



GUIDELINES TO INTERNAL RESEARCH GRANT (URC) APPLICATIONS

The University Research Committee (URC) agreed on a general process to be followed by UJ researchers seeking funding for research activities from internal URC funds. The processes below apply for the 2021 academic year:

1. Applications for URC funding must be submitted via the URC Portal <https://webapps.uj.ac.za/urc/public/login> before the closing date stipulated in the Call.
2. Only proposals with a **minimum funding request of R20 000** (for the URC contribution) must be submitted to the URC for consideration.
3. A **maximum of R300 000 will be awarded** from URC per grant. This amount includes both the request for running costs as well as small equipment.
4. All applicants must provide indication or proof of applications for external research funding received or applied for. Exceptions will only apply to new staff in their first year of employment at UJ.
5. Funding is **on a 50:50** basis between the Faculty/College and URC, in line with the founding principles of URC grants. This applies to all funded items, including small equipment.
6. URC grant funding will be transferred to dedicated research cost centres once the successful applicant has **submitted the signed Award Letter** accepting the terms of the award, as well as the RP1 form. The URC Award Letter must be signed online by logging in to the portal.
7. A **URC funding review panel consisting of Vice Deans: Research or delegated persons and chaired by the Executive Director: Research and Innovation will review proposals**. The Panel's recommendations will be submitted to the URC for finalisation.
8. URC grant recipients must **submit a progress report to the Research Office** (via strategicsupport@uj.ac.za) **no later than 10 December of the year in which the grant was received**, i.e. by 10 December 2021 for 2021 grant awards.
9. Approved UJ research centres/institutes are funded through a separate URC budget line item and not through the Faculty Strategic Intervention to which these guidelines apply.

Prospective applicants must check with their College/Faculty Administrator, Vice-Dean: Research, or Executive Dean in terms of their College/Faculty deadlines for URC grant applications, as well as submission of reports.

Explanatory notes

1. The principal grant holder (appointment at UJ on a full-time permanent or fixed-term contract) is deemed the UJ individual responsible for ensuring that all expenditure is fully accounted for and justified as proposed in the original budget. In the event of a grant holder not being able to satisfactorily account for some or all of the expenditure, the university may institute steps to recover the funds from the grant holder.
2. Depending on College/Faculty requirements, grant holders may be required to present a research seminar in the year in which a grant has been awarded. This seminar is to be organised by the grant holder's Department or School.
3. The Head of Department (HoD) must approve the application via the portal before the submission can be escalated or forwarded to the College/Faculty representative (which may be the Vice Dean: Research or Executive Dean or a delegatee for consideration).
4. Researchers in professional support and other non-faculty departments that wish to apply for research grants will need to include written proof that their line manager approves the application, and will allow sufficient time for the staff member to pursue their research project. Applications should be submitted via the most suitable faculty (through the online system) for panel review.
5. The URC reserves the right to amend the awards in line with the available budget and strategic priorities.
6. URC funds not utilised in the year awarded may not be carried forward to the following year. A new application will have to be submitted for funding in the next year.

PLEASE REFER TO *ANNEXURE A* BELOW FOR A LIST OF CATEGORIES OF RESEARCH COSTS FUNDED BY THE URC, AS WELL AS EXCLUSIONS/NON-ALLOWABLE COSTS.

Annexure A. Categories of research costs funded by the URC, as well as exclusions/non-allowable costs

CATEGORY	PURPOSE OF CATEGORY	MAXIMUM ANNUAL AWARD
Running Costs	To cover running costs associated with research activities. These could be the costs of chemicals or other consumables, survey support, etc.	No limit
	Editing, photocopying, printing, stationery, and binding of these <u>will not</u> be supported	Not allowed
	Teaching relief	Not allowed
Travel Costs	Fieldwork For local, national, and international travel which is part of the data-gathering or analysis step of the research project. International travel must be well-motivated. Travel costs may be utilised for travel of any team member and not only for the grant recipient	No limit
	Travel for conference attendance (considered part of the data-dissemination phase of a research project) <u>will not</u> be funded via URC and dealt with separately within the department and/or faculty/college.	Not allowed
Capital Equipment	Small capital items that are not available within the UJ, department, or faculty can be requested in the application. Requests for high-performance laptops for research will be considered with a motivation supported by the faculty/college and the ICS division.	R300 000 maximum
	Standard laptops	Not allowed
Grant holder Bursaries	College/Faculties will determine the number of postgraduate 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. Please contact Mr Tshediso Msibi and Mr Praveen Singh in the UJ Post Graduate School for more details.	URC grant may NOT be used for student bursaries. Bursaries are administered and managed by the UJ Postgraduate School through a separate process.
Postdoctoral fellowships	The university supports the recruitment of postdoctoral fellows . Requests and applications are considered in line with URC approved processes. Please contact Ms Dudu Mbatha and Mr Praveen Singh in the UJ Post Graduate School for more details.	URC grant may NOT be used for postdoctoral fellowships. Fellowships are administered and managed by the UJ Postgraduate School through a separate process.