

UNIVERSITY RESEARCH FUND (URF)

1 PURPOSE OF THE FUND

- A. To stimulate and promote a research and innovation culture within the institution in support of CPUT's long-term Research Technology & Innovation strategic goals;
- B. To offer research project running costs for staff members, postgraduate students and postdoctoral research fellows;
- C. To primarily provide emerging/early-career researchers with funding for further qualifications and free-standing research projects not externally funded. However, post-emerging/mid-career researchers as well as established academics may also be supported, particularly those who have not obtained external funds or alternative student support towards research running costs.

2. ELIGIBILITY CRITERIA

- 2.1 The minimum qualification required is a postgraduate qualification at masters' level or proof of being registered on a master's level programme.
- 2.2. All CPUT permanent staff and those appointed on full-time contracts of at least two years as well as those who have been with CPUT for two years or longer may apply.
- 2.3 Postgraduate students (masters and doctoral candidates) and postdoctoral research fellows may apply. However, masters and doctoral candidates must have HDC 1.1 and HDC 1.2 approval prior to applying for URF. Applicants who are not registered with CPUT are required to provide proof of acceptance of their research proposals.
- 2.4 Researchers who have external grants to support the running expenses of their research are NOT eligible to apply for URF. However, if researchers have external funding, but the specific funding does not provide for postgraduate student support, they may apply to URF for support towards the research running costs of such postgraduate students' research projects. '
- 2.5 NRF Rated researchers who have no external funding are allowed to apply for URF so that their research careers are not disadvantaged by the fact that they are rated. Rated researchers, however, are generally expected to be able to successfully procure externally funded grants.
- 2.6 Staff members who are actively engaged in research and join CPUT between October of the previous year and January of the current year should be assisted by the relevant Faculty Research Coordinator to submit an urgent application to be sent for external review in February in order to be ready for award in March. This is to

ensure that active researchers' careers are not disadvantaged by transferring from one institution to another. The same exception will be made for postgraduate students who join CPUT after the URF call closed.

- 2.7 The Research Output Units (Department of Higher Education Training [DHET] audited) that must have been produced already up to 2015 (but no longer than five years) in order to be eligible for URF funding after having been supported twice before are as follows:

Academic rank	Units required
Junior Lecturer	0.25
Lecturer	0.5
Senior Lecturer	0.75
Associate Professor	1
Full Professor	1.5
Academics affiliated to a Research Centre/Unit	2
Non-academic/Postgraduate/Postdoc/registrations	Units required
Obtained Master's degree already	0.3
Currently registered for a Master's degree	0.25
Obtained Doctoral degree already	0.5
Currently registered for a Doctoral degree	0.45

The above pertains to applicants who have already been supported by URF twice before. First- and second-time URF applicants are exempt from the above eligible criteria.

3. GRANT CONDITIONS

- 3.1 All applications must be submitted online on the RIMS systems and have the endorsement of line-functions, Head of Department and Faculty Research Coordinators.
- 3.2 All applications must be accompanied by proof of ethical clearance of the research proposals.
- 3.3 No peer review is required for CPUT student applications that are accompanied by Higher Degrees Committee approval. All other URF applications (from CPUT staff, and staff registered outside CPUT) require at least two peer review reports before a funding decision can be reached.

- 3.4 The funds may be used to support research running costs as specified in the budget, and aligned to the list of URF inclusions/allowable costs.
- 3.5 The maximum amount which will be allocated for URF is R80 000 per application per principal researcher/supervisor. The award allocated will be based on the budget submitted in the research proposal.
- 3.6 A maximum of R25 000 per masters student, R45 000 per doctoral student, and R65 000 for postdoctoral fellows will be allowed for research running costs.
- 3.7 URF cannot be used to supplement the researcher's own salary.
- 3.8 If an applicant is successful in applying for URF, and becomes a grant holder of an external funder (for exactly the same proposal and budgetary needs as specified in the URF application) in the same year, the applicant must declare this. If there is duplication in funding, the URF will be cancelled.
- 3.9 If none of a given grant's budget has been used by October each year, it will be cancelled unless a satisfactory explanation is submitted to the Research Directorate for carry forward to the following year. Researchers have until March of the following year to spend their URF allocations. All unused URF funding which has not been granted a carry-over, will be cancelled on 31 December annually.
- 3.10 Students who drop out of their studies after having been supported by URF will be liable to pay back the allocated and expensed funds.
- 3.11 URF Awardees must adhere to all CPUT's requirements and ensure that purchases under the research materials and supplies categories (for example, laptops, lab-materials, etc.) obtained through a URF grant is captured, barcoded and listed on CPUT's asset register at the Asset Management department.
- 3.12 URF applicants who have been awarded URF funds two (2) times must produce the required research output before further support can be considered.
- 3.13 All URF grant holders must submit online annual progress reports onto RIMS before end of November annually. Final reports are due when the research project concludes.

4 FUNDING CATEGORIES SUPPORTED/ALLOWED/INCLUSIONS

Researchers/Staff	Postgraduate students and postdoctoral fellows
Allocation: maximum of R80 000	Allocation: master's: maximum of R25 000 Doctorate: maximum of R45 000 Postdoctoral fellows: maximum of R65 000
<p>Research materials and supplies These items must be directly related to the project and are considered to be 'consumables' for the proposed research, e.g. disposables and consumables.</p> <p>(Consumables are any items with a life expectancy of generally less than a year, and which are consumed in the normal course of the research project.)</p> <p>E.g. laboratory equipment with a value of less than R3 000 should be captured under consumables even if not consumed in the normal course of the research project.</p> <p>Applicants are required to submit a detailed itemised list, e.g. description of the consumable, quantity, reagent grade and cost per unit.</p> <p>3G cards for internet connection (not exceeding R 1 500)</p>	<p>Research materials and supplies Laptops (not exceeding R10 000) and memory sticks for postgraduate students who do not need laboratory materials. 3G cards for internet connection (not exceeding R 1 500)</p> <p>Stationery: paper and cartridges Printing and copying of letters of request, questionnaires, and interview schedules, etc. Printer (not exceeding R1500) Voice recorder (not exceeding R1500)</p>
Field work travel per km at CPUT current rates. CPUT vehicles should be used and petrol slips provided to claim.	Make use of CPUT car for fieldwork travel.
Accommodation (3-star or less) if site of data collection is more than 100km a return trip from campus of operation, at CPUT current rates.	Accommodation (3-star or less) if site of data collection is more than 100km a return trip from campus of operation, at CPUT current rates.
Daily subsistence at CPUT current rates. Proofreading and editing of manuscripts for publication in DHET accredited journals (maximum amount: R 5 000)	Daily subsistence at CPUT current rates Proofreading and editing of manuscripts for publication in DHET accredited journals (maximum amount: R 5 000)
Proofreading and editing of dissertation/thesis R7 000 [masters]; R10 000 [doctoral]	Proofreading and editing of dissertations/theses R7 000 [masters]; R10 000 [doctoral]
Binding of dissertation/thesis R5 000 maximum	Printing and binding of dissertations/theses Maximums of R7 000 [masters]; R10 000 [doctoral]

Transcription fees (maximum amount: R 5 000)	Transcription fees (R 5 000)
Video cameras & accessories (maximum amount: R 2 500)	Video cameras & accessories (maximum amount: R 2 500)
Dictaphones (maximum amount: R 1 500)	Dictaphones (maximum amount: R 1 500)
Non-standard computers and computer software specific to the research project	Computers and computer software specific to the research project
All other additional research activity budget line items requested needs to be sufficiently motivated in such a way that it justifies the amount asked for.	All other additional research activity budget line items requested needs to be sufficiently motivated in such a way that it justifies the amount asked for.

4.1 FUNDING CATEGORIES NOT SUPPORTED/EXCLUSIONS

Researchers/Staff	Postgraduate students
Tuition fees: bursaries (available from Human Capital)	Tuition fees: bursaries (available from Centre for Postgraduate Studies)
Local conferences	Local conferences
International study visits	International study visits
Conferences abroad	Conferences abroad
Consultancy fees, e.g. for statistical analysis, questionnaire design, etc.	Consultancy fees, e.g. for statistical analysis, questionnaire design, etc.
Textbooks, books and journals	Textbooks, books and journals
Furniture	Furniture
Personal computers, laptops, printers, cell phones	Personal computers (i.e. desktop), cell phones
Printing of dissertations/theses	
Journal subscriptions	Journal subscriptions
Lecturer salary supplementation	
Lecturer replacement	

5 APPLICATION PROCESS

URF Call Opens: Wednesday, 16 August 2017

URF Call Closes: Monday, 09 October 2017

Applicants must apply online via the Research Information Management System (RIMS) at <https://rims.cput.ac.za/>

First time RIMS application users must contact Ms Luyolo Kamati at KamatiL@cput.ac.za / 021 460 3843 to obtain a username and password or Ms Samantha Coert at Coerts@cput.ac.za or 021 460 3074.

Previous users must log in with their registered usernames and passwords. For any further assistance on gaining access, please contact the RIMS Coordinator Ms Luyolo Kamati at KamatiL@cput.ac.za / 021 460 3843 or Ms Samantha Coert at Coerts@cput.ac.za or 021 460 3074.

The call will be advertised on the CPUT website, and by email to Newsflash, Deans, Faculty Research Coordinators (FRC's), and Directors of research centres and units.

Workshops on URF will be held on all campuses during the time when the call is open.

The relevant Faculty Research Committee should screen the submission using the check-list provided by the Research Directorate and in line with the URF Terms of Reference, particularly the budget inclusions and exclusions. Only applications screened, checked and recommended (against the URF Terms of Reference and eligibility requirements) by the relevant Faculty Research Committee should be submitted to the Research Directorate. Applications submitted by individuals will not be considered.

The Research Directorate is responsible for sending applications for peer review to reviewers. However, it is the applicant's responsibility to:

- Nominate four peer reviewers (two internal to CPUT and two external to CPUT);

- Contact the peer reviewers to confirm their willingness to serve;

- Obtain all four signed peer reviewer acceptance/agreement forms;

- Ensure that peer reviewer's agreement forms are submitted with the online application.

Peer reviewers should be independent and not have a vested interest in the project (as in the case of project leaders, supervisors and friends of the applicant).

The URF Evaluation and Allocation Committee comprising the DVC: Research, Technology Innovation & Partnerships (ex officio), the Director of Research, Research Grants Manager, Research Finance Coordinator, Research Grants Officer, and Faculty Research Coordinators will meet for final funding decisions of applications.

LOOK OUT FOR YOUR FACULTY'S INTERNAL DEADLINE

Faculty	Faculty Research Coordinator
Applied Sciences	Dr Linda Sibali
Business & Management Sciences	Prof Maurice Dassah
Education and Social Sciences	Prof Petrusa Du Toit
Engineering	Prof Mellet Moll
Health and Wellness Sciences	Dr Dirk Bester
Informatics and Design	Prof Retha de la Harpe
Non-Faculty	Through your immediate HoD please

16 August 2017