

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 researcher and staff cadre that are exposed to local, regional, national and international research exchange and undertakings.

The funding scheme is to build and maintain excellence in South African research and beyond, as well as to develop research capacity and training. It is focused on promoting local and international collaborations through the support of travel opportunities and participation in scientific events.

This program 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 Grant 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 data analysis, and the use of research equipment and/or infrastructure/ facilities at other institutions may also be motivated for. The period for funding support will only be allowed for a maximum of three (3) weeks.

This Funding Scheme supports: -

- CPUT staff members and those on CPUT long-term contracts may apply. Staff

members who have spent more than two years as CPUT staff and still under contract employment during the engagement may also apply.

- CPUT registered postgraduate students at masters and doctoral level (must be in their second year of registration).
- Emerging and Early-Careers, including Postdoctoral Fellows, together with the Mid-Career may apply.
- Established and Leading Researchers are not eligible for this funding scheme.

Applications for funding under this category must illustrate

- The value to be derived from participation in the event/activity and large grant development as the Co-PI for the project/or the potential of new/follow up initiatives and evidence of 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 the 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 two (2) weeks**) in South Africa to enrich local expertise in their field. This is to promote future collaboration and/or strengthen existing collaboration. The Postgraduates, and Postdoctoral Fellows are not eligible to apply.

2.2.1 This investment area support

- 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 makes presentation a in public lecture/seminar at CPUT, or at a partner institution
- 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. The period for funding support will only be allowed for a maximum of two (2) weeks.

2.3.1 This investment area supports

- CPUT 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	Funding categories	Amounts		
1	Travel grants for individual researchers	VISA costs	R 30 000.00 max	Local	
		Accommodation			
		Registration fees			
		VISA costs	R 60 000.00 max	International	
		Accommodation			
Registration fees					
2	Visiting Foreign Researchers	Flight	R 40 000.00 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
- All applications must be endorsed by the Faculty Research Coordinator and the 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

There should be four (4) Calls (one per term) for applications per annum.

Awards per each Call should be finalised within the same term of Call.

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

Previous users must log in with their registered usernames and passwords. For any further assistance in gaining access, please contact, the RIMS Coordinator, Ms Luyolo Kamati at Kamatil@cput.ac.za / 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://rims.cput.ac.za/>

Step 2: Click on the **Sponsored Projects Tab**

Step 3: Under the **Funding** heading, type in “CPUT Research Exchange Program”

Step 4: Select envisage date of exchange and specify the **day, month and year**

Step 5: Application Type “Research Academic Exchange” from drop down menu

Step 6: Type in the **research project** title in full

Step 7: Click on **Create Proposal**

Step 8: Continue completing the application by following the given instructions

5.2 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 Completed and signed 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.

7. EVALUATION

- Applications are evaluated based on the eligibility requirements and conditions herein specified.
- Applications are assessed based on the overall presentation of the application and the provision of all required supporting documents and information.
- Any additional pertinent matters that are brought to the attention of the panel will be dealt with at the discretion of panel and consensus by members.

8. COMMITTEE PROCEDURES

- The Committee shall meet at least once per quarter (four times per year).
- The application process and procedures will be outlined in the call and advertised widely within the CPUT research community.
- Training will be provided by the Research Directorate staff on how to use the online system and advertised quarterly.
- Normal meeting procedures shall apply. The Research Directorate shall be responsible for the secretariat of the Committee. Documents will be circulated at least one week in advance of a meeting.
- The turnaround period for each application will be at least four (4) weeks from the Research Directorate's closing date of the call to the date of response.

9. ToR's REVIEW CRITERIA

This ToR's and Guidelines will be reviewed annually, or pursuant to a change of circumstances.

10. CONTACT POSITION

The Research Directorate will be responsible for managing this guideline.

Last Revised Date: - September 2017
Reviewed Date: - June 2018
Approved Date: - SRIC 2019 – First/Second quarter