Cape Peninsula University of Technology

CONSOLIDATED RESEARCH FUND (CRF) CHECKLIST

1. Eligibility Criteria

For All Applicants

☐ Currently affiliated with CPUT as postgraduate student, fellow, or staff.
☐ Research project aligns with University's Strategic Research Focus Areas.
☐ Not NRF-rated or an established researcher.
☐ Have not received CRF funding more than two times.
☐ Produced research output units aligned with CPUT Research Policy.

For Staff

☐ Holds at least a masters degree or currently registered.
☐ New staff (joined between Oct–Jan): Assisted by Faculty Research Coordinator.
☐ Staff registered outside CPUT: Attached proposal acceptance from registered institution.

For Postgraduate Students

☐ Registered at CPUT for masters or doctoral degree.
☐ Uploaded HDC1.1 (Research topic) and HDC1.2 (Proposal approval).

2. Required Documents

Postgraduate Students

☐ HDC1.1 and HDC1.2 digital approvals.
☐ Proof of registration (including start date and expected completion).
☐ Research ethics clearance certificate or approval letter.

Fellows and Staff

☐ Ethics clearance for research project.
☐ Nominated four **reviewers** (2 internal, 2 external) in Converis.

All Applicants

☐ Detailed project description.
☐ Motivation and justification for budget items.
☐ Quotations for all requested budget items (aligned with CPUT procurement policies).

3. Budget Limits

Application Type	Maximum Amount	Tick ✅
Masters Student	R40 000	
Doctoral Student	R50 000	
Fellow	R70 000	
Staff	R90 000	

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Allowable Costs

☐ Consumables and reagents.

☐ Fieldwork-related travel and accommodation.

☐ Data collection, transcription, analysis, storage.

☐ Daily subsistence (per CPUT Travel Policy).

4. Application Process

☐ Application submitted online on Converis Grant Management System.

☐ Supervisor submits application on behalf of postgraduate students and fellows.

☐ Staff submitted their own application.

☐ Application completed in full, and supporting documents are uploaded.

☐ Application submitted to the department or faculty before the DRD deadline.

☐ Annual reports submitted (if continuing or applying).