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**NAVIGATING THE UJ RESEARCH PORTAL: a User's Guide**

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## SECTION 1:

### Funding Applications Process



Proposal Title Keywords

Title of the proposal e.g. Teaching, Rogue

Classification of Educational Subject Matter (CESM) codes

--SELECT Subject Matter (CESM) codes--

Project Start Date Project End Date

Project Start Date Project End Date

How many full-research post-grad degrees will this project give rise to? How many of these degrees will be pursued on a full-time basis?

How many full-research post-grad degrees will this project give rise to? How many of these degrees will be pursued on a full-time basis?

How many course work masters will this project give rise to? How many potential accredited journal publications will this project give rise to?

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Research Field

Research Field

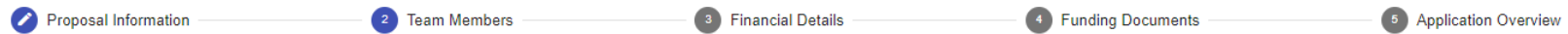
[Save](#)

[Next](#)

- ✓ For Research Field, do not add long sentences. What is required here is short description such as: *Invasion Biology; Childhood Education* etc.”
- ✓ The “Next” button will only activate if all sections are completed.
- ✓ Also remember to “save” before you proceed to the next section.

## SECTION 2:

### Funding Applications Process



Title	Initials
<input type="text"/>	<input type="text" value="Initials"/>
Last Name	Current Post
<input type="text" value="Last Name"/>	<input type="text"/>
Citizenship	Race
<input type="text"/>	<input type="text"/>
Gender	NRF Rating
<input type="text"/>	<input type="text"/>
Is this a UJ Staff Member? <input type="radio"/> Yes <input type="radio"/> No	Is this a UJ Student? <input type="radio"/> Yes <input type="radio"/> No

#	Team Member	Current Post	Citizenship	Race	Gender	NRF Rating	UJ Staff	UJ Student	Action
<input type="radio"/> 1	MR. N February	Other (Research Associate)	Australia	African	Female	Not Applicable	No	No	<a href="#">Delete</a>
<input type="radio"/> 2	PROF. H March	Distinguished Visiting Professor	Afghanistan	White	Male	A – Leading international researchers	No	No	<a href="#">Delete</a>

- ✓ Add team members here. Please do not add yourself as a team member.
- ✓ After adding a member's details, click "save". The template will "clear out" for you to add other members. All added members will appear at the bottom of the screen as in the screenshot above.
- ✓ If you do not have any team members, simply click "next" to proceed to the next section.

### SECTION 3:

Funding Applications Process

1 Proposal Information — 2 Team Members — 3 Financial Details — 4 Funding Documents — 5 Application Overview

No Financial Requirements added

Running Costs, Local Travel Costs, Small Research Equipment Costs, etc.

Budget Item	Local Travel Costs	Description	Data collection	Qty	1	Amount (R)	10000	Total (R)	10000	
Budget Item	Staff Costs	Description	Research Assistants	Qty	1	Amount (R)	60000	Total (R)	60000	
Budget Item	Running Expenses Costs	Description	Various	Qty	1	Amount (R)	10000	Total (R)	10000	
Budget Item	International Travel Costs	Description	Visit to musuems	Qty	1	Amount (R)	50000	Total (R)	50000	
Budget Item	Small Equipment Costs	Description	Weighing balance	Qty	1	Amount (R)	50000	Total (R)	50000	

Sub Total: 180000 [Next Budget Item](#)

[← Back](#) [→ Next](#) [Save](#)

- ✓ To add more budget items, click “Next Budget Item”
- ✓ Avoid having a “blank” budget item. If there is one, delete, otherwise you may not be able to save and proceed to next section.
- ✓ Also avoid adding any budget item more than once. If for example, you have five (5) items to be requested under “Running Expenses”, only select “Running Expenses” once, and list as “various” under description. You should, however, list all 5 items in your detailed budget motivation which will either be part of your proposal, or as a separate document.
- ✓ ALWAYS have quantity as “1” given that the system calculates the “total” requested based on “Quantity” and “Amount”.
- ✓ **DO NOT REQUEST FOR NON-ALLOWABLE ITEMS SUCH AS BURSARIES, POST-DOCTORAL FELLOWS, SABBATICAL, STANDARD COMPUTERS, STATIONERY etc. (in line with URC funding guidelines).**

## SECTION 4:

Funding Applications Process

Proposal Information — Team Members — Financial Details — **4** Funding Documents — Application Overview

### Funding Application Documents

In this section, please attach your **funding proposal (with detailed budget motivation)**; quotations (if requesting an item that requires a quotation); indication or proof of applications for external research funding, and any other documents that may be important for your application.

Document Title

URC First Round Call CLOSED

Upload Choose file Browse

Document(s) to upload

#	Document Title	Action
1	URC First Round Call CLOSED	Delete

Uploaded Document(s)

#	Document Title	Action
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Save

← Back → Next

- ✓ Add document title, e.g. *URC funding proposal*; *URC budget motivation*; *Progress Report-previous URC funding*; *Proof of External funding application*, *Quotes* etc.
- ✓ Click “Browse”, and attach your document, in PDF.
- ✓ All application documents **MUST BE ATTACHED HERE**. **COMPULSORY DOCUMENTS** include: Funding proposal (not more than 2000 characters); detailed Budget with motivation for each budget item requested in Section 3 (only attach if budget is not part of the proposal); Quotations – if requesting “small equipment” in Section 3; Proof of External Funding received or applied for.
- ✓ **IMPORTANT:** If you received funding from URC in a previous Call, please **ATTACH** a progress report from previous funding using the URC progress report template obtainable from the Research Office.

**SECTION 5:**

[Proposal Information](#)
[Team Members](#)
[Financial Details](#)
[Funding Documents](#)
[Application Overview](#)

How many journals submitted journal proposals with this project title?

**Team Members**

#	Team Member	Current Post	Citizenship	Race	Gender	NRF Rating	UJ Staff	UJ Student
1	MR N February	Other (specify) (Research Associate)	Australia	African	Female	Not Applicable	Not UJ Staff	Not UJ Student
2	PROF H March	Distinguished Visiting Professor	Afghanistan	White	Male	A – Leading international researchers	Not UJ Staff	Not UJ Student

**Financial Information**

Description	Quantity	Desired Amount	Total	Approved Amount
<b>1. Local Travel Costs</b>				
Data collection	1	R50,000.00	R50,000.00	<input type="text"/>
			Sub Total: <b>R50,000.00</b>	Approved Sub Total: <b>R0.00</b>
			Required Total: <b>R0.00</b>	Approved Total: <b>R0.00</b>

**Supporting Documents**

#	Document Title	Action
1	URC First Round Call CLOSED	<a href="#">View</a>

[Submit to faculty](#)

- ✓ Once you have completed all sections, the **“Submit to Faculty”** button will be active at the bottom of the screen. Only click this when you are sure you want to submit. Once submitted, you will not be able to edit the application, and you only get one chance to submit.

**WORKFLOW:**

