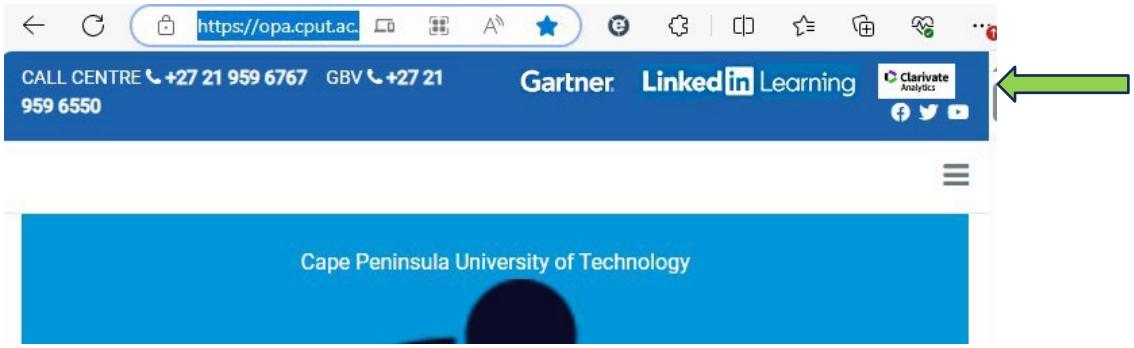
CONSOLIDATED RESEARCH FUND (CRF)

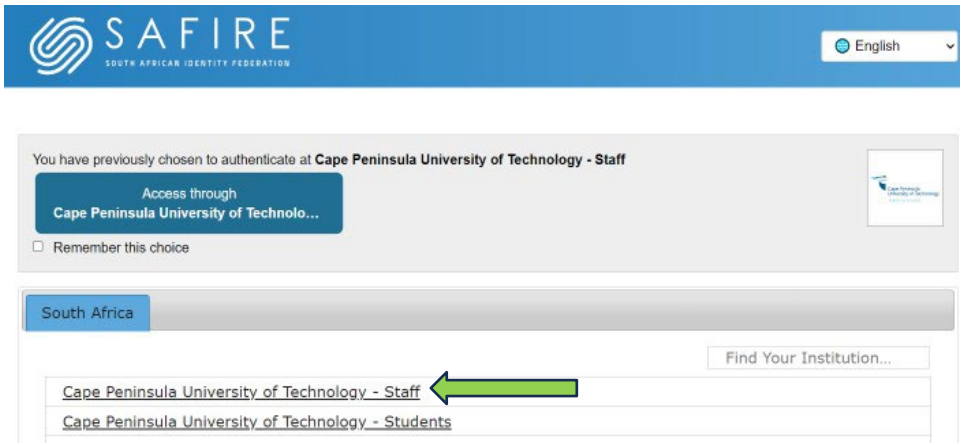
The purpose of this guide is to assist academics and non-academics staff who are applying for themselves or on behalf of their postgraduate students and fellows, through the Converis Grant Management System (Clarivate Analytics).

Create and Submit a Consolidated Research Fund (CRF) Grant Application using Converis by following these steps.

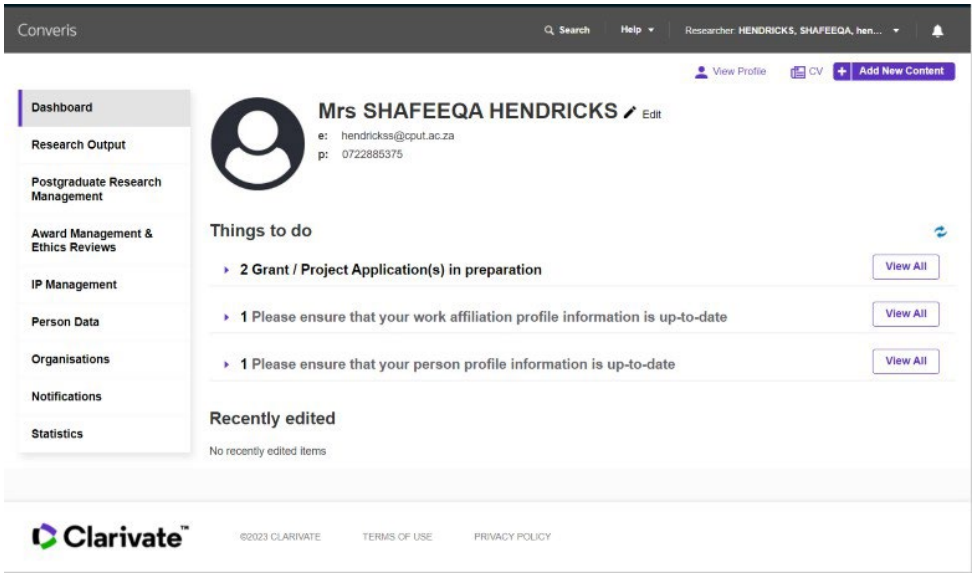
1. Click on the OPA link https://opa.cput.ac.za and then on the Clarivate Analytics icon.



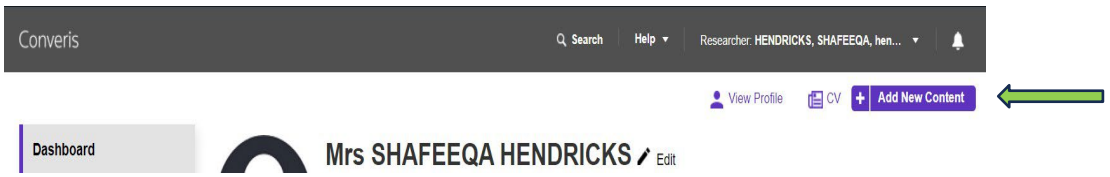
2. The SAFIRE webpage will appear. Click on Cape Peninsula University of Technology for Staff.



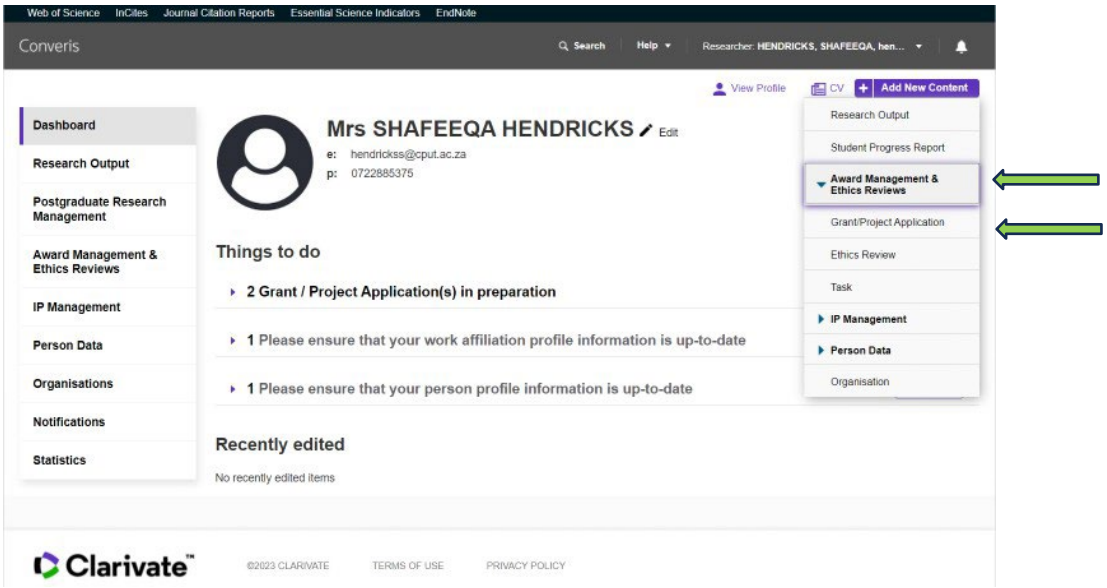
3. Login with your CPUT Username and Password, and you will be directed to the Clarivate Analytics homepage dashboard.



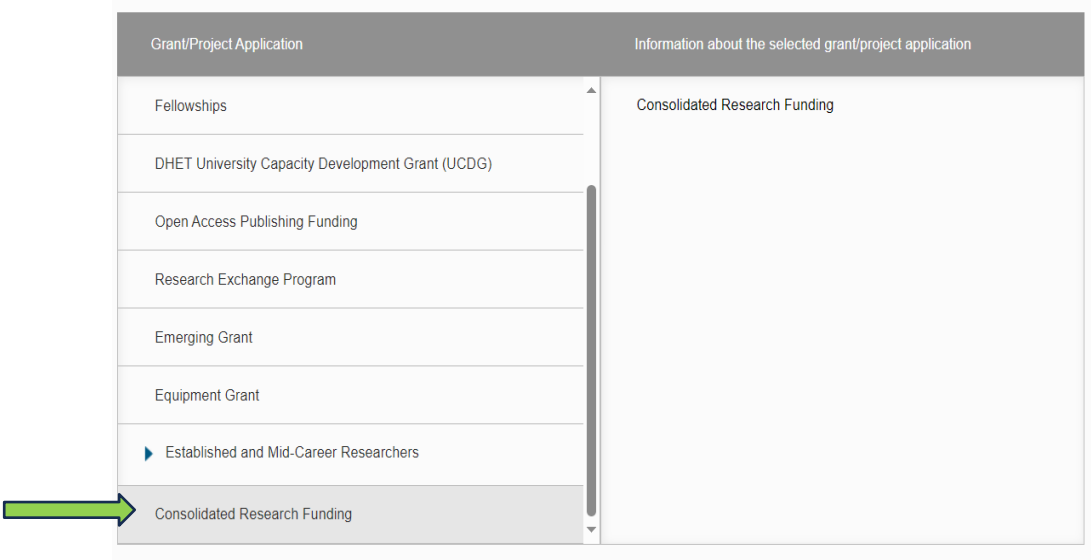
4. From your dashboard, click on Add New Content.



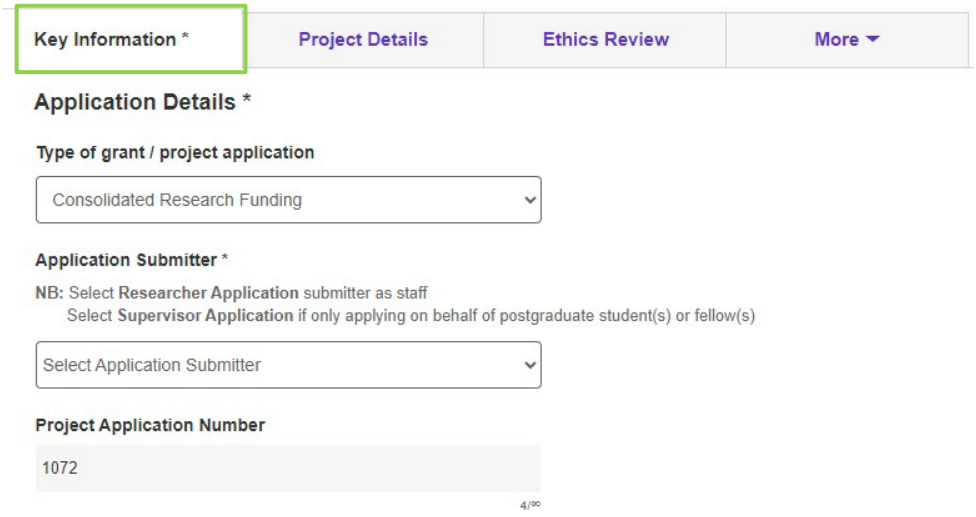
5. Select Award Management & Ethics Reviews and then Grant/Project Application.



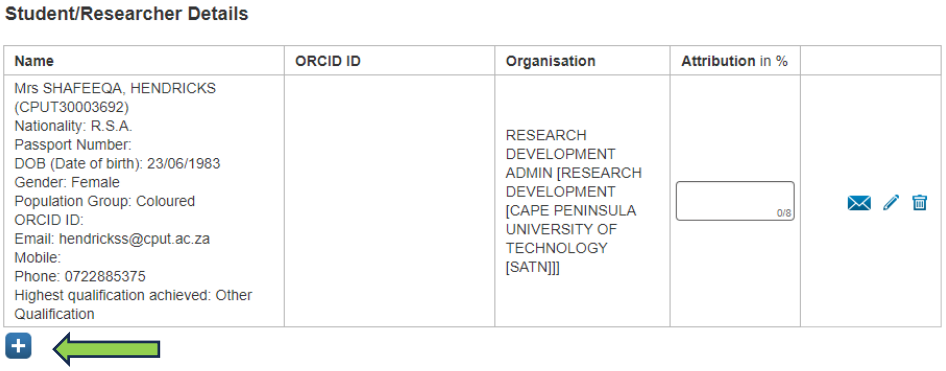
6. Select the type of Grant/Project Application Consolidated Research Fund.



7. Complete all the required information in the Key Information tab. Select the type of project application **"Consolidated Research Fund."** All the information required under the applicant section is compulsory.



The applicant's biographical information will appear. You can edit it by clicking on the pencil if required. For the supervisor application, click the + sign button, search for and select your student biographical information, and upload your student proof of current academic registration.



Proof of Academic Registration

Please attach the Proof of Current Academic Year Registration here

Upload new file

Latest Degree Qualifications

Please attach the Latest Degree Qualifications here

Upload new file

Declaration *

I hereby certify that the information I provided on this form is correct *

Select yes or no

After the grant has been received, I commit to provide a progress report inline with the number of progress reports required by the research office and the reporting period/frequency (Quarterly, Semi-Annual, Annual). *

Select yes or no

I hereby certify that if I (grant holder) dropout/cancel/deregister for no justifiable reason/s, I will be liable to pay back all the allocated and used funds *

Select yes or no

Applicant Information

Are you full time employed?

Select yes or no

Current employer

0/1024

Current occupation

Select Current Occupation

If other current occupation, please specify

0/1024

How long have you been employed at the institution?

0/1024

Indicate year of your appointment

0/4

Appointment Date

Are you working permanent or on contract?

Select Permanent/Contract

How long is your contract?

0/1024

Contract Start Date

Contract End Date

Currently studying?

Select yes or no

Level of qualification currently registered for

0/150

Is this your first qualification at this level?

Select yes or no

Name of Institution

0/1024

Are you an academic staff member?

Select yes or no

When was your first year of registration for this qualification?

0/4

How many years have you been registered for this qualification?

0/4

Application falls under Year (student specific field)

Select PDRF year

When do you intend to complete your study?(Indicate month and year)

0/4

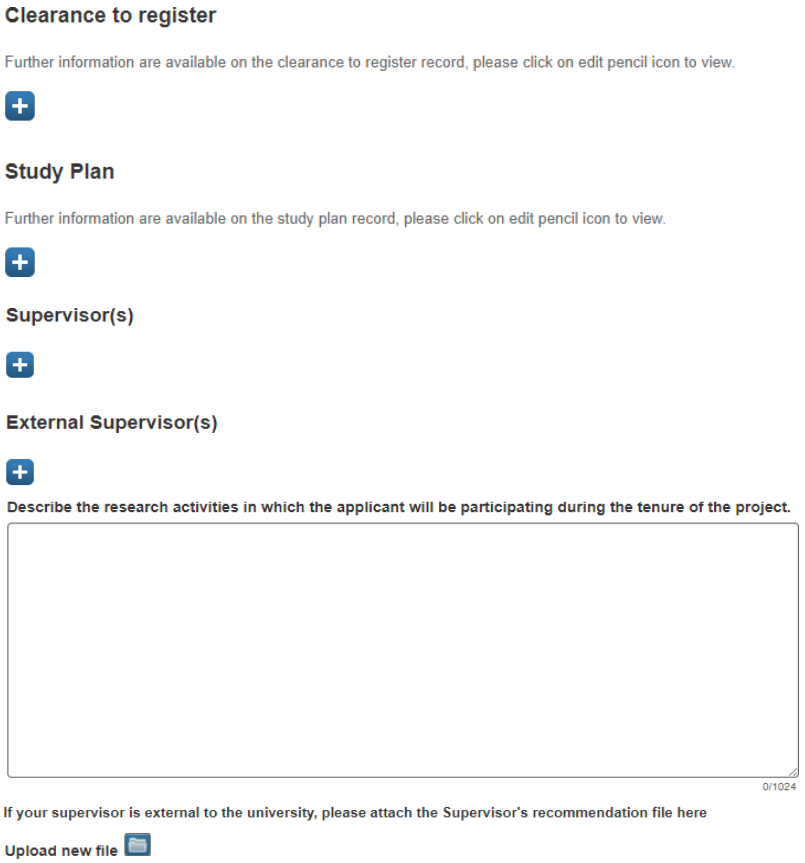
How do you classify yourself?

Select Established or Emerging

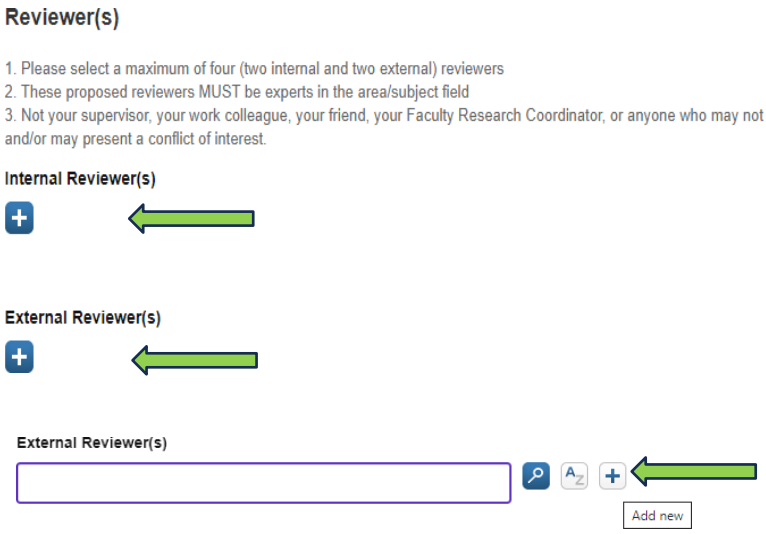
Has this specific project been supported by Faculty committee before?

Select yes or no

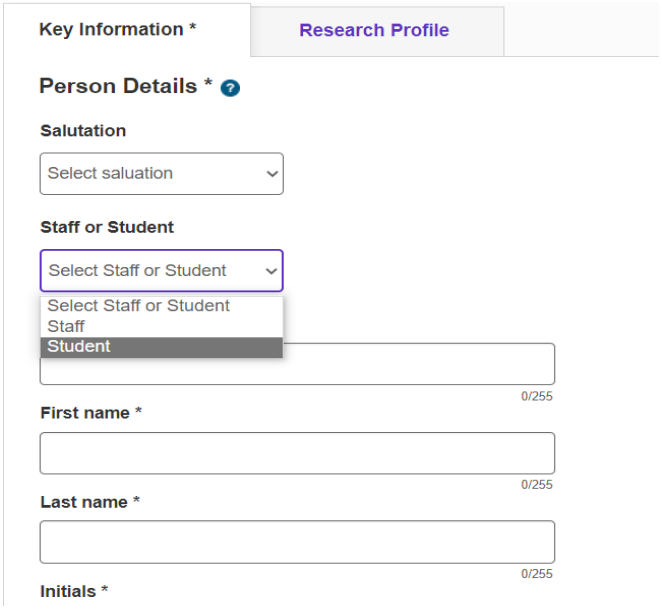
NB: The completion of clearance for registration and study plan is not required.



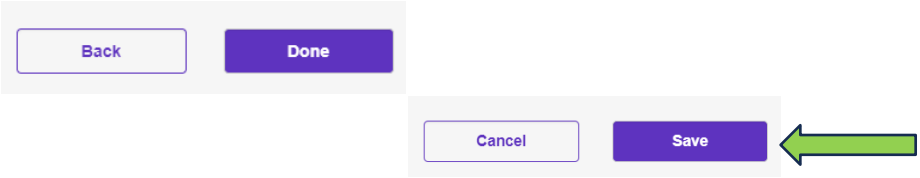
Select the plus sign (+) icon above and add the internal supervisor by searching for the name and surname. If your supervisor is not affiliated with the university, upload a letter of recommendation from your external supervisor to the "upload new file" icon, as shown above.



For External Reviewer(s), click on the plus sign (+) icon, expand to the second plus sign (+) icon, and add new key information regarding the external reviewer.

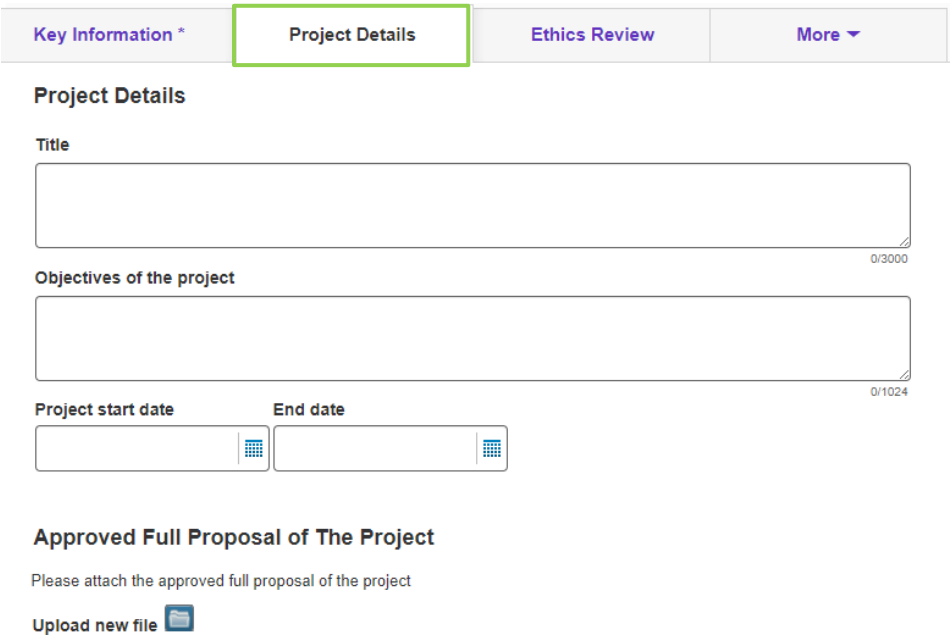


Click **Done** and then **Back** to continue and **Save** this section.



Click **Save** to continue working on the application and move to the next tab.

8. Complete all the required information on the Project Details tab. This section is compulsory.



Research Focus Area(s)

Which Research Focus Area(s) your application falls under? Please click on (+) sign and add as much as required..

If other research focus area(s), please specify

0/1024

Additional Project Details

Background of the project

Provide a historical overview of the problem/question that you aim to address logically and convincingly way. Make referring to applicable, existing literature is always advantageous.

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Rationale/Significance of this research

Why is this research that you want to undertake important and why is it worth investigating? Show alignment to institutions focus areas, strategies &/or national policies

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Design and Methodology

How do you plan to research this problem? Where will the research take place? Who will be involved and why? What research approach are you taking? Which methods do you intend using and why?

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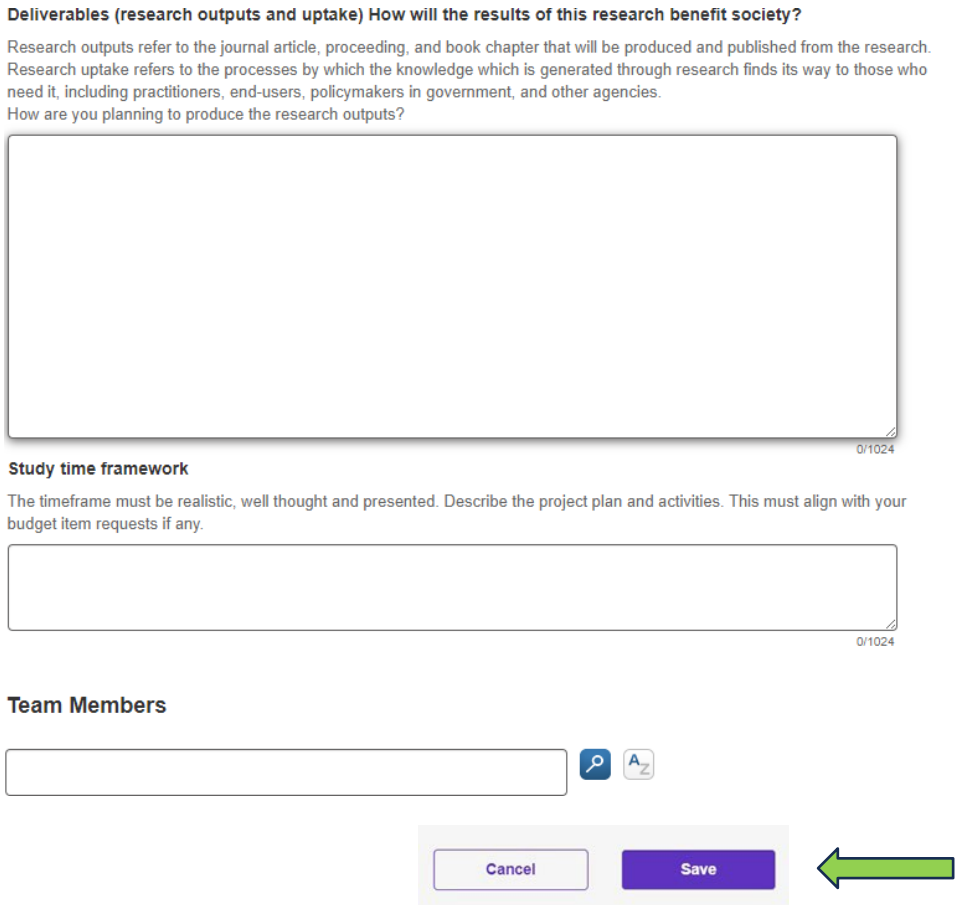
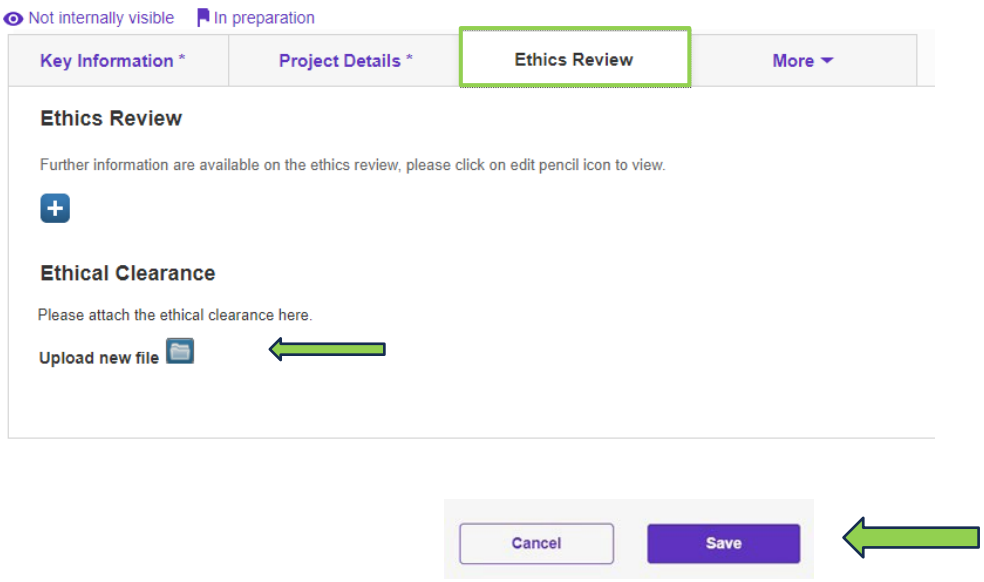


Click **Save** to continue working on the application and move to the next tab.

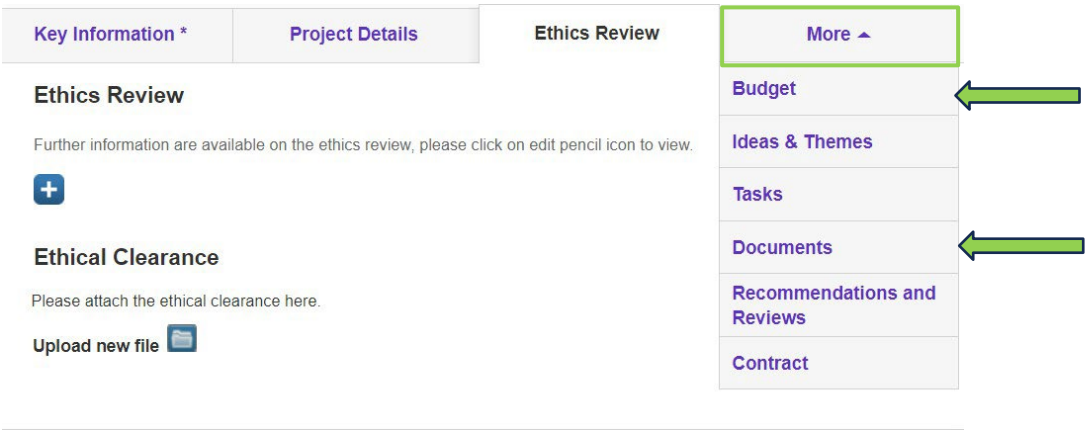
9. Click on Ethics Review and "upload new file" of the Ethical Clearance Certificate. The Ethical Clearance Certificate is compulsory. **NB**: You need not complete the Ethics Review application.



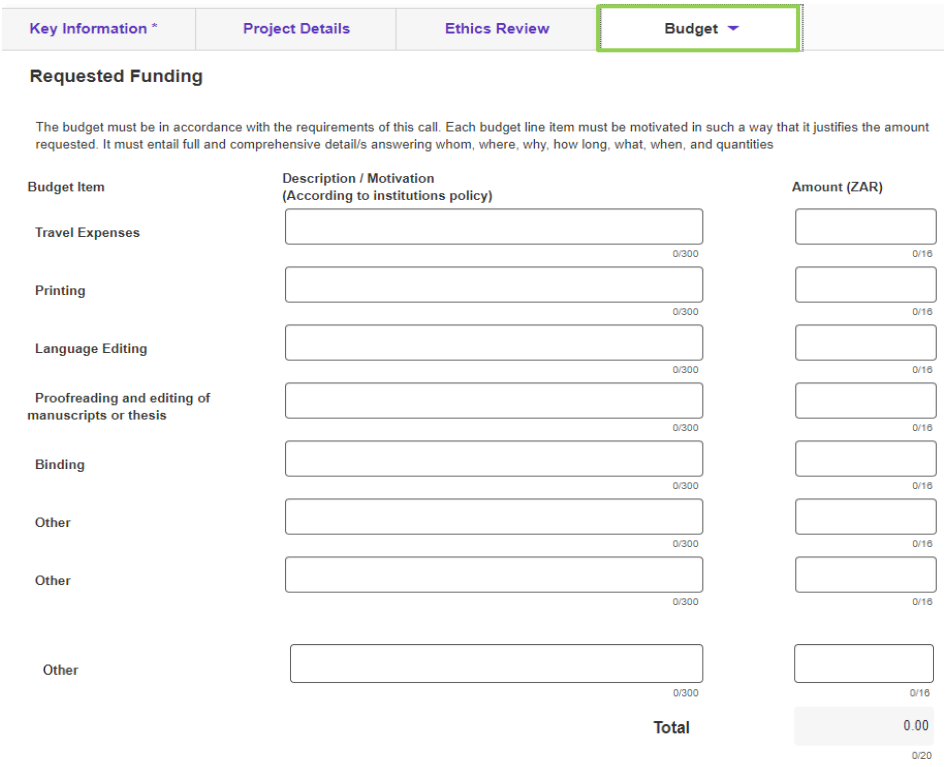
Click **Save** to continue working on the application and move to the next tab.

10. Click on the More tab and complete only the mandatory menu sections "Budget and Documents."

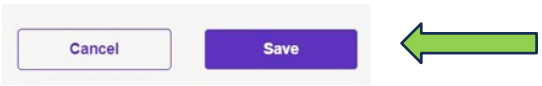
Note: Ideas & Themes, Tasks, Contract, recommendations, and reviews are not required to be completed.



11. Click on the Budget tab and complete the ***Requested Funding***.

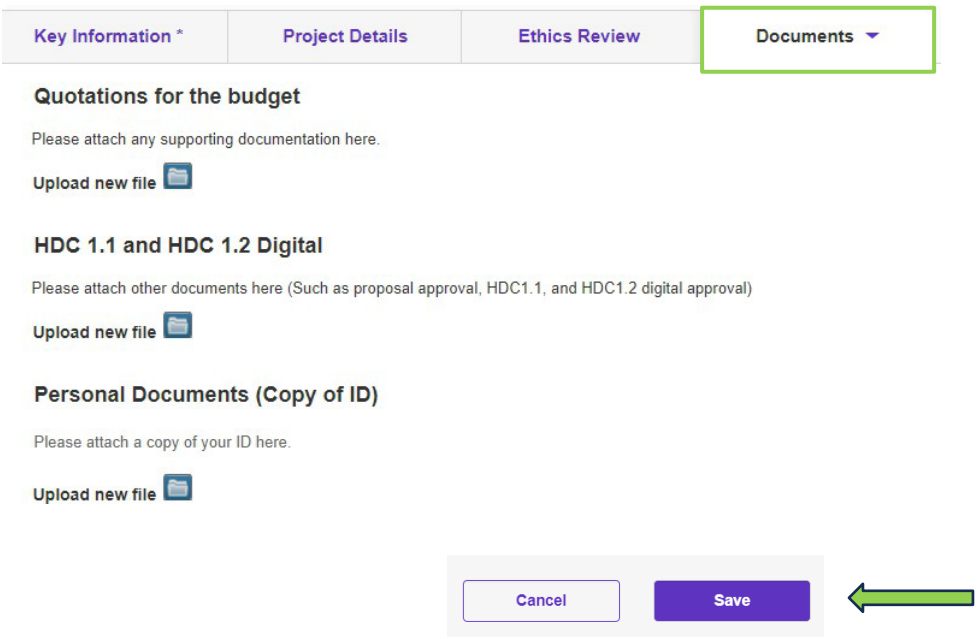


Once you complete the budget, click **Save**, and the total will automatically add the amounts.



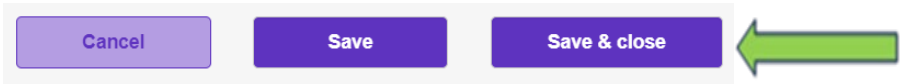
Click **Save** to continue working on the application and move to the next ***Documents tab.***

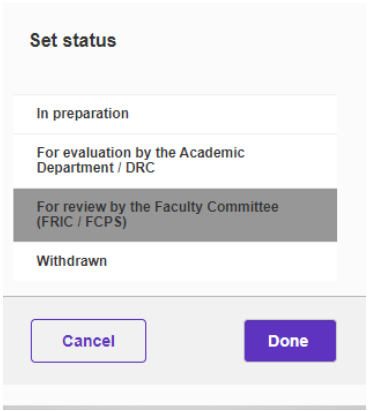
12. Click on the Documents tab and upload all the required information requested.



Click **Save** to continue working on the application and move to the **final step** of the application.

13. Click Save & Close your application. You will be directed to the Set status.





Select **in preparation status** if you still want to keep the application in progress.

For researchers, and supervisor applications must ignore the step for evaluation by the Academic Department/DRC **and submit directly to your FRC** for review by the Faculty Committee (FRIC/FCPS).

Then click **Done**.

Contact the following staff members if you experience any technical issues or have any inquiries related to grants

Technical Issues
Ms Luyolo Oyo
Email: KamatiL@cput.ac.za

Grant-related inquiries
Ms Shafeeqa Hendricks
Email: Hendrickss@cput.ac.za

Ms Pumza Makaula
Email: Makaulap@cput.ac.za