OUTLINE OF PROCESS:
INTERNAL RESEARCH GRANT APPLICATIONS FOR 2015

In September 2006, the University Research Committee agreed the following general process to be followed by researchers seeking central UJ funding for research activities (the dates have been amended for the 2015 calendar):

\[ FRC = \text{Faculty Research Committee (or faculty equivalent)} \]
\[ URC = \text{University Research Committee} \]

1. Researchers should submit their funding applications for 2015 to the Executive Dean of the Faculty or delegated person before the first Faculty Research Committee meeting in 2015.

2. The use of the attached URC-1 form has been requested by the URC, especially for applications that will be submitted to the URC and not only the FRC.

3. FRC meetings need to be convened to consider the submitted applications before Friday 23 January 2015.

4. Applications requiring URC consideration must be forwarded to the Research Division by Monday 26 January 2015, together with an indication from the faculty of the level of support provided from Faculty funds.

5. A summary of approved requests must be submitted to the Committee Administrator by Wednesday 04 February 2015 for inclusion on the URC Agenda.

6. The URC will convene on Monday 23 February 2015 to consider all Faculty approved applications; only individual applications on the URC-1 form duly supported by the FRC will be considered.

7. Faculty and URC research grants (in the form of both budgets and reserve funds) must be deposited in dedicated research accounts; this process is triggered through the URC minutes to Research Administration who submit a RP-1 form to the Head of Research Finance requesting the allocation of a cost centre number.

8. Researchers receiving grants from the NRF Thuthuka or ICD/RNA programmes need not submit URC-1 application forms, nor do their applications need to be considered at the FRC – for 2015 the UJ contribution as required by NRF rules will be allocated by the URC, and so there is no need for the faculties to contribute.

9. Funds for 2015 for research centres/initiatives approved under the VC’s special intervention to establish research centres will be considered separately by the URC, using the multi-year budgets submitted originally as the point of departure. Progress in regard to their research performance will strongly impact on the provision of funds

Dates and Deadlines:

<table>
<thead>
<tr>
<th>Faculty Specific Dates</th>
<th>Submission of applications by researchers to FRC (or Executive Dean).</th>
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</thead>
<tbody>
<tr>
<td>Faculty Specific Dates</td>
<td>FRC meetings to consider and approve applications.</td>
</tr>
<tr>
<td>Monday 26 January 2015</td>
<td>Approved applications requesting URC funding to be submitted to the Research and Innovation Division by the Deans.</td>
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<tr>
<td>Wednesday 04 February 2015</td>
<td>Deadline for inclusion of faculty approved projects on the URC agenda</td>
</tr>
<tr>
<td>Monday 23 February 2015</td>
<td>URC convenes to consider applications.</td>
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</tbody>
</table>

URC.205/2013(cc3)
Notes to accompany form URC-1: 2015

This is an application form for financial support from University of Johannesburg (UJ) central research funds to research projects; requests for support to attend conferences are dealt with via a separate process (please contact your faculty dean in this regard).

This form should be used for applications to both the Faculty Research Committee (FRC), as well as the University Research Committee (URC).

Approved research projects are funded on a 1:1 ratio between the Faculty and the URC.

Types of research support

Support can be requested for the following categories of research costs:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>PURPOSE OF CATEGORY</th>
<th>MAXIMUM ANNUAL AWARD</th>
</tr>
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<tbody>
<tr>
<td>Running Costs</td>
<td>To cover running costs associated with research activities. These could be the costs of chemicals or other consumables, literature searches, survey support, etc. Editing, photocopying, printing and binding of theses will not be supported</td>
<td>No limit</td>
</tr>
<tr>
<td>Travel Costs</td>
<td><strong>Fieldwork</strong>&lt;br&gt;For local, national and international travel which is part of the data-gathering or analysis step of the research project. International travel will have to be especially well-motivated.&lt;br&gt;&lt;br&gt;<strong>Funds for conference attendance</strong> (considered part of the data-dissemination phase of a research project) will be dealt with separately within the department and/or faculty.</td>
<td>No limit</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>Small capital items that are not available within the UJ can be requested in the application. Large capital items will be dealt with on an ad hoc basis and will be funded on a 1:1 basis between the Faculty and the URC.</td>
<td>No limit</td>
</tr>
<tr>
<td>Grant Holder linked Bursaries</td>
<td>Faculties will determine the number of student bursaries awarded to an individual grant holder, while grant holders will choose the students to whom the bursaries are to be awarded. Bursaries are NOT automatically granted to all full-time postgraduate students</td>
<td>This will be dealt with separately</td>
</tr>
<tr>
<td>Postdoctoral fellows</td>
<td>The university supports the recruitment of postdoctoral fellows, but this type of support will be dealt with separately according to URC-approved guidelines. Please contact the Research &amp; Innovation Division (Ms Deborah Letseka) for more details.</td>
<td>This will be dealt with separately</td>
</tr>
</tbody>
</table>
Explanatory notes

In formulating your application for research support, kindly take note of the following:

1. All applications for internal support are expected to demonstrate attempts to raise funds externally, although the success of these attempts does not need to be established when applying for support.

2. The principal grant holder (who has to be a full-time, normally permanent employee of the UJ) is deemed the UJ officer responsible for ensuring that all expenditures are fully accounted for and justifiable in terms of the original budget. In the event of a grant holder not being able to account satisfactorily for some or all expenditures, the UJ may institute steps to recover the funds from the grant holder personally.

3. Depending on faculty considerations, grant holders may be expected to present a research seminar during the course of the year for which a grant has been awarded. This seminar is to be organised by the grant holder’s department or school.

4. This form must be submitted to your HoD for recommendation before submitting it to the Executive Dean of the Faculty or the chair of your FRC for consideration and approval.

5. Researchers not employed within a faculty who wish to apply for research grants will need to include written proof that their line manager approves of the project and will make sufficient time available for the staff member to pursue their research project. Applications should be submitted to the FRC of a cognate faculty for academic scrutiny, thereafter they should be submitted to the Research & Innovation Division for consideration by the University Research Committee.

6. The URC reserves the right to amend the awards in line with budget constraints and strategic priorities.

7. The majority of applications should serve at the first URC meeting of the year to enable the researchers to commence with their projects as well as for budgetary purposes.

8. Further applications for funding can be submitted at subsequent URC meetings should the budget allow for further distribution of funds.

9. Applications for funding can be submitted at subsequent URC meetings from researchers who joined the institution during the year should the budget allow for further distribution of funds.

10. Funds not utilised in 2014 cannot be carried forward to 2015.

11. Please be assured that the information being requested in this form is required for various purposes, no matter how superfluous it may seem to you.