Cape Peninsula University of Technology

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET) UNIVERSITY CAPACITY DEVELOPMENT GRANT (UCDG): 2024-2026

CONSOLIDATED RESEARCH FUND (CRF) TERMS OF REFERENCE (ToR)

Postgraduate students, fellows, and staff engaging in research projects for degree purposes and independent research initiatives for emerging researchers are eligible for CRF funding

1. OVERVIEW

The Consolidated Research Fund (CRF) instrument supports Cape Peninsula University of Technology (CPUT) postgraduate students, fellows, and staff in advancing their research projects as part of their academic pursuits. It also supports emerging researchers in their independent research initiatives and new staff members who joined the university. This funding instrument exemplifies the institution's commitment to nurturing research and fostering a strong research culture across the organization.

The Terms of Reference (ToR) document for the CRF delineates its purpose, objectives, eligibility criteria, grant conditions, budget, inclusions, exclusions, application procedure, the assessment of applications, funding decisions and outcomes, level of degree, reporting procedure, and research output units.

2. PURPOSE

The purpose of CRF is to provide financial support for research activities for CPUT staff, fellows, and postgraduate students.

3. OBJECTIVES

3.1 To support strategic research activities.
3.2 To foster culture of research excellence and provide support to cultivate high-quality research outputs that enhance the institution's academic reputation.
3.3 To support research that has the potential to make a significant contribution to the society and innovation.
3.4 To support early-career and emerging researchers by providing seed funding to establish their research projects and foster their growth.

4. ELIGIBILITY CRITERIA

4.1 Staff must have a minimum requirement of the masters degree qualification or current registration for a master's degree.
4.2 Applicants must provide proof of their current *registration of the degree, and the date of registration and completion year.*
4.3 CPUT staff pursuing postgraduate degrees are eligible to apply, with preference given to permanent academic staff.
4.4 Postgraduate students at the master's and doctoral levels must upload HDC 1.1 (research title), Ethics clearance, and HDC1.2 (research proposal) digital approval from the Faculty Higher Degrees Committee.
Staff who are not registered with CPUT must provide a copy of acceptance of their research proposal and ethics clearance from the registered institution.
4.5 Postgraduate qualifications, such as the master's in business administration (MBA), which do not align with University's Strategic Research Focus Areas, are not eligible for support under the CRF funding.
4.6 NRF-rated or established researchers are not eligible for CRF funding.
4.7 Staff who are actively engaged in research and those who joined CPUT between October of the previous year and January of the current year should be assisted by the relevant Faculty Research Coordinator to submit their applications to the Directorate of Research Development.
4.8 Applicants who have been supported must produce research output units aligned to the CPUT Research Policy (Table 1 of the policy document): Research Output Units per

employment rank in clause 10. The output must be produced within 12 months of the end of the CRF grant.

4.9 All relevant research outputs must be uploaded on Converis by the grant recipient

4.10 The completion of the research output is monitored by the Research Management Unit of the DRD.

5 GRANT CONDITIONS

5.1 All applications must be submitted online via the Converis Grant Management System.
5.2 Applications must include proof of research ethical clearance or approval for research proposals.
5.3 Supervisors are responsible for submitting applications on behalf of postgraduate students and fellows.
5.4 Staff members are required to submit their own applications.
5.5 Postgraduate student applications do not require additional peer reviewing and approval, evidence of the digital approval from the Higher Degrees Committee (HDC1.1 & HDC1.2) will be sufficient.
5.6 Fellows and staff applicants are required to nominate four reviewers (two internal and two external) on Coveris.
5.7 Fellows and staff applications must at least have two reviewers in order to be served at the panel meeting.
5.8 The Directorate of Research Development will oversee the peer-review process.
5.9 Funds may be allocated to support research running costs as detailed in the budget section of the application and must be consistent with the list of CRF inclusions/allowable costs.
5.10 The allocated funds will be limited to research materials, supplies, and travel costs associated with fieldwork.
5.11 CRF funds cannot be used to supplement a researcher's salary, stipends, or refunds.
5.12 If an applicant applies for both a CRF and an external grant for the same proposal and budget and subsequently receives funding from both sources, the CRF award must be rescinded to prevent double-dipping.
5.13 Funds allocated must be spent before the end of the financial year. Any funds not spent will be revoked within the same fiscal period.
5.14 Postgraduate students who discontinue their studies after obtaining support from the CRF are obligated to reimburse the allocated and spent funds.
5.15 Applicants who have obtained two CRF funds are required to generate the stipulated research output, as outlined in the research output table.
Applicants who consider applying for the third time must have produced the research output and submit a new research project application.
All applicants can only be supported for a maximum of two years.
5.16 All CRF grant recipients must submit their annual progress reports online through the Converis Grant Management System by the end of December annually.
5.17 Carry forward of funds, and applications for continuation of the same project will not be considered without submitting the annual or final progress reports.

6 BUDGET

Postgraduate Students, Fellows, and Researchers	Maximum Amount Allowable
Master's students	R40 000
Doctoral students	R50 000
Fellows	R70 000
Researchers	R90 000

7 INCLUSIONS AND EXCLUSIONS

7.1 Inclusions

Researchers/Fellows	Postgraduate Students
Consumables and reagents	Consumables and reagents
Travel, data collection, storage, transcription fees and data analysis	Travel, data collection, storage, transcription fees and data analysis
Accommodation in line with CPUT Travel Policy	Accommodation in line with CPUT Travel Policy
Daily subsistence as per CPUT rates	Daily subsistence as per CPUT rates

7.2 Exclusions

Researchers/Fellows	Postgraduate Students
Tuition fees	Tuition fees
Conferences (local & abroad)	Conferences (local & abroad)
International study visit	International study visit
Consultancy fees (statistical analysis, questionnaire design)	Consultancy fees (statistical analysis, questionnaire design)
Textbooks, books & journals	Textbooks, books & journals
Personal computers, laptops, printers & mobile devices	Personal computers, printers & mobile devices
Furniture	Furniture
Journal subscription, salary supplementation, and lecturer replacement	Journal subscription

8. APPLICATION PROCEDURE

8.1 Review the eligibility criteria and funding guidelines before completing the funding application.
8.2 Use the Converis Grant Management System to complete an online application.
8.3 Ensure that all application sections are completed comprehensively per the required information.
8.4 Include a detailed project description.
8.5 Provide a thorough motivation and justification for each individual budgetary item.
8.6 Gather the required supporting documents including quotations and upload them to the application.
8.7 Submit the application before the deadline date.

9 ASSESSMENT OF APPLICATIONS, FUNDING DECISIONS AND OUTCOMES

9.1 Assessment of Applications

9.1.1 The application will be assessed for compliance with the ToR.
9.1.2 Applications will be reviewed for completeness, including all supporting documentation.
9.1.3 Applications will be judged on the scientific merit of the proposed project.
9.1.4 Applications for staff and fellows will be assessed based on feedback from both external and internal reviewers.
9.1.5 Applications for postgraduate students will be assessed on HDC1.1 and HDC1.2 approval by the Higher Degrees Committee.

9.2 **Funding Decisions and Outcomes**

9.2.1 The Funding Decision Committee will decide and recommend applications for funding based on eligibility criteria and assessment procedures.

9.2.2 The DRD will communicate outcomes to all successful applicants.

9.2.3 The DRD will communicate feedback to all unsuccessful applicants.

9.3 **Reporting Procedure**

9.3.1 Grant recipients must submit annual progress reports using the Converis Grants Management System.

9.3.2 A final report is required upon completion of the research project.

10. RESEARCH OUTPUT UNITS (Refer to CPUT Research Policy)

The research output units consist of a summary of research output per employment rank, subsequent to receiving support from CRF funding twice. The approval of the third CRF application will be dependent on productivity, as outlined below.

Note: This is not applicable to the first and second-time applicants.

Research Policy Table 1. Research Output Units per employment rank

Academic rank	Units required
Junior Lecturer	0.25
Lecturer	0.5
Senior Lecturer	1.0
Associate Professor	1.5
Full Professor	2
Academics affiliated to 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	0.75
Currently registered for a Doctoral degree	0. 5
Postdoctoral Fellows	2

For any technical issues or inquiries related to grants, please contact the individuals listed below:

Technical problems	Grant-related inquiries	
Ms Luyolo Oyo Email: KamatiL@cput.ac.za	Ms Shafeeqa Hendricks Email: Hendrickss@cput.ac.za	Ms Pumza Makaula Email: Makaulap@cput.ac.za