Cape Peninsula University of Technology

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

RESEARCH EXCHANGE PROGRAMME (REP) TERMS OF REFERENCE (ToR)

National and international research collaborations, exchange visits, and hosting of visiting researchers/scientists

1. OVERVIEW

The Research Exchange Programme (REP) is a funding instrument that aims to support national and international research collaborations, exchange visits, and hosting of visiting scientists/ researchers. The programme focuses on nurturing skilled researchers who can contribute to the advancement of their respective fields and bring positive change to society.

REP provides support in three distinct funding categories, namely travel grants, hosting of visiting researchers or scientists, and African interaction with research institutions/scientists. This funding programme provides full funding for individuals, including academics and non-academics staff, fellows, and postgraduate students for a maximum of three weeks.

The REP Terms of Reference (ToR) include information on purpose, objectives, funding categories, eligibility criteria, grant conditions, the application process, evaluation criteria, funding decisions and outcomes, and reporting procedures.

2. PURPOSE

The research exchange programme serves a wide range of purposes, benefiting individuals, institutions, and the broader scientific community. These programs go beyond a simple study abroad trip, focusing specifically on the academic and professional development of researchers.

3. OBJECTIVES

3.1. To create an environment that nurtures knowledge sharing and collaboration of CPUT staff and postgraduate students.
3.2. To establish and strengthen partnerships with institutions in South Africa, the Southern African Development Community (SADC), the broader African continent, and beyond.
3.3. To promote academic collaboration by enabling researchers and scientists from around the world to visit.

4. FUNDING CATEGORIES

The funding categories include travel grants, hosting visiting researchers or scientists, and African interaction.

4.1. Travel grants

This category supports national and international traveling for individual researchers and postgraduate students in South Africa and beyond. CPUT staff, fellows, and postgraduate students travelling may apply. The funding requested will be to support local and international travel related to research activities, such as participation in data collection and analysis, use of research equipment at South African Universities and abroad (if it is not available at CPUT), and attendance of workshops relevant to the current research pursuits. The maximum period allowable for funding support is three weeks.

Applications for funding under this category must be accompanied by:

4.1.1. A recommendation letter by the Head of Department/Institute Director/Dean of faculty
4.1.2. A letter of confirmation of the visit and a timeline of activities from the host institution/research organisation.
4.1.3. Proof of registration for the current academic year for postgraduate students and fellows.
4.1.4. A copy of an official invitation letter from the host institution / research organisation.
4.1.5. Letter of acceptance for visiting scholar or letter of acceptance from the host institution.
4.1.6. Research ethical clearance / approval certificate / letter from the Ethics Chairperson if applicable.
4.1.7. Postgraduate students: Research proposal approval and date
4.1.8. A detailed programme of the visit or collaboration.
4.1.9. A detailed budget, including travel quotation from CPUT travel agency such as visa, accommodation, airfare, and land travel.
4.1.10. Any other relevant information in support of your application.
4.1.11. Staff must have approved leave uploaded to their applications.
4.1.12. Postgraduate students: Motivation explaining why the postgraduate study cannot be completed without the travel grant.

4.2. Hosting visiting Researchers/Scientists

This funding category is designed to provide support to CPUT staff who are established or developing researchers. Applicants are encouraged to apply for funding to host leading researchers from both South African institutions and abroad for a maximum of three weeks within South Africa. This initiative aims to enable researchers to enrich their expertise in the field, foster new collaborations, and strengthen existing partnerships.

NB: Postgraduate students or fellows are not eligible to apply for this funding category.

Applications for this funding category must be accompanied by:

4.2.1. A copy of an official invitation letter from the host institution/research organisation.
4.2.2. A comprehensive CV of the invited scientist showing their expertise in the field.
4.2.3. The scientist must be a national and internationally recognized expert in their field.
4.2.4. A copy of the acceptance of the invitation from the invited scientist.
4.2.5. A recommendation letter from the Head of Department (HoD)/Institute Director.
4.2.6. A letter of confirmation of the visit and a timeline of activities from the host institution in consultation with the scientist.
4.2.7. Research ethical clearance/ approval certificate/letter from the Ethics Chairperson if application.
4.2.8. A detailed programme of the visit or collaboration.
4.2.9. A detailed budget, including travel quotation from CPUT travel agency such as visa, accommodation, airfare, and land travel.
4.2.10. The invited researcher demonstrates the potential benefits of the visit and how it can initiate new opportunities or strengthen existing relationships.

4.3. Africa Interaction

This funding category supports South African researchers who intend to visit universities and research institutions in African countries to build capacity, promote future collaborations, and strengthen existing collaborations. The applicant in this category must be a leader in the field of research and must demonstrate how the interaction will support collaboration with partner/s in Africa.

NB: Postgraduate students or fellows are not eligible to apply for this funding category.

Applications for this funding category must be accompanied by:

4.3.1. A copy of an official invitation letter from the host institution/research organisation.
4.3.2. A copy of the acceptance of the invitation from the invited scientist/researcher.
4.3.3. A recommendation letter from the Head of Department (HoD)/Institute director.
4.3.4. A letter of confirmation of the visit and a timeline of activities from the host institution in consultation with the scientist/researcher.
4.3.5. Research ethical clearance/approval certificate/letter from the Ethics Chairperson if applicable
4.3.6. A detailed budget, including travel quotation from CPUT travel agency such as visa, accommodation, airfare, and land travel.
4.3.7. Staff must have approved leave uploaded to their applications.

5. ELIGIBILITY CRITERIA

5.1. CPUT staff must hold a permanent position or have a contract of two years or longer.
5.2. Staff must have completed their master's degree before they can apply for funding.
5.3. Doctoral students must be registered for the current academic year and must have demonstrated sufficient progress in their studies (i.e. within the maxim study time and at data collection or thesis write up stage), as confirmed in writing by the Faculty Higher Degrees Committee (FHDC) / Faculty Research Committee (FRC).
5.4. In exceptional cases Masters' students will be considered. Masters' students must be registered for the current academic year and must have demonstrated sufficient progress in their studies (i.e. within the maxim study time and at data collection or thesis write up stage), as confirmed in writing by the Faculty Higher Degrees Committee (FHDC) / Faculty Research Committee (FRC). Exceptional circumstances is if the study cannot be completed without the REP support.
5.5. Fellows must have a valid contract with CPUT and be registered for the current academic year.

6. GRANT CONDITIONS

6.1. Staff must complete their own application.

6.2. Established and Leading Researchers are not eligible, and they must use their own funding.

6.3. Applicants must submit one application per year and is encouraged to apply for external funding for additional travel opportunities.

6.4. Applicants will only be supported if there is an official invitation with draft itinerary/plan which clearly indicates the host from the host institution or research organisation.

6.5. Supervisors are responsible for completing applications on behalf of their master's, doctoral students, and fellows.
6.6. Incomplete applications will not be processed and will be declined at the department or faculty level.

6.7. Applications submitted outside of the Converis Grant Management System will not be considered and will not be part of the panel meeting.

6.8. All applications must be reviewed and approved by the department or faculty committee for completeness, eligibility, and compliance with the Terms of Reference prior to submission to the Directorate Research Development (DRD).

7. APPLICATION PROCESS

7.1. Applicants must apply online through the Converis Grant Management System following the call guidelines.
7.2. Completed applications must be submitted online on or before the closing date, and all supporting documents must be uploaded to the application.
7.3. Departments or research institutes not affiliated with the faculty must appoint or nominate administrators and coordinators to manage all departmental applications.
7.4. The DRD will screen all applications submitted by the departments and faculties in preparation for the funding decisions panel meeting.

8. EVALUATION OF APPLICATIONS

8.1. Applications are evaluated based on the eligibility criteria and compliance with the ToR.
8.2. Applications are evaluated based on their scientific merit.
8.3. Applications will be evaluated based on the completeness and inclusion of all required supporting documents.

9. FUNDING DECISIONS AND OUTCOMES

9.1. The DRD will communicate outcomes to the applicant.
9.2. Successful applicants are expected to return a signed copy of the acceptance of the award within five working days of receiving the award communication.

10. EXCLUSIONS

10.1. The award cannot be transferred to any collaborative activity or colleague who did not apply for the original call.
10.2. The award is specific to the individual who applied and recommended for approval by the funding decision committee.
10.3. The award is linked to the specific visit or project detailed in the original application.

11. REPORTING PROCEDURE

To assess research performance and outcomes and to compare actual progress against proposed activities and timeframes.

11.1. All grant holders are required to submit a progress report within one month after returning from the visit or collaboration. This process is monitored by the Grants Management Unit in the DRD.
11.2. The progress reports must be submitted on Converis
11.3. The progress reports should accurately reflect the research progress and outcomes of the visit or collaboration.

12. FUNDING CATEGORIES AND MAXIMUM AMOUNT

Table 1

No.	Funding Categories	Maximum Amount	
1.	Travel grants for individual researchers	R30 000	Local
		R60 000	International
2.	Hosting of visiting researchers/scientist	R60 000	
3.	Africa Interaction	R60 000	

Please contact the following if you experience any technical issues or have any inquiries regarding grants:

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