

REPUBLIC OF KENYA



NATIONAL RESEARCH FUND

GRANTS MANAGEMENT SYSTEM - APPLICANTS USER MANUAL

Version 1.0

Date: January 2026

A. Introduction and Purpose

Welcome to the Grants Management System (GMS)!

The GMS is a web-based platform that enables researchers to apply for research grants, track application status, and manage awarded grants. The purpose of this manual is to provide step-by-step guidance for applicants on how to:

- Register and create an account
- Browse available grant opportunities
- Submit complete concepts/proposals
- Track application progress

B. System Requirements

To ensure the best experience while using the GMS, the following technical requirements are recommended:

- **Device:** A desktop computer or laptop is recommended for viewing and updating detailed calls for applications.
- **Internet Connection:** A stable broadband internet connection is required to access the portal and save real-time data.
- **Web Browser:** The system is optimized for modern web browsers. Use a recent version of Chrome, Firefox, Safari or Edge.

C. Accessing the Portal

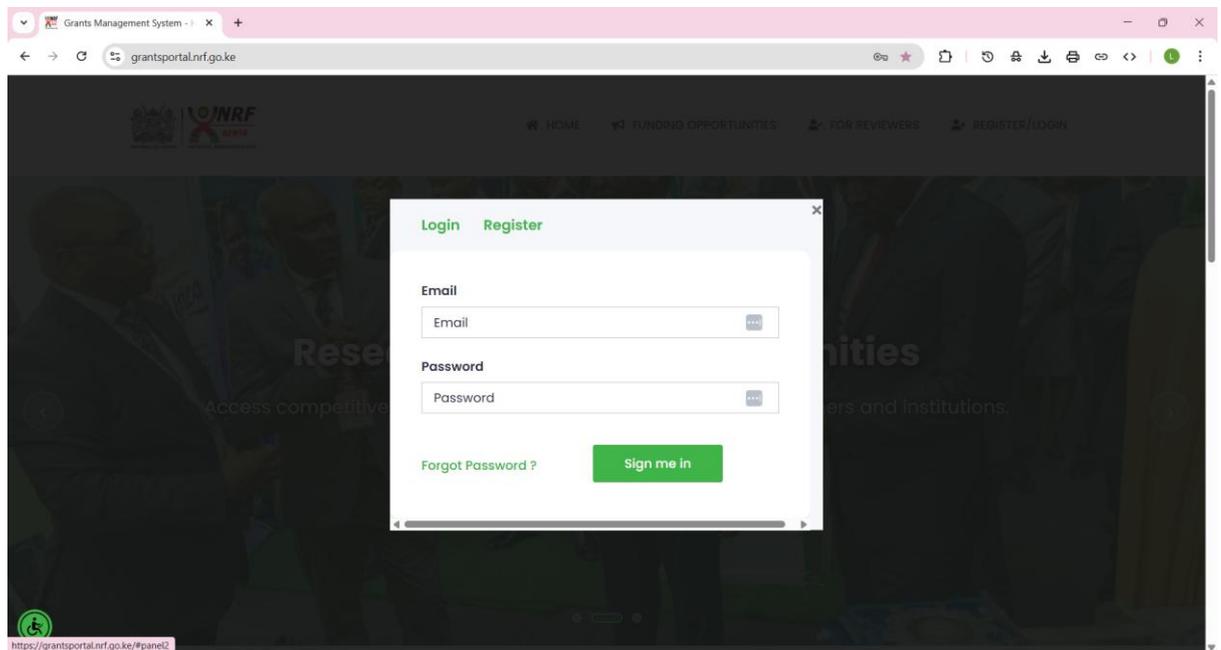
The GMS is accessible via web browser on any device.

1. Open your preferred web browser.
2. Enter the portal address: <https://grantsportal.nrf.go.ke>

D. Account Registration

To apply for grants, you must first create an account.

1. Click the **Register/Login** tab on the homepage.
2. On the pop up, locate the Register section.



3. Fill in all required fields in the registration form and submit.

Upon successful registration:

- A reference number is generated
- A confirmation message displays on screen

You can now log in using your email and password.

E. Login In

1. Navigate to the GMS homepage.
2. Locate the Login section.
3. Enter your registered Email Address and Password.
4. Click Sign In.

Upon successful login, you will be redirected to your dashboard.

F. Forgot Password

If you forget your password:

1. Click Forgot Password? link on the login page.
2. Enter your registered email address.
3. Click Reset Password.
4. Check your email for a password reset link.
5. Click the link and create a new password.

6. Log in with your new password.

Note: Password reset links expire after 1 hour for security.

G. Dashboard Overview

After login in, your dashboard displays a sidebar menu, statistics cards section and list of recent calls.

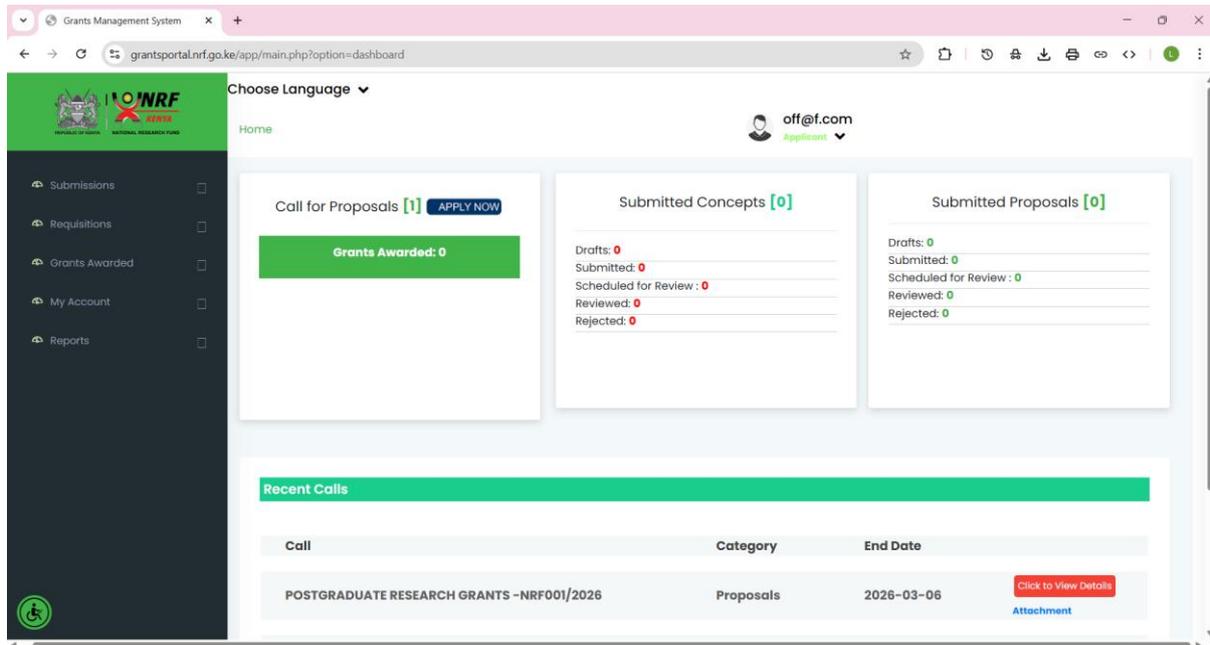


Figure 1: Dashboard Overview

The sidebar menu provides access to:

- Submissions - View and manage your applications
- Requisitions - View and manage requests for funds and procurement
- Grants Awarded - View your successful grants
- My Account - Profile and settings
- Reports - View and submit progress reports

The statistics cards provide details of:

- Call for Proposals - Number of active proposal calls
- Grants Awarded- Your successful grant awards
- Submitted Concepts – Status of submitted concepts
- Submitted Proposals - Status of submitted proposals
- Recent Calls - Browse available grant opportunities

H. Submitting an Application

To view available grant opportunities:

1. Scroll to the Recent Calls section.
2. Browse the list of open grant calls and find the grant you wish to apply for.
3. Click to View Details.
4. Click Apply button.
5. You will be directed to the application form.

The application is divided into multiple sections. You can save your progress and return later.

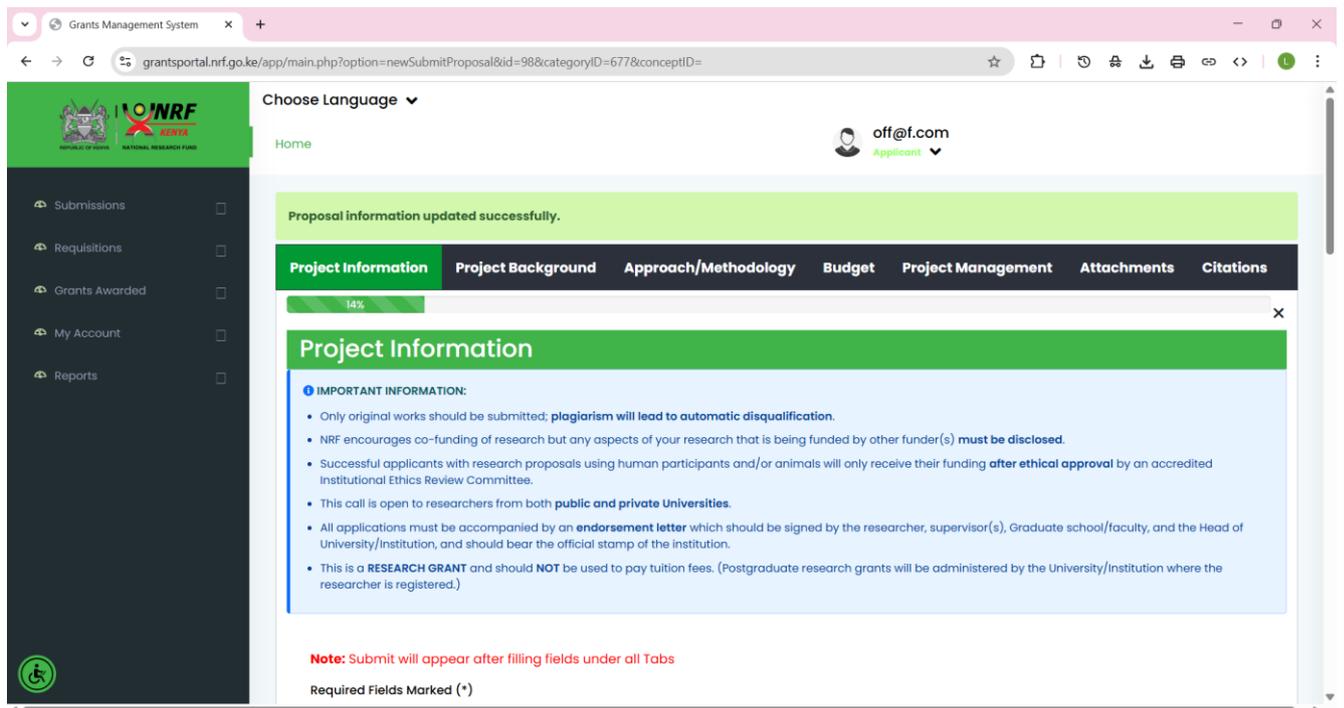


Figure 2: Filling an application

>Tip: The progress bar updates automatically as you save each section. You can navigate between sections in any order.

The Submit button only appears when progress reaches **100%**. If you don't see the submit button, check which sections are incomplete.

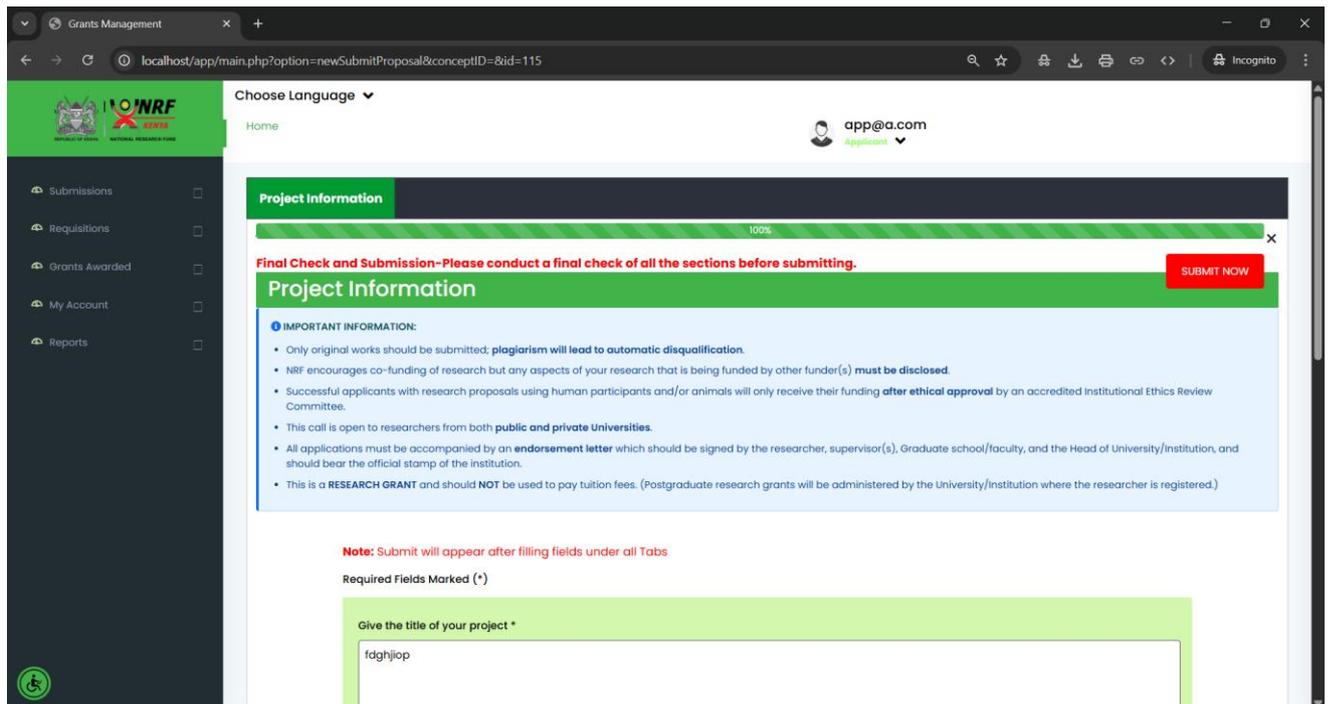


Figure 3: Submit Now Button

Before final submission:

1. Review all sections - Ensure all required fields are complete
2. Check the progress bar - Must show 100%
3. Check attachments - Verify all required documents are uploaded

Warning: Once submitted, you cannot edit your application.

Upon successful submission:

1. A confirmation message displays.
2. Your application status changes to "Submitted".
3. You receive a confirmation email.

I. Managing Your Applications

a. Draft Applications

These are applications that are saved but not yet submitted. To view them:

1. Go to Submissions on the sidebar menu or the statistics card.
2. Click on Drafts section.
3. View list of incomplete applications.
4. Click Update Submission to resume.
5. Complete remaining sections.
6. Submit when ready.

>Tip: Save your work regularly to avoid losing progress.

b. Submitted Applications

To view applications you have submitted:

1. Go to Submissions on the sidebar menu or the statistics card.
2. Click on Submitted section.
3. View list of submitted applications.
4. Click on an application to view details.

J. Tracking Application Status

To monitor the progress of your applications:

1. Click on Submitted Proposals / Submitted Concepts on the statistics card as appropriate.
2. View the status column for each application.
3. Click on an application for detailed status information. The table below lists their meaning.

Status	Meaning
Draft	Application started but not submitted
Submitted	Application received and pending review
Scheduled for Review	Application assigned to reviewers
Under Review	Currently being evaluated
Reviewed	Evaluation complete, awaiting decision
Approved	Application successful
Rejected	Application not successful
Awarded	Grant has been awarded

K. Viewing and Updating Profile

To view your profile information:

1. Click My Account in the sidebar menu.
2. View your registered details.

To update your profile:

1. Go to My Account.
2. Modify the fields you wish to change.
3. Click Update Details.

L. Grants Awarded

If your application is successful:

1. You will receive notification of the award.
2. Go to Grants Awarded section.
3. View details of your awarded grants.

M. Troubleshooting and Common Issues

Issue	Possible Causes	Solutions
Cannot log in to account	Incorrect email address and/or wrong password	<ol style="list-style-type: none"> 1. Verify email address is correct 2. Use "Forgot Password" to reset
	Browser cookies disabled	<ol style="list-style-type: none"> 1. Enable cookies in browser settings 2. Try a different browser
CAPTCHA not working	Incorrect code entry	Enter code exactly as shown
	CAPTCHA expired	Refresh CAPTCHA image
	Browser cache issue	<ol style="list-style-type: none"> 1. Refresh page (Ctrl +F5 or Ctrl+R) to clear browser cache and cookies 2. Try a different browser
	Image not loading properly	Check your internet connection
Session keeps timing out	Inactive for extended period	<ol style="list-style-type: none"> 1. Avoid leaving browser idle 2. Refresh session by navigating between pages
	Unstable internet connection	Check internet connection stability
	Multiple tabs open	Close other tabs/windows
Cannot upload attachments	File format not supported	Check file format. The recommended file format is PDF.
	File size exceeds limit	Verify file size is within limits (25MB). Compress large files if possible.
	Corrupted file	Re-save or recreate the file
	Browser compatibility issue	Try a different browser
	Slow internet connection	Ensure stable internet connection
Page not loading correctly	Browser cache issues	Refresh page (Ctrl +F5 or Ctrl+R) to clear browser cache and cookies
	JavaScript disabled	Enable JavaScript in browser
	Network connectivity problems	Check internet connection

Cannot find grant call	Deadline has passed	Check if deadline has passed
	Looking in wrong section	Verify in correct section (Concepts vs Proposals)
Application not saving	Network interruption	Check internet connection
	Session timeout	1. Save more frequently. 2. Refresh session.
	Required fields missing	Verify all required fields are completed
Error after submission	Incomplete application	Review all sections for completeness
	Missing required attachments	Verify all attachments uploaded
	Invalid data format	Check data format (dates, numbers)
Email notifications not received	Email in spam/junk folder	Check spam/junk folder
	Incorrect email address	Verify email address in profile

If you encounter persistent technical issues, please contact the ICT Help Desk at **support@nrf.go.ke** or contact the systems administrator at **lodhiambo@nrf.go.ke**