

RESEARCH EXCHANGE PROGRAMME

TERMS OF REFERENCE

1. BACKGROUND AND PURPOSE

CPUT aims to be at the heart of technology education and innovation in Africa. This funding scheme is geared towards nurturing a research and staff cadre that are exposed to local, regional, national and international research undertakings.

The funding scheme is to build and maintain excellence in South African research and beyond as well as to develop research capacity. Its focus is to promote local and international collaborations through the support of travel opportunities and participation in scientific events.

This programme was therefore established to contribute to the following objectives:

- Support CPUT staff and postgraduate students with travel grants
- Support the hosting of visiting foreign researchers
- Support greater engagement and interaction on the African continent

2. INVESTMENT CATEGORIES & GUIDELINES

The investment in financial support focuses on **three** categories:

2.1 Travel Grants for CPUT Staff and Postgraduate students

The applicants in this category are CPUT staff and postgraduate students travelling either locally or internationally. The funding requested will be to support local and international travel related to research activities such as, participation in seminars, symposia, workshops data analysis, and research collaborations. The use of research equipment and/or infrastructure at other institutions may also be motivated for.

2.1.1 This investment area supports

- CPUT full time permanent staff members and those on CPUT full-time contracts for two years or longer
- CPUT affiliated postgraduate students at masters and doctoral level (must be at least in the second year of registration)
- Young and developing researchers, including postdoctoral fellows
- Established researchers

2.1.2 Applications for funding under this category must illustrate

- The value to be derived from participation in the event/activity and/or the potential of new/follow up initiatives that will be beneficial to CPUT
- Indicate using networking to influence strategic direction in areas of institutional and/or national importance
- The application must be accompanied by an official correspondence from host/s, or confirmation of participation in research event and/or activity.

2.2 Visiting Foreign Researchers

The applicants in this category are CPUT staff only requesting funding to host research leaders from abroad for a short period (**up to a maximum of three weeks**) in South Africa to enrich local expertise in their field. This is to promote future collaboration and/or strengthen existing collaboration.

2.2.1 This investment area supports

- Young and developing researchers/staff inviting established researchers
- Established researchers inviting peers in their field of expertise

2.2.2 Applications for funding under this category must illustrate

- That the invited researcher is a leader and well recognised expert in his/her field both nationally and internationally
- Must illustrate the value to be derived from the visit and the possibility of the start of new initiatives or strengthening of existing relations
- Involvement of other local scientists and engagement with more than one institution other than the host/applicant is encouraged
- It is obligatory that the invited researcher present a public lecture/seminar at CPUT, or at a partner institutions
- Engagement with CPUT students and other skills transfer activities are encouraged
- A copy of the invitation to the visitor(s) and a copy of the provisional acceptance of the invitation from the visitor(s) must be included in the application.

2.3 Africa Engagement and Interaction

The applicants in this category are CPUT staff and postgraduate students intending to visit universities or research organisations in other African countries to build capacity and to promote future collaboration, and/or to strengthen existing collaborations. This is to enable CPUT staff and postgraduate students to establish or strengthen academic collaboration with one or more partners based at universities or research institutions on the African continent.

2.3.1 This investment area supports

- CPUT full time permanent staff members and those on CPUT full-time contracts for two years or longer
- CPUT affiliated postgraduate students at masters and doctoral level (must be at least in the second year of registration)
- Young and developing researchers, including postdoctoral fellows
- Established researchers

2.3.2 Applications for funding under this category must illustrate

- Applicants in this category must have a pre-confirmed host elsewhere in Africa
- Must indicate how the funding will support collaboration with partners elsewhere in Africa at the level of research, teaching, and/or capacity development
- Copies of invitation(s) received from host(s) must be included

3. FUNDING CATEGORIES AND LEVELS

	Investment categories	Funding categories	Amounts	
1	Travel grants for individual researchers	VISA costs	Emerging researchers R 20 000.00	Local
		Accommodation		
		Registration fees	Established researchers R 30 000.00	
		VISA costs	Emerging researchers R 40 000.00	International
		Accommodation		
		Registration fees	Established researchers R 60 000.00	
2	Visiting Foreign Researchers	Flight	R 60 000.00 max	
		Accommodation		
		Ground Travel		
3	Africa Interaction	Flights	R 40 000.00 max	
		Accommodation		
		VISA costs		
		Ground Travel - Local		

The above funding categories and levels must be observed and adhered to during the application phase.

4. PROCESSING AND DECISIONS

In line with CPUT's endeavour for a fair and objective granting process, all applications are subjected to the following:

- Only one application per applicant per annum will be entertained
- No applicant may be supported for two consecutive calls
- All applications must be endorsed by the Faculty Research Coordinator and relevant Head of Department. In case of students, applications must be endorsed by the supervisor
- Each application must be accompanied by a letter of confirmation detailing the scheduled visit from the host institution/organisation/person being visited
- A panel representing all Faculties at CPUT will assess, select an award based on the stipulated criteria as set out in this guideline
- Travel grants will be in accordance with the maximum amounts indicated in table 1 above. In cases where this maximum amount is exceeded, additional co-investment funds should be sourced from elsewhere and this is the responsibility of the applicant

5. APPLICATION PROCESS

Research Exchange Programme Call **Opens: Thursday, 20th April 2017**
Research Exchange Programme Call **Closes: Wednesday, 17th May 2017**

Applicants must apply online via the Research Information Management System (RIMS) at <https://cput.rims.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 3843.

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 3843.

5.1 How to gain access to an online application form and to create an application:

Step 1: Log in onto RIMS at <https://cput.rims.ac.za/>

Step 2: Insert username and password

Step 3: Click on the **Sponsored Projects Tab**

Step 4: Select create new proposal

Step 5: Under the **Funding** heading, type in “CPUT Research Academic Exchange”

Step 6: Select envisage date of exchange and specify the **day, month and year**

Step 7: Select **Application Type** “Research Academic Exchange” from drop down menu

Step 8: Type in the **research exchange project** title in full

Step 9: Click on **Create Proposal**

Step 10: Continue completing the application by following the given instructions

5.1.1 Submission pre-requirements

Complete the online application & upload all required supporting documents including:

- Proof of registration
- Visiting foreign researcher’s CV
- Letter of acceptance for visiting foreign researcher
- Letter of acceptance from host institution
- Visa, Accommodation, Airfare and Land travel quotations
- Authorisation form

6. REPORTING ON STUDY PROGRESS

All applicants are required to provide a progress report one month after returning from an exchange or after the return of a foreign visitor. A template will be provided to all awardees and the reports are to be submitted by uploading it onto RIMS.
