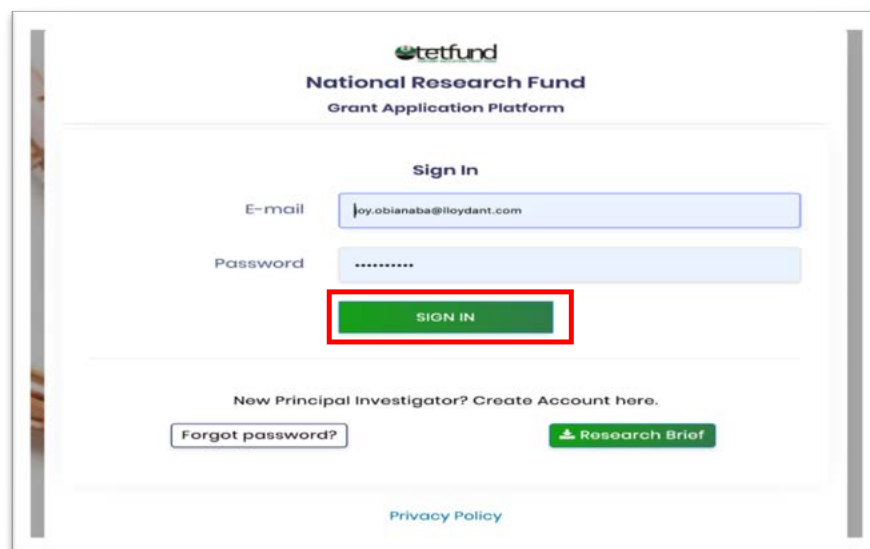
Clicking “**Proceed**” will redirect you to your default web browser or open a new tab with the success message “Your account verification was successful, enter login credentials to continue”



Congratulations! You are now ready to start your application.

### Account Login

1. Access the NRF Portal at [nrf.tetfund.gov.ng](http://nrf.tetfund.gov.ng)
2. Click on the **Email Textbox** and enter your registered email address
3. Click on the **Password Textbox** and enter your Password
4. Click on **Sign in**

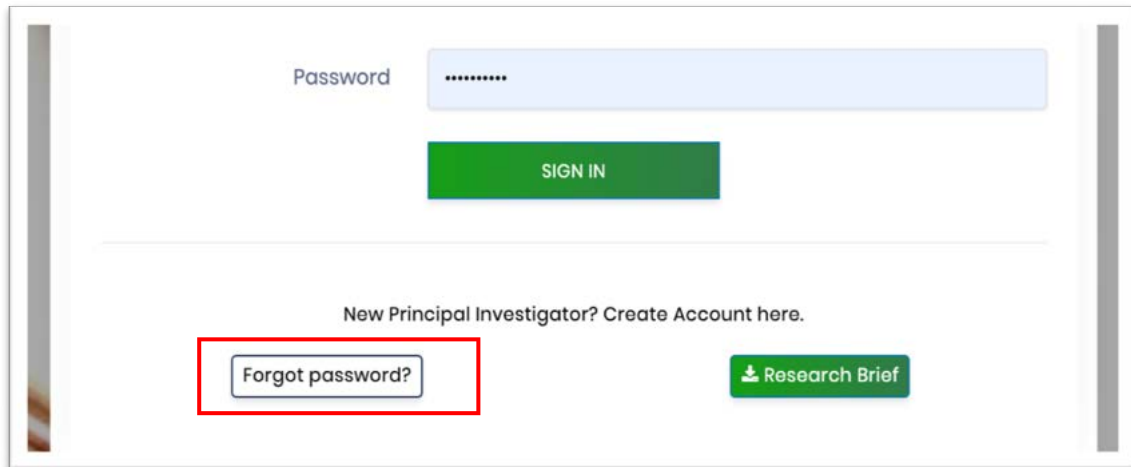
A screenshot of the National Research Fund Grant Application Platform login page. The page features the platform's logo and name, "National Research Fund Grant Application Platform". Below this is a "Sign In" section with two input fields: "E-mail" (containing "joy.obianaba@lloydant.com") and "Password" (containing "\*\*\*\*\*"). A green "SIGN IN" button is highlighted with a red box. Below the login fields, there is a link for "New Principal Investigator? Create Account here.", a "Forgot password?" button, and a "Research Brief" button. At the bottom, there is a "Privacy Policy" link.



## Forgot Password

This is used to retrieve forgotten password.

1. On the Login page; Click on **Forgot Password**



The screenshot shows a login interface with a 'Password' field containing masked characters and a green 'SIGN IN' button. Below the sign-in area, there is a link for 'Forgot password?' which is highlighted with a red rectangular box. To the right of this link is a green button labeled 'Research Brief'. Above the 'Forgot password?' link, the text 'New Principal Investigator? Create Account here.' is visible.

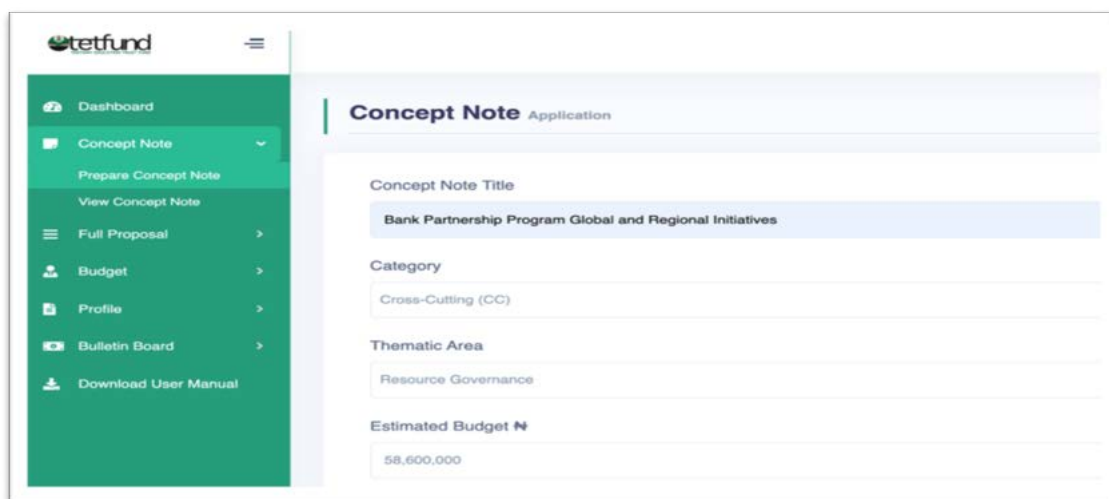
2. Enter your Email address
3. Click **Reset Password**
4. A message notification to check your email to reset password will be displayed.
5. Click the link on your email to reset password

## Concept Note

- **Prepare Concept Note**

This module allows you to prepare and submit your Concept Note for evaluation.

1. On the side menu, Click on **Prepare Concept Note**



The screenshot displays the 'tetfund' application interface. On the left is a green sidebar menu with options: Dashboard, Concept Note (expanded), Prepare Concept Note, View Concept Note, Full Proposal, Budget, Profile, Bulletin Board, and Download User Manual. The main content area is titled 'Concept Note Application' and contains the following form fields:

- Concept Note Title:** Bank Partnership Program Global and Regional Initiatives
- Category:** Cross-Cutting (CC)
- Thematic Area:** Resource Governance
- Estimated Budget ₦:** 58,600,000

- Fill in the required fields (*all fields are compulsory, please see Appendix attached to the Research Brief*).

The system allows you to prepare your Concept Note offline for subsequent copy and paste appropriately in this section.

- Click on **Next** to save your entries and navigate to the next page

The screenshot shows a web form for entering concept note details. At the top, there are navigation buttons: 'Page One' (highlighted in green), 'Page Two', 'Page Three', and 'Submit Page'. Below these are four input fields:
 

- Concept Note Title:** A text box containing 'My Concept Note'.
- Category:** A dropdown menu with 'Cross-Cutting (CC)' selected.
- Thematic Area:** A dropdown menu with 'Resource Governance' selected.
- Estimated Budget N:** A text box containing '50,000,000'.

 A green 'Next' button is located at the bottom right of the form, with a red arrow pointing to it.

- Enter the information required in the appropriate boxes and click **Next** to save and continue
- Click and hold the bottom right corner of the text boxes, then drag to expand or retract the text boxes.

The screenshot shows the 'Background of the Research' section of the form. At the top, there are navigation buttons: 'Page One', 'Page Two' (highlighted in green), 'Page Three', and 'Submit Page'. A green box indicates 'WORDS LEFT: 150'. The main text area contains the following text:
 

**Background of the Research (Provide a general background of the problem and justification leading to the proposed research project)**

The Nigerian public higher education institutions (HEIs) operate in an environment characterised by over-dependence on government funding and limited capacity to generate additional revenue. Most critical is the weak institutional framework for the management of resources – their inflow from various sources and their outflow to meet the needs of the system – to achieve, if possible, financial equilibrium. Not achieving financial equilibrium can only lead to dysfunctional facilities unable to support the core functions of quality teaching and research. In such a situation, there are choices – either to accept the situation leading to a future punctuated by episodes of crisis and disarray or face the challenges engendered in the evolution of a framework for the handling of resources towards achieving financial equilibrium in the shortest time possible.

 A red circle highlights the bottom right corner of the text box, with a red arrow pointing to it, indicating the handle for resizing the text area.

Below this is the 'Statement of the Problem (Why does this research need to be conducted?)' section, which contains a text box with the following text:
 

budgets from 1990 to 2006. However, from 2006 to the present, the Federal Government has been applying the "Envelope" system of fund allocation. In other words, the allocation has nothing to do with the actual budgets of the institutions. Unfortunately, the Envelope system led to most, if not all, the institutions not bothering to engage in proper budgeting as used to be the case. The question that arises is – Have the universities been able to determine the level of under-funding, if any? Furthermore, have they been able to cover their shortfalls, if any and no matter how they have been

- On the Submit Page, Click **Submit** to submit your Concept Note.

- You will be prompted to confirm that you wish to submit, Click **Yes** to submit

- Kindly review your Concept Note before clicking on the ‘Submit’ button as you will no longer be able to edit after submission.
- The Concept Note should not be more than 1,500 words.

- View Concept Note**

This allows you to preview submitted Concept Notes. Submitted Concept Notes can no longer be modified.

- On the side menu, Click on **Concept Note**
- Click on **View Concept Note**
- Navigate through the content of your submitted Concept Note by clicking on the buttons at the top of the page or by using the “Previous” and “Next” buttons below

## Full Proposal

- **Prepare Full Proposal**

Upon approval of your Concept Note, an email notification will be sent to you to prepare and submit your full proposal based on the Concept Note earlier processed. Use the web link in the mail or visit the NRF Portal to submit a Full Proposal

1. On the side menu, Click on **Full Proposal**
2. Click on **Prepare Full Proposal**

The screenshot shows the 'Full Proposal Application' interface. On the left, a green sidebar menu contains 'Dashboard', 'Concept Notes', 'Full Proposals', 'View Full Proposal', and 'Prepare Full Proposal' (highlighted with a red box). The main content area has a title 'Full Proposal Application' and a navigation bar with buttons for 'Page 1' through 'Page 11'. Below the navigation bar is a text input field labeled 'Concept Note Title'.

3. Fill in the required fields
4. Click on **Next** to save your entries and navigate to the next page
5. On **Page 6**, before you save, click on **Click here to add Research Team Member**

The screenshot shows a form field with a 'SAVE' button on the left and a link 'Click here to add Research Team Member' on the right, which is highlighted with a red box.

6. Click **Add New Member or Edit** to modify an already existing information.

The screenshot shows a table header with 'Showing 1 to 2 of 2 entries', 'Previous', '1', and 'Next' buttons. Below the table, there are two buttons: 'Add New Member' (highlighted with a red box) and 'Return To Proposal'.

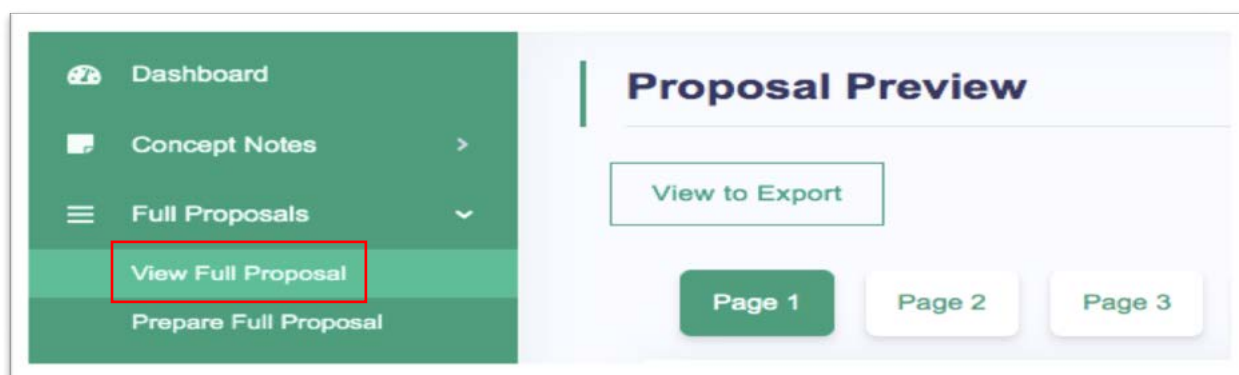
7. Fill in the details of your Research team (*note that this compulsory and very vital*)
8. Click on **Add to Research Team** to Save
9. Return to the Application and complete other fields
10. Then, click **Submit**
11. You will be prompted to confirm that you wish to submit, click **Yes** to submit.

**Please note that you must prepare your Full proposal budget before submission. To prepare the Full Proposal Budget please follow the steps below**

- **View Full Proposal**

This allows you to Preview your Full Proposal before and after final submission

1. On the side menu, Click on **Full Proposal**
2. Click on **View Full Proposal**



## Budget

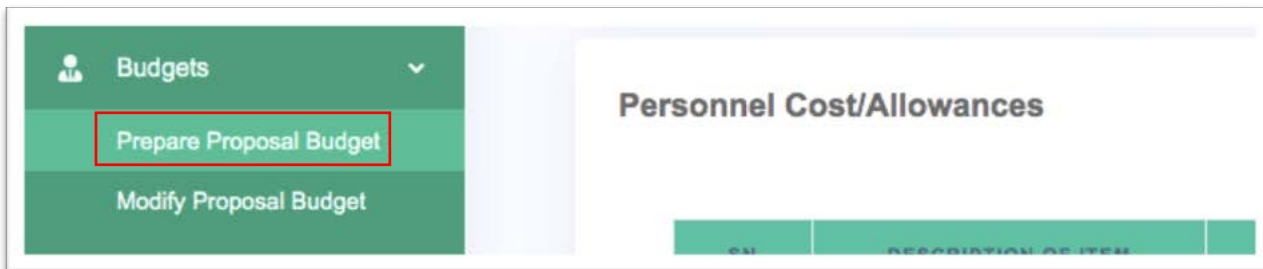
- **Prepare Proposal Budget**

After preparing your Full Proposal, you will also be required to prepare and submit a budget. To begin;

Note that this page can also be accessed by clicking the “**Click here to Add Full Proposal Budget**” on **Page 9** of the Full Proposal Application



1. On the side menu, Click on **Budget**
2. Click on **Prepare Proposal Budget**



3. Fill in the required fields

**Personnel Cost/Allowances**

SN	DESCRIPTION OF ITEM	EXPECTED FROM			TOTAL (M)
		TETFUND AND NRF (M)	INSTITUTION (M)	OTHER (M)	
Sub-Total:					

Add New Row

Next

Diagram labels: 'a' points to the first input cell, 'b' points to the expected from input cells, and 'c' points to the total input cell.

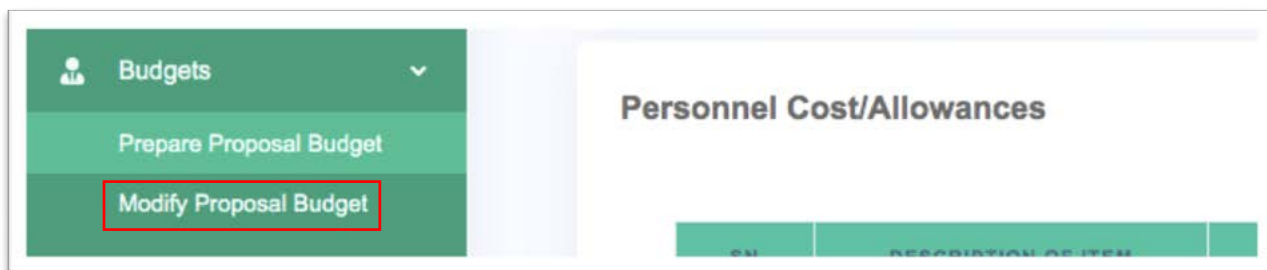
1. Enter the Budget item in the area labelled 'a'
2. Enter Expected item amounts in the area labelled 'b'
3. The sum of your entries will be calculated automatically in the area labelled 'c'
4. Click on **Next** to save your entries and navigate to the next page
5. Repeat Steps 1-2, on the other pages until complete
6. On the final page, Click **Save**

- **Modify Proposal Budget**

This allows you to edit your Proposal Budget before final submission

1. On the side menu, Click on **Budget**

- Click on **Modify Proposal Budget**



- Click **Edit** modify the fields or **Delete** to erase an entry

Modify Full Proposal Budget

**Financial Aspects of the Research Project Implementation**

SN	DESCRIPTION OF ITEM	EXPECTED FROM			TOTAL (N)		
		TETFUND AND NRF (N)	INSTITUTION (N)	OTHER (N)			
<b>PERSONNEL COSTS/ALLOWANCE</b>							
1	Accommodation	1,500,000.00	00.00	00.00	1,500,000.00	Delete	Edit
2	Personal	00.00	00.00	00.00	00.00	Delete	Edit
Sub-Total		1,500,000.00	00.00	00.00	1,500,000.00		
Percentage					100 %		
EQUIPMENT (LIST & SPECIFY)							

- Click **Save**

\*Please note that you cannot modify your Full Proposal Budget after submission of Full Proposal



## Profile

- **Update My Profile**

To update your profile and passport photographs, follow the steps below;

On the side menu, Click on **Profile**

1. Click on **Update My Profile**

The screenshot shows a user profile update interface. At the top, there is a circular profile picture placeholder with a blue silhouette. Below it is a 'Choose file' button and the text 'No file chosen'. Underneath is a dark blue button labeled 'Upload Passport Photograph'. A red warning message reads: 'Allowed file format(.jpg, .jpeg and .png). Not more than 1MB'. The form contains several input fields: 'Title' with 'Prof.', 'Name' with 'Joy Okianaba Joy', 'PhoneNo' with '0808761411', 'Institution Name' with 'University of Abuja', and 'Qualification' with 'PhD'. A green 'Save' button is positioned at the bottom center of the form.

2. Modify the necessary fields
3. Click in **Choose File** to add an image from your computer folder
4. Click on **Upload Passport Photograph**
5. Finally, click on **Save** to update the new information.

- **Add Research Team Members**

This allows you to add Research Team Members for your Proposed Research Work.

On the side menu, Click on **Profile**

1. Click on **Add Research Team Members**
2. Add the details of Research Members

**Add Research Team Member**

Choose file No file chosen

Upload Passport Photograph

Allowed file format (.jpg, .png and .png). Not more than 1MB

Title: -- Select Title --

Name: [Text Box]

Email: [Text Box]

PhoneNo: [Text Box]

Gender: -- Select Gender --

Rank: -- Select Rank --

Higher Education Sector: -- Select Higher Education Sector --

Qualification: -- Select Qualification --

Add To Research Team

3. Click **Add to research Team** to save

An email notification will be sent to the Research Team Member once he or she is successfully added to your Research Team.

Note that this page can also be accessed by clicking the **“Click here to add Research Team Member”** on **Page 6** of the Full Proposal Application

## Bulletin Board

This is used to communicate or discuss with every member of the research team.

- **Create Discussion Topic**

1. On the side menu, Click on **Bulletin Board**
2. Click on **Create Discussion Topic**
3. Enter a Topic in the textbox e.g. “Research Workplan”

- Click on **Create Bulletin Topic** to save

*Note: You can create as many Topics as necessary*

- Participate in Discussion**

To start or join a conversation on any Topic

- On the side menu, Click on **Bulletin Board**
- Click on **Participate in Discussion**
- Navigate to the relevant Topic and click **Join**

7	Mr. Ude Collins	Research WorkPlan	Friday, April 3, 2020	0	<a href="#">Join</a>
---	-----------------	-------------------	-----------------------	---	----------------------

Showing 1 to 7 of 7 entries

Previous 1 Next

- Type a message and click **Send**

## Download User Manual

This is used to download a copy of the Principal Investigator User manual

- Download User manual**

- On the side menu, Click on **Download User manual**

*The downloaded pdf document will automatically save to your preferred download location*