



NIHSS GUIDELINE TO GMS PORTAL

Accessing the NIHSS Application Portal

Welcome to the National Institute for the Humanities and Social Sciences Application Portal. The instruction and screen shots in this guideline make the process of applying for grants, scholarships, awards, abstracts etc much simpler. The grant portal is accessible from the NIHSS Website (www.nihss.ac.za) or directly at <https://gms.nihss.ac.za>

You will be directed to the screen short below:

LOGIN

User Name:

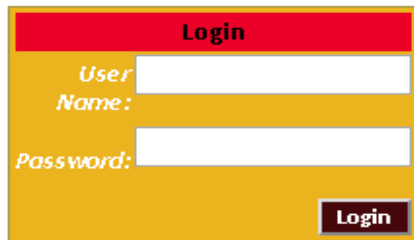
Password:

LOGIN

[Register](#)
[Forgot Password](#)

The National Institute for the Humanities and Social Sciences (NIHSS) was established on 5 December 2013 as...

1. Registering for the first time




The screenshot shows a login form with a red header labeled "Login". Below the header are three input fields: "User Name:" (with "User" on the top line and "Name:" on the bottom line), "Password:", and a "Login" button at the bottom right.

[Forgot Password](#)

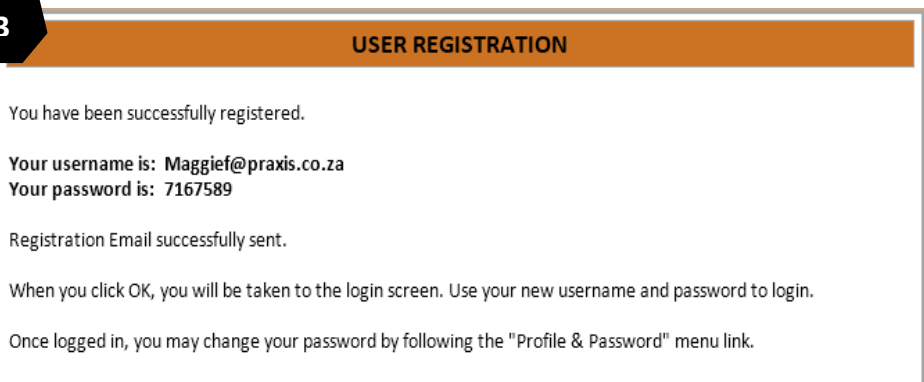
If you have not yet registered, then [click here to register now.](#)



1. For first time registration click on the hyper link [click here to register now.](#)
2. Fill in all the required registration details including the sum and click **Register**.
3. Copy your username and your password and store them in a secure location. You will also receive an email confirming your registration. Click **OK** to continue.

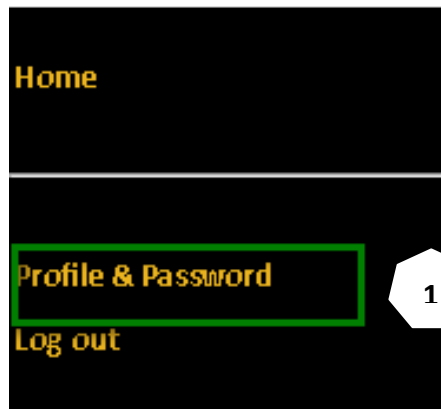


The screenshot shows a registration form with a red header labeled "Register". It contains four input fields: "First Name:", "Surname:", "Email:" (with an information icon), and "Email Again:". Below these fields is a red section titled "Complete the sum below" with the question "What is 17 + 14?" and a text input field. A "Register" button is located at the bottom right.



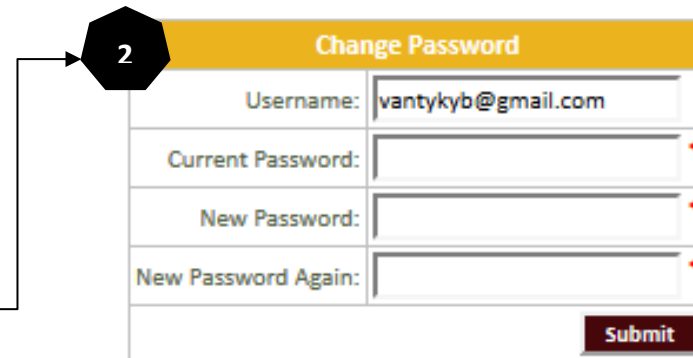
The screenshot shows a confirmation screen with a brown header labeled "USER REGISTRATION". The text on the screen reads: "You have been successfully registered.", "Your username is: Maggief@praxis.co.za", "Your password is: 7167589", "Registration Email successfully sent.", "When you click OK, you will be taken to the login screen. Use your new username and password to login.", and "Once logged in, you may change your password by following the 'Profile & Password' menu link."

2. Password change



1. Click on **Profile & Password** to change your password or to add more information to your profile.

2. Fill in all required details to change your password and click **Submit**



Change Password

Username: vantykyb@gmail.com

Current Password:

New Password:

New Password Again:

Submit

3. Applying for a Scholarship




1

1. Click on **Home** to see all open calls and create, view, update your application.


2. Here you have the list of all the application you have applied for. You can view, edit, and update these applications until the closing date

3. Here you have all open NIHSS calls you can apply for and their closing dates. Click on **+** to apply for a grant.

MY APPLICATIONS AND WORK


Click on  to edit or to view. This list contains all your current applications and review work.

The list of review work includes all submitted in the last days **REFRESH**

Number	Grant Window	Project Name	Prog	Type	My Role	Application Status	Application Closing	App
SDS1/1002	SA Only Doctorates Sept 2016	Dynamising the humanities and social sciences	SAHUDA_DOC	SA Only Doctorates	Lead applicant	Submitted by online user	30/12/2016	

CREATE A NEW APPLICATION

Click on the green plus (+) sign on the right hand side of the row to create a new application. You do not have to complete the application in one go - you can work on it, save it, exit, come back later and edit it from the list above.

Reference	Grant Window	Window Description	Type	Closing Date / Time	
SDS1	SA Only Doctorates Sept 2016	SA Only Doctorates Sept 2016	SA Only Doctorates	30/12/2016 17:00:00	

4. The application registration page

SA ONLY DOCTORATES SEPT 2016 PROJECT REGISTRATION PAGE

Please note that only Doctoral students or students who have completed their Masters and are intending to study toward a PhD are eligible to apply for this scholarship.

Degree to be Funded:*

Applicant's Proposed Institution:*

Title of Proposed Research:*

START APPLICATION **CANCEL**

Step 1. Fill in all required information

Step 2. Click **Start Application**

Step 3. Click **Continue**

Note: All fields marked with * are mandatory. You can only be able to submit your application once all mandatory fields have been completed in the application

THE APPLICATION HAS BEEN REGISTERED.

Number: 1162/01

Name: Sample title of my research application

Registration notification Email successfully sent.

CONTINUE

5. Filling in the form

1 Click on different Sections to navigate through the form. There is no order to follow to fill in required data of different Sections.

5 Click **Submit** to send your application to NIHSS.

Url: NIHSS/scholarship/projDegDetails.aspx Access: FULL User: Lesleyrachel.kahn@gmail.com Timeout: 29 min and 55 sec

Section 1 Applicant Details	Section 2 Qualifications	Section 3 Degree	Section 4 Uploads
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SECTION 3 - DEGREE DETAILS

SDS1/1003 (1162/01) Sample title of my research application [Print read only application form](#)

Funding window: NIHSS SAHUDA Doctoral Programme

TERMS AND CONDITIONS **VALIDATE** **SUBMIT**

SAVE

2

Degree to be funded

Degree to be Funded *

Date of first registration for this (dd/mm/yyyy)

Full-time * Yes No

Student Number (if currently registered at a university)

Faculty (of degree to be funded)

Department/School (of degree to be funded)

Nisiline (of degree to be funded) *

Fill in all the required data of each section here

Ensure that you have read and accepted the Terms and Conditions by clicking on this button

4

Validate your data to verify required missing data on the page (Section).

3

Click **Save** to save your work regularly

6. Discussion Board

The screenshot shows a web form titled "Discussion Board". On the left side, there is a vertical navigation menu with a "SUBMIT" button, a "SAVE" button, and a dropdown menu. The main form area contains the following elements:

- Discussion Board** (Section Header)
- Instructions: "Use this to post discussion points. They will be visible to all the PIs associated with this application and TIA technical staff. TIA will respond to your query during working hours, 08h00-17h00, Monday-Friday"
- A large text input area for typing the message.
- A character count: "250 Characters left"
- A checkbox labeled "NIHSS response required" which is checked.
- A "SEND" button.

Red arrows from the instruction box on the right point to the text input area, the checkbox, and the "SEND" button.

The Discussion Board is found on the right side of each page. Use this Discussion Board to ask questions and someone from the NIHSS will assist you.

Step 1. Type your message here

Step 2. Tick the Check box

Step 3. Click **Send** to send your query to NIHSS

7. Submitting your application



Your application form is incomplete. Please see below for details

SECTION 1 - APPLICANT DETAILS

Physical Address Details

- Physical Address Town/City

Mandatory Letters of Recommendation

- Please ensure that 2 supervisors have been loaded.

SECTION 4 - DOCUMENT UPLOADS

Document Uploads

- A certified copy of your full academic transcript/s
- A certified copy of your ID
- A recent intellectual autobiography
- A research proposal
- Application motivation letter
- Letter of confirmation
- Sample copies of your best writing

Before your application is successfully submitted to NIHSS, all data must be validated and verified against required fields. All mandatory data must be filled in. Any outstanding information will be shown to you to complete. For instance in the window on the left side **Section 1. Application Details** Physical Address Town/City are outstanding or missing information therefore the application could not be submitted until these information have been completed by the applicant.

8. Un-submitting before the closing date

Once your application has been submitted it becomes read only to you. You can however go onto the form and **Unsubmit**. This will allow you to edit the application. This is only done up until the closing date of the call. Please ensure that you have submitted before the final deadline. No late submissions are possible. You must also read and agree to the terms and conditions before the final submission. You will receive a submission confirmation email.

9. Supporting Lines

For technical support please call 011 480 2300 or 011 480 2328 or email itsupport@nihss.ac.za. For other supporting queries, please see the details on the contact person on the call.