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Glossary

**Research student:** A student who is formally registered at UL for a qualification on the HEQF with at least 16 academic credits for a research output in the form of a written project, dissertation or thesis.

**Researcher:** “all personnel employed directly in Research and Development (R&D) or providing direct R&D services/support for at least 5% of their time...include permanent, temporary, full-time and contract staff, as well as joint appointments for provincial hospital staff.” National Research and Experimental Development (R&D) Survey (HSRC/DST) working definition.

**Emerging researcher** (usually younger than 35 years): A staff member without a doctoral degree but with at least two papers in accredited subsidized conference proceeding or other subsidized research outputs and who is actively involved in research by supervising post-graduate students and may be collaborating with an established researcher.

**Established researcher:** A staff member who satisfy ANY ONE of the following criteria:

- Holds a doctoral degree with at least two accredited subsidized publications in the last five years prior to assessment / application and may have external funding.
- Does not hold a doctoral degree but has at least two accredited subsidized publications in the last five years prior to assessment / application and who may have external funding.
- NRF rated researcher, a staff member who has a research rating by the NRF in any of the six main categories A, B, C, P, Y, and L.

**Active Researcher:** A researcher who has a consistent throughput of post-graduate students, discipline-based publications and may be involved in other research-related activities such as reviewing research articles, makes regular conference presentations, etc.

**Research Associate:** A non-staff member who holds a non-salaried position at the University which carries some privileges. The position of a Research Associate is intended to give institutional affiliation to a researcher whose work, carried out at the UL or in collaboration with UL staff, is of direct benefit to the University.

**Research Fellow:** outstanding researchers drawn from retired academic staff of the University or from other institutions, outstanding researchers who are specifically appointed just for research, visiting scholars or other scholars who have a research affiliation with the University. The primary tasks of a Research Fellow is to reinvigorate research activities, entrench a vibrant research culture, enhance research productivity,
and foreground human capital development through rigorous and sustained mentoring of post-graduate students and staff with potential for NRF rating so as to assemble a critical mass of NRF rated researchers. A Research Fellow can either be a fixed-term contract employed position or a honourary recognition (with a honorarium paid or without) given to individuals from other institutions who have research affiliations with the University.

**Research assistants:** There are four categories of research assistants:

- **Post-graduate** students at Honours, Masters and Doctorate levels employed on part time basis (on restricted hours) to assist with research. A stipend (an amount determined by qualification and University’s student work-study policy or the external funders rates) is paid to the student on monthly basis.

- **Undergraduate** students, academically top performing second or third year students who has an interest and potential to pursue post-graduate studies at UL. An undergraduate research assistant is employed on part-time basis (on restricted hours) to assist with research. A stipend (an amount determined by the University’s student work-study policy or the external funders rates) is paid to the student on monthly basis.

- **Contract personnel**, a researcher who is employed for a fix-term one year contract (which may be renewed for another year depending on the availability of funds, performance and successful, competitive re-application).

- **Interns**, can fall in two categories. One, those who, as part of their studies, are required to do on the job experiential learning and training. The second group are students who have completed their studies and have obtained a degree and are looking for experiential learning and training to increase their employability. Depending on their levels of study or qualification, interns, for remuneration purposes, can be treated as the three above categories of research assistants.

**Administration of Research Funds.** The DRDA administer research funds, especially research funds from external funders. Essentially actual funds are held by the Finance Division and access to these funds requires a researcher to follow the University’s internal financial and procurement policies and procedures and approval processes when submitting all claim forms/purchase requests to the DRDA. DRDA ensures compliance with external funders’ and internal funds’ requirements before DRDA approves the release of funds by the Finance Division. Research Funds are audited via the DRDA.

**Designated groups** are South African citizens from previously disadvantaged categories Blacks (African, Coloured and Indians), women (irrespective of designation) and the disabled (irrespective of designation).

**Grants**

**Awards**
TAX IMPLICATIONS

- **Post Doctoral Research Fellows**
  SARS has now confirmed that, provided certain guidelines are adhered to, awards to *Post Doctoral Research Fellows* (PDRFs) will be regarded as *bona fide bursaries* or *scholarships* and, as such, these awards will be regarded as exempt income in the hands of the PDRFs. In order for this ruling to apply, however, it is vitally important that the HESA member follow a best practice in regard to awarding PDRFs (as referred to in paragraph 1.3.3 to 1.3.5 of the SARS ruling). Furthermore, it is also important to note the specific conditions and assumptions under which the ruling has been granted (as set out in clause 1.4 of the ruling).

- **Subsistence Allowances**
  SARS practice as regards the payment of subsistence allowances by an employer to its employees has been that a tax-free subsistence allowance in respect of travel abroad could only be paid if the period of continued absence was less than six weeks. This has created difficulties for tertiary institutions since, in most cases, academic sabbaticals abroad extend for periods well in excess of 6 weeks. The ruling issued by SARS states the six week period referred to above does not apply to members of HESA. It is important to note, however, that the ruling is not a blanket ruling but it is based on very specific facts (as set out in paragraph 1.3 of the ruling) and its application is subject to specific conditions (as set out in paragraph 1.4 of the ruling). In summary, the ruling will apply under the following circumstances:
  - if the employee is required in terms of their employment agreement to conduct research; and
  - for the purposes of conducting that research, the employee travels abroad for research purposes for a period or periods which exceed an unbroken period of six weeks; and
  - if the tertiary institution pays a daily subsistence allowance to the employee in accordance with the statutory requirements (i.e. the daily amount paid is not more than the amount determined from time to time by the Commissioner for SARS as deemed to have been spent in respect of the country or countries to which the employee has travelled); then
  - such amount can be paid tax-free to the employee and must be disclosed on that employee’s IRP5 certificate under code 3714 (Other allowances (Excl)).

DoHET, Department of Higher Education and Training in South Africa.

Research Outputs: are major, specific, measurable outcomes or achievements resulting directly from research and research-related activities. The major research outputs which an institution is required to report on are *post-graduate throughput rates, DoHET accredited, subsidized, research outputs* and milestones in *research capacity building.*
DoHET accredited, subsidized research outputs are accredited research outputs such as patents, publications (i.e. journal articles, books, chapters in books, refereed conference proceedings) and other creative art outputs recognised by DoHET for subsidy to an institution. These outputs are audited internally \textit{(March every year)} by the institution before submission to DoHET where these are reviewed and the subsidy calculated. While the subsidy is calculated annually, the institution usually receives the subsidy two years after the date when DoHET officially notifies the institution of its research outputs.

Submissions which did not meet the deadline in the previous years (n-2) can still be submitted, but each submission must be accompanied by a detailed explanation/evidence why a submission could not be submitted in the particular year. The Director of Research and the Vice-Chancellor is required to support the submission. Submissions are check by DRDRA to ensure these meet DoHET criteria. These are then audited and submitted to DoHET.

\textbf{Average accredited subsidized DoHET Research Output Rate}. A full-time, permanently employed academic/researcher is expected by DoHET to produce 1.25 (national average) accredited, subsidized DoHET research outputs per year.

\textbf{NRF:} National Research Foundation.

\textbf{MRC:} Medical Research Council.

\textbf{HSRC:} Human Science Research Council.

\textbf{DST:} Department of Science and Technology.

\textbf{IHL:} Institutions of Higher Learning.

HDIs: Historically Disadvantaged Institutions.

HAIs: Historically Advantaged Institutions.

\textbf{Rated Researcher:} a designation given to a researcher following a rigorous evaluation process which is benchmarked against international standards. The NRF currently rates researchers into six main categories A, B, C, P, Y, and L:

- \textit{A researchers} are unequivocally recognized by their peers as leading international scholars in their field for the high quality and impact for their recent research outputs.
- \textit{B researchers} enjoy considerable international recognition by their peers for the high quality of their recent outputs.
• **C researchers** are established researchers with sustained recent record of productivity in the field who are recognized by their peers as having produced a body of quality work, the core of which has coherence and attests to on-going engagement in the field; and demonstrated the ability to conceptualize problems and apply research methods to investigating them;

• **P researchers** are young researchers (usually younger than 35 years), who have held the doctorate or equivalent qualification for less than five years at the time of application and who, on the basis of exceptional potential demonstrated in their published doctoral work and/or their research outputs in their early post-doctoral careers are considered likely to become future leaders in their field.

• **Y researchers** are young researchers (normally younger that 35 years of age), who have held the doctorate or equivalent qualification for less than five years at the time of application, and who are recognized as having the potential to establish themselves as researchers within five year period after evaluation, based on their performance and productivity as researchers during their doctoral studies and/or early post-doctoral careers.

• **L researchers** a Persons (normally younger than 55 years) who were previously established as researchers or who previously demonstrated potential through their own research products, and who are considered capable of fully establishing or re-establishing themselves as researchers within a five-year period after evaluation. Candidates should be a South African citizen or foreign nationals who have been resident in South Africa for five years during which time they have been unable for practical reasons to realize their potential as researchers.

Visit the NRF website for details about these categories and incentive funding associated with each category.
Preamble

The strength and reputation of a University depends to a large extent on the type, quantity and quality of its research and innovation.

Historically, the main focus of the University of Limpopo, as part, and like most, of the Historically Disadvantaged Institutions (HDIs), was on teaching and learning and far less on research and innovation. Compared to Historically Advantaged Institutions (HAIs), research organisation, research human resources, research infrastructure and facilities, especially in the now much needed areas of science, engineering and technology, still remain largely underdeveloped. In addition, the rural geographic location, mainly the Turffloop Campus, of the Institution poses challenges for attracting high-quality academic and other research staff and outstanding post-graduate students. In this context, the current challenges in research and innovation of the University can be generally summarised as follow:

- Poor, systematic strategic planning and targeted resource allocation for research;
- Comparatively poor research infrastructure and facilities;
- High percentage of academics without a doctoral qualification and without significant research skills and experience;
- High percentage of academics who are unable to attract external funding to build their research careers;
- A lack of a strong, vibrant research culture;
- Low throughput rates of master’s and doctoral students;
- Lack of objective measurement tools to determine quality and appropriateness of our master’s and doctoral students for the workplace;
- Inadequate additional vocational training for post-graduate students to increase their workplace readiness;
- Poor and falling rate of accredited subsidized research output;
- No significant presence in the intellectual property outputs of the country;
Lack of objective measurement tools to determine the quality and relevance of UL’s research;

No significant contribution to the country’s National System of Innovation; and

Unplanned, uncoordinated, research activities, which are mostly not aligned with provincial, national, SADC, and Africa needs as a first priorities.

On the other hand, the South African Government, the main funder of institutions of higher learning, expects the IHL to:

- Significantly increase the output of high-quality, post-graduate students at master’s and doctoral levels especially in science, health sciences, engineering and technology;
- Meet or exceed the national benchmarks for research outputs;
- Sustain existing research capacity and strengths, and to create new centres of research excellence and niche areas;
- Contribute to the National System of Innovation (NSI) by not only producing a highly skilled, and innovative workforce but also to enhance the knowledge economy of the country;
- Accelerate rural development and create a better life for all citizens; and
- Contribute to a transformed society and a healthy, sustainable environment.

In view of these challenges and expectations, and to realise its goal of becoming a pre-eminent University for research, innovation and scholarship which are primarily focused on “finding solutions for Africa”, UL commits itself to the research capacity development principles and goals of the Government’s Research Development Strategy. This strategy seeks to address research backlogs through targeted interventions so as to stimulate research, innovation and development at HDIs. Within this context, the research capacity development process will involve building and maintaining a critical mass of highly, competent, diverse researchers, encouraging productivity through incentives, establishing a conducive environment for research, improving of research infrastructure, facilities and systems so that researchers can undertake and disseminate high quality
research effectively and efficiently. To make concrete its research capacity development objectives, the University will put into place a number of support and development, and incentive programmes which are underscored by significant, targeted investments.

The specific objectives of these programmes are to:

- Achieve a critical mass of active researchers by: (i) addressing the qualification and research skills of existing researchers; (ii) attracting outstanding researchers to the University; (iii) attracting a pool of talented young researchers and growing them as the next generation of leaders in research and scholarship; (iv) providing mechanisms to identify and nurture research “stars” to become future research leaders.

- Establish appropriate support and incentives for active researchers to encourage increased productivity. Linking University research funding to research productivity provides for an easily administered, efficient, less bureaucratic means of distributing funds in a way to increase research output productivity.

- Diversity the researcher base by (i) attracting researchers from a diverse range of the population so as to address the deep race and gender imbalances that characterise the national research system; and (ii) ensuring that the needs of researchers from designated groups are met.

- Provide suitable research funding and support for new staff, early career staff and staff who are resuscitating their research after a fallow period.

- Provide funding and leveraging opportunities to acquire state-of-the art research facilities and equipment.

- Provide for the continued research involvement of outstanding, active research retirees and establish mechanisms for the University to benefit from their accumulative experience and expertise. Outstanding researcher retirees are a resource that the University can draw upon to assist in nurturing and developing the next generation of future research leaders.
Establish a conducive research environment and research ethos in which staff and students can flourish and become internationally recognised research leaders and scholars.

Provide mechanisms to attract outstanding postgraduate students, and provide them with quality support and development opportunities. The University recognises the importance of developing a cadre of good research-oriented students, and seeks to enhance the attraction of good students through competitive bursaries, scholarships and grants, to develop and support them to become future research leaders by providing comprehensive research training opportunities and creating a conducive research environment that meets their needs.

Encourage enhanced, quality, DoHET research outputs and knowledge dissemination to the broader society;

Provide mechanisms to recognise and reward research excellence; and

Entrench a strong, vibrant research culture which is focused on knowledge production for the love of intellectual pursuit but also for practical use by society.

The various specific programmes are grouped under various distinct sections. Each section title highlights the common, overall objective of the programmes in the group:

A. Human Capacity Development and Support
B. Niche Research Areas and Equipment/Facilities Support
C. Fostering a Research Culture and Promoting the Dissemination of Research Findings
D. Miscellaneous Support for Research
E. Achievement and Research Productivity Incentives
F. Recognising and Rewarding Research Excellence
A. Human Capacity Development & Support

One major national concern in Research and Innovation (RI) in South Africa is the lack of sufficiently trained and qualified researchers, and the aging profile of productive South African researchers. Following from this reality and incumbent on South African institutions of higher learning (IHL) is that these institutions must produce sufficient quantity and quality of well educated and highly skilled researchers to meet the national and broader Africa work-force needs as a first priority. In order to achieve the latter, IHL have to first ensure that they have sufficient highly qualified academics/researchers who, in turn, are responsible for turning out the required work-force. But the reality is that UL, like most previously disadvantaged institutions of higher learning, is faced with a number of serious challenges as noted in the preamble thus making it difficult for the Institution to fully achieve the desired output of researchers as required. As part of research capacity development from a human resource perspective UL needs to ensure that its staff acquire the pre-requisite qualifications, skills and that their research needs are provided for, but this deals with human resource needs of only the Institution and not with providing top-quality researchers beyond the Institution. Post-graduate teaching and training form the second leg of human resource capacity development and support. The main challenges faced w.r.t post-graduate students are:

- Attracting and retaining high quality post-graduate students.
- Developing and supporting post-graduate students so that UL produce highly skilled researchers for its own needs and for outside needs.
- Poor post-graduate through-put rates.

The Human Resource Capacity Development and Support focus will thus consists of two separate categories of programmes, one focusing on staff and the other on post-graduate students. Under the latter is one programme focusing on encouraging outstanding under-graduate students to take up post-graduate studies at UL.
1. Research Establishment Competitive Grant for Emerging Researchers

Background
Researchers who are just beginning their research careers often do not have financial and other resources to kick-start their research. They are often unable to compete successfully against established researchers for external research funds. This capacity support/development grant’s purpose is to provide appropriate internal financial support for active, emerging researchers, newly appointed, early career staff and staff who are resuscitating their research after prolong inactivity, so that they can develop themselves and their research up to a point where they can leverage external funding. By utilising this research grant, staff members would be assisted to obtain research experience and research outputs which would increase their chances of obtaining research funds from other national and international funding bodies, thereby contributing to the research outputs and income of the University. While the funding is meant for capacity building, nonetheless, the researcher is still required to produce tangible research outputs (post-graduate students and other DoHET research outputs).

Eligibility

1. New staff members who have a doctoral degree (within two years of appointment)
   - New permanent staff members will be eligible to apply only within the first 2 years after having joined the University.
   - Newly appointed, 35 or less of age, contract staff members are eligible for funding provided that they are on a continuous two or three year contract cycle with the University.

2. Staff with a recently completed doctoral degree
   - Permanent staff members who have recently completed their doctoral degree and are engaged in research but have not as yet established a research profile that would allow them to access external funds.
3. **Staff as Doctoral Candidates**

- Staff members studying towards a doctoral qualification and who have not received a UL Staff Doctoral Scholarship will also be eligible for support. This support will only be given towards the research project costs for the degree registered.
- Staff members studying towards a Master’s qualification do not qualify for this funding.

**Conditions/Requirements**

1. The research grant is for research projects falling within the University’s niche research areas.
2. In order to qualify for the research grant, research projects must be approved and registered by Senate via the SRPC.
3. In the case of a staff member registered as a doctoral candidate the registered project must be in the University’s niche research area or at cutting edge research and must be submitted to Senate via the SRPC for approval for funding.
4. Only after Senate has approved a research project, can financial assistance be obtained from the Division for Research Development and Administration (DRDA).
5. Grant recipients are required to submit annual progress reports, scrutinised and signed by the Head of the Department/Unit/Division, the Director of the School and the Executive Dean together with a financial statement indicating the amounts utilized.
6. A grant is not a support for life and is limited to a maximum of one three-year cycle only, under exceptional cases and at the discretion of the SRPC may a staff member qualify for another one or two years of funding.
7. With the exception of doctoral candidates, the funding is only meant for staff who do not have external funding. Staff members who have external funding are eligible for other types of funding, see the other programmes.
8. Age of 45 years or younger at the closing date for applications.
9. The staff member is required to remain in the employment of UL for the same period as the duration of the award received.

**Period of Funding**

Applications only need to be submitted once and grants will be made available for a period of up to three years. However, funding after the first year will be made available subject to the submission of an acceptable progress report together with a financial statement. Continued funding for each successive year will depend on satisfactory progress. The format of the report is available at the DRDA.

**Award**

1. The following items may be budgeted for:

   - **Research Consumables**
     - A detailed breakdown of items budgeted for is required.

   - **Subsistence**
     - Fixed rates apply, obtainable at DRDA and the Finance Division

   - **Travel**
     - Fixed rates apply, obtainable at DRDA and Finance Division
     - Only travel expenses directly related to research activities are funded

   - **Research Assistant**
     - Funding for one research assistant who is not a student busy with their studies (max 30 000 per annum).
     - Or student or intern research assistant paid according to the UL’s “work study programme” rates.

   - **Bursaries / Scholarships for students**
     - Post-graduate students are eligible for UL’s tuition fee waiver (see.p.).
     - Master’s and doctoral students may apply for UL’s Scholarships (see.p.).

   - **Research equipment**
Equipment must be itemised and motivated to show how these relate to the specific project.

Due to budget constraints limited funds are available for the acquisition of research equipment (not exceeding R50 000 in total for a three year cycle).

- **Conference/ research training workshop attendance**
  - Research funds accrued in departmental research accounts or funds from departmental annual budgets should first be used.
  - Where such funds are not available the following amounts may be requested
    - Local conference / research training workshops attendance (R7000 max).
    - Conference attendance abroad (R30 000 max) (where paper will be presented and the researcher will publish the paper in DoHET accredited publications within two years after the conference).

- **Books** (specialist books, requests to be motivated – max R 5 000).

2. **The following items are not funded:**

- **Computer equipment and software**
  - No specific funds are available for computer equipment and software, however, specialised software and computer equipment and related consumables in disciplines such as mathematics and computer science may be funded under research consumables and research equipment provided these are directly linked with the project.

- **Stationary and administrative expenses**
  - (e.g. telephone bills, faxes, printer cartridges, etc.)
Submission Procedure

1. Applications for the registration and funding of research projects may be made to the SRPC/Senate four times in a year. Check the annual important dates for closing dates for submission of items for the SRPC.

2. To register and obtain a research grant, the following steps are to be taken:
   2.1. The selection of a research problem and a properly worked out research proposal in UL’s Research proposal/protocol format (Appendix 1) are the initial and critical steps in the process of registering a research project for this funding.
   2.2. The RES 1 research project registration form, as well as a RES 2 budget registration form should be obtained from DRDA and completed.
   2.3. The research proposal and the completed RES 1 and RES 2 forms are submitted for evaluation and approval as described under Evaluation.

Evaluation

1. Each application has to be submitted to the various committees as outlined in the flow diagram below, for an evaluation of the research proposal in terms of novelty of the research idea, alignment with UL’s vision and mission, research niche areas, academic merits, feasibility, and budgetary requests. The checklist (Appendix 2) must be completed.

2. The researcher and Head of Department must essentially ensure the research is within the department’s niche areas or in alignment with long term research strategic goals, is discipline specific sound, is feasible and the budget is reasonable.

3. The proposal accompanied by completed and signed documentation should then be submitted for scrutiny to the School’s Research Committee (SRC).
   3.1. After approval by the SRC, the RES 4 is signed by the Director of the School and all documentation is forward to Faculty’s Research Team (FET)/ Faculty Higher Degree Committee (FHD).
   3.2. After approval by the FET the RES 4 is signed by the Executive Dean.
4. After approval by the FET the following documentation should be submitted by the Dean’s Office to Committee Relations for inclusion in the agenda of the SRPC: signed RES 1 and RES 2, together with the completed checklist and endorsement letters from the SRC and FET/FHD.

5. SRPC evaluates research proposals for internal funding:
   5.1. Where required, SRPC submits the documentation to the Medunsa Research Ethics Committee (MREC) or the Animal Ethics Committee (AEC) or the Turfloop Research Ethics Committee (TREC) for scrutiny and possible certification.
   5.2. Research projects with ethical implications must obtain ethical clearance before implementation thereof.

6. Proposals from SRPC are recommended to Senate for final approval. All documentation must accompany the submission to Senate.

7. The Director of the DRDA (assisted by the Director of the relevant School, the Executive Dean of the relevant Faculty, Chairperson of the relevant SRC) decides the amount to be allocated.
8. After the budget has been allocated, a letter is forwarded to the researcher with copies to the Director of the School, the Executive Dean, the Head of the Department and the Finance Division, notifying them of the allocation and conditions attached.

9. In order to qualify for the continuation of SRPC research funding, the following procedures are to be followed:

9.1. A detailed progress report and a budget form, RES 2, must be completed and submitted to DRDA before 30 October every year for funding in the following year.

9.2. A satisfactory motivation, together with a detailed outline of unspent funds are required from the Head of the Department (to which the research project leader is attached) to annually roll-over funds.

9.3. The Director of DRDA, assisted by staff noted under 8 above allocates continuation-funds, based on progress made during the previous year. Where necessary, discussions are held with the researcher before a final allocation is made.

9.4. After the new budget has been allocated, a letter is forwarded to staff noted under 8 notifying them of the following year’s allocation and conditions attached.

2. Seed funding to kick-start research of newly appointed staff Programme

Background

Newly recruited staff who are expected to do research often do not have financial and other resources to kick-start their research. While it is expected from such an appointee to apply for funds under programme 1 above and from other external resources, these processes are too long and there are no guarantees that the applicant will be successful. The Seed funding to kick-start research programme is meant to ensure that newly appointed staff, who do not have the financial means, starts immediately with research while pursuing other funding streams. While the funding is meant for capacity building
 nonetheless the researcher is still required to produce tangible research outputs (post-graduate students and other DoHET research outputs).

**Eligibility**

1. Newly appointed staff members who have a master’s or doctoral degree:
   - Newly appointed permanent staff members.
   - Newly appointed, 35 or less of age, contract staff members are eligible for funding provided that they are on a continuous two or three year contract cycle with the University.
2. Staff members studying towards a doctoral qualification and who are funded from another agencies or from other internal funding programmes do not qualify for funding.
3. Staff members who have funding from external agencies do not qualify for funding under this programme.

**Conditions/Requirements**

1. The research grant is for research projects falling within the University’s niche research areas.
2. In order to qualify for the research grant, the researcher must submit a two page motivation within six months of joining the University.
3. Grant recipient is required to submit annual progress reports scrutinised and signed by the Head of the Department/Unit/Division, the Director of the School and the Executive Dean together with a financial statement indicating the amounts utilized.
4. This grant is not a support for life and is limited to a maximum of one year, only under exceptional cases and at the discretion of SRPC may a staff member qualify for another year of funding.
5. Age of 45 years or younger at the closing date for applications.
6. The staff member is required to remain in the employment of UL for the same period as the duration of the award received.
7. Unfortunately, a research project which requires ethical clearance will require a full proposal and the required documentation must be submitted to the appropriate ethics committees. Such documentations must accompany the application for this grant.

**Period of Funding**

Applications only need to be submitted once. However, funding after the first year will be made available subject to the submission of an acceptable progress report together with a financial statement. **The format of the report is available at the DRDA.**

**Award**

The same items under programme 1 may be budgeted for but up to a maximum of R50 000 may be allocated.

The following items are not funded:

- **Computer equipment and software**
  - No specific funds are available for computer equipment and software, however, specialised software and computer equipment and related consumables in disciplines such as mathematics and computer science may be funded under research consumables and research equipment provided these are directly linked with the project.

- **Stationary and administrative expenses**
  (e.g. telephone bills, faxes, printer cartridges, etc.)

- **Conference/ research training workshop attendance**

- **Research Assistant**

**Submission Procedure**

1. Applications for this fund must be made to the DVC: Academic and Research via DRDA within six months of being appointed at UL.

2. To register and obtain a research grant, the following steps are to be taken:
• Write a two page motivation for the proposed research and required funds. UL’s Research proposal/protocol format (Appendix 1) may be used as a guide. However, a full proposal and required documents must be submitted to the appropriate ethics committee for a research project that requires ethical clearance.

• The RES 1 research project registration form, as well as a RES 2 budget registration form should be obtained from the DRDA and completed.

• The motivation and the completed RES 1 and RES 2 forms are submitted for evaluation and approval as described under the evaluation process.

Evaluation

1. Each application has to be submitted to the various offices (HoD, Director of the School, Executive Dean) for an evaluation of the proposed research in terms of novelty of the research idea, alignment with UL’s vision and mission, niche research areas, academic merits, feasibility and budgetary requests.

2. The researcher and Head of Department must essentially ensure the research is within the department’s niche areas or in alignment with long term research strategic goals, is feasible and the budget is reasonable. The Head of Department, the Director of the School and the Executive Dean write short accompanying motivations in support of the application.

3. The application with all relevant and signed documents are submitted to the Director of Research for finalisation with the DVC: Academic and Research.

4. The DVC: Academic and Research informs SRPC and Senate of applications recommended for approval.

5. The Director of the DRDA (assisted by the Director of the relevant School, the Executive Dean of the relevant Faculty, Chairperson of SRC) decides the amount to be allocated.
6. After the budget has been allocated, a letter is forwarded to the researcher with copies to the Director of the School, the Executive Dean, the Head of the Department and the Finance Division, notifying them of the allocation and conditions attached.

7. In order to qualify for the continuation of SRPC research funding, the following procedures are to be followed:

7.1. A detailed progress report and a budget form, RES 2, must be completed and submitted to DRDA before 30 October every year for funding in the following year.

7.2. A satisfactory motivation, together with a detailed outline of unspent funds are required from the Head of the Department (to which the research project leader is attached) to annually roll-over funds.

7.3. The Director of DRDA, assisted by staff noted under 5 allocates continuation-funds, based on progress made during the previous year. Where necessary, discussions are held with the researcher before a final allocation is made.

7.4. After the new budget has been allocated, a letter is forwarded to abovementioned staff (under 5), notifying them of the following year’s allocation and conditions attached.

3. Staff Qualification Improvement (master’s and doctoral) Scholarship Programme for Emerging Researchers

Background
As noted in the preamble a great percentage of the University’s academic/research staff do not have a doctoral degree. Researchers without a master’s or doctoral degree cannot supervise master’s and doctoral students and yet master’s and doctoral students attract considerable DoHET subsidy and IHL are expected to increase their production of such postgraduate students. Also, research of master’s and doctoral students are more likely to result in DoHET subsidized research outputs. Teaching and learning is also more likely to benefit from academic staff with master’s or doctoral degrees. The purpose of this scholarship is to encourage active, emerging, UL permanent researchers to
registration for a master’s or doctoral degree and provide support for the completion of these degrees.

Eligibility
UL permanent staff, who are active researchers (usually 45 and less years of age), and are registered for a master’s or doctoral qualification at UL or elsewhere and where the degree is in the discipline area in which the staff member is employed.

Conditions/Requirements
1. Age of 45 years or younger at the closing date for applications.
2. The staff member is required to remain in the employment of UL for the same period as the duration of the scholarship.
3. Staff who are registering for a qualification equivalent to the one already received do not qualify for the scholarship.
4. Staff who have previously registered with other institutions for the same qualification do not qualify.
5. A staff member who does not complete the degree in the maximum time allowable for the degree will be required to pay back the scholarship amount in full.
6. The staff member will be required to produce at least one DoHET subsidised publication during their studies or within one year after graduation.

Period of Funding
Funding will be for the minimum duration of the degree and year to year allocation will be based on an annual progress report that demonstrates satisfactory progress.

Award
1. Awards will be made to two categories of staff, those registered at UL and those registered at other institutions.
   1.1. *Permanent staff registered for full or part-time research master’s or doctoral degrees at UL will be entitled to:*
• Full remuneration including benefits
• Full registration fee waiver
• Full tuition waiver, and given financial research support for:
  o Research consumables
  o Small items of equipment
  o Specialist services which are outside of the competence of the student such as testing services
  o Books and library expenses
  o Research Travel expenses
  o Subsistence
  o Cost of photocopying/printing of questionnaires
  o Other research running expenses
  o A research/teaching assistant

2. Research support for permanent staff studying for full-time or part-time master’s or doctoral studies at other institutions:

2.1. These will be fixed at half the rate for similar studies at UL for the following reasons:

• The DoHET degree completion subsidy, out of which study subsidies are granted, will not be beneficial to UL;

• Staff registered as post-graduate students at other institutions may be eligible for funding assistance in such institutions about which UL will have no up to date, reliable information;

• UL is obliged to improve and enhance its own post graduate student profile and its own research outputs.

3. The Research Establishment Competitive Grant for Emerging Researchers award amount will be used as a guide for determining the research support types and amounts.
Submission Procedure

1. For staff studying at UL, the documents and submission of a proposal will follow the normal processes for post-graduate research master’s and doctoral degrees applications and the process as outlined under submission procedure for the Research Establishment Competitive Grant for Emerging Researchers will apply.

2. For staff studying at other institutions prove of registration, an approved proposal and the RES 2 budget form must be submitted to the DRDA for evaluation by an ad hoc committee consisting of The DVC: Academic and Research (Chairperson), the Director of Research, the relevant Executive Dean, the relevant Director of the School, the relevant faculty HR representative and the Director of Finance.

Evaluation

1. The process as outlined under evaluation for the Research Establishment Competitive Grant for Emerging Researchers will apply.

2. All expenditure claims must be scrutinised and verified by the Principal Supervisor and recommended by the HoD, the Director of the School, the Executive Dean. The relevant purchase request/other forms are submitted to the Research Office for processing to the Finance Division for payment.

3. Progress reporting and determination of subsequent funding will also follow the process as outlined under the evaluation for the Research Establishment Competitive Grant for Emerging Researchers.

4. Support for Development and Career Advancement of Young Staff Researchers and Researcher Staff from Designated Groups

Background

University research is dependent on a critical mass of competent researchers. A competent researcher is an individual who has recognised leadership in a specific area of research, has outstanding research outputs and is able to compete successfully internationally for research funds. The majority of researchers
categorised as competent researchers in South Africa tend to be established, predominantly white males who are well advanced in age i.e., nearing the age of retirement. The future of the University depends on attracting outstanding young researchers to the University, developing those at the University, and grow them as the next generation of leaders in research and scholarship in order to broaden the research base of the University. The term “young” is deemed to include “early career” researchers, i.e. older researchers who join academia relatively late, as well as those who have been through a fallow period and are resuscitating their research activity. Young researchers need a nurturing environment and a system of support in the early stages of their careers. As part of its human resource capacity building the University commits itself to an investment of resources and creating a suitable enabling environment for the attraction and development of outstanding young researchers, and for the development of researchers from designated groups. In support of this initiative the following specific programmes will be implemented: Post-Doctoral Fellowship Programme, Teaching and / or Administrative Relief Programme, Career Advancement Programme, Research Training and Mentorship Programmes, and Support Programme for Designated Groups.

4.1. Post-Doctoral Fellowship Programme

Background

The University recognises the importance of post-doctoral researchers to its research activity and see the Post-doctoral Fellowship Programme as an important strategic approach to attract young researcher “stars” to improve its research outputs. At the same time the post-doctoral fellowship programme will permit the University to diversify the research base of young researchers, in particular, researchers from under-represented groups thus ensuring that the new generation of researchers are drawn, supported and developed from a diverse range of the population so as to address the deep race and gender imbalances that characterize the national research system. The post-doctoral programme presents an important human capital pool from which talent can be identified for academic and research positions at the
University. The purpose of the post-doctoral fellowship award is to enable the post
doctoral researcher to engage in a period of uninterrupted research.

**Eligibility**

1. A doctoral degree obtained in the last one or two years. Under exceptional
   circumstances consideration will be given to candidates who qualified in the last
   three years.
2. Age of 35 years or younger at the closing date for applications.
3. Preference will be given to South African citizens, especially from previously
disadvantaged groups.

**Conditions/Requirements**

1. Post-doctoral fellows are expected to engage in full-time research on an
   approved niche research area, under the supervision of an Established
   Researcher, in one of the Schools of the University.
2. Post-doctoral fellows may not do any additional work including teaching,
   assessment of other students or other contract research. Nor can they hold any
   temporary employment position.
3. Post-doctoral fellows may take on a mentorship / co-supervisory role for
   postgraduate students in the School.
4. A fellowship awarded for a specific, registered, project must be used for that
   project only. If the project changes, an application must be made via the
   appropriate internal project approval system of the University.
5. The University does not guarantee employment of a post-doctoral fellow, during
   or after completion of the post-doctoral fellowship contract. Such expectation
   must never be created.
6. The post-doctoral fellow must be based at the University of Limpopo for the
duration of the award.
7. Post-doctoral fellows are required to expeditiously publish their research findings. Due acknowledgement to UL must be made by listing UL as institutional affiliation where results of research work are published or presented in any form or publicly disseminated.

8. A post-doctoral fellow **must** produce at least one DoHET accredited publication during the first year of the award.

9. Holders of the award must inform the DRDA if they receive any bursaries, grants or emoluments from other sources during the tenure of their fellowship. The University reserves the right to reconsider the award in the light of such additional awards that the fellowship holder receives.

10. Post-doctoral fellows who hold post-doctoral awards from external funding may qualify for top-up funding to supplement the award.

   - The amount of supplementation will be as stipulated by the external funding agency, where applicable.
   - Where a funding agency does not stipulate the supplementation amount, the University’s supplementation will be at a level equivalent to the amount offered to UL’s post-doctoral fellows.

11. **Applications must be submitted in the previous year before the intended year of taking up the scholarship.**

**Period of Funding**

Each scholarship consists of a stipend of **R180 000 subject to SARS provisions** for the full academic year, **renewable for a second year subject to satisfactory progress.**

**Submission Procedure**

1. An Establish Researcher submit an application via the HoD, Director of the School and the Executive Dean to the DRDA.

2. The following documents must accompany the application for a postdoctoral fellowship:
• An application letter directed to the Director of Research
• A full curriculum vitae of the candidate, including a list of publications.
• A research proposal (and a summary), written jointly with a chosen supervisor who is a member of staff of the University, for a research programme to be carried out at the University.
• The proposal must fall within a larger registered research project area linked to strategic or current niche research areas of the School/ Faculty/ University and include new initiatives, and show how the applicant will interact with other researchers and research students. It should also state milestones in terms of post-graduate throughput and DoHET accredited publications.
• The supervisor’s CV including publications over the last three years.
• A supporting motivation and recommendation from the HoD, the Director of the School and the Executive Dean.
• Where applicable, the conditions under which post-doctoral support was granted by the relevant funding agency.

3. The application will be referred to an ad hoc committee consisting of the DVC: Academic and Research (Chairperson), the Director of Research, chairperson of the applicable School Research Committee and the Secretariat from the DRDA for consideration and approval. Decisions made at this committee will be forwarded to the Senate Research and Publication for ratification.

Evaluation
1. This proposal will be evaluated on the basis of research excellence.
2. Fellowships are awarded on a competitive basis, taking into account the applicants academic achievements, the research standing of the supervisor as well as the quality of the proposed programme and its potential for enhancing general research activity and research outputs in the host School/Faculty.
3. Ethical approval for the research to be undertaken should be applied for once the post-doctoral fellowship is awarded (if new research is going to be
undertaken). It is advisable to have a new project registered in the previous year before a post-doctoral fellow is appointed since approval of a project via the internal project approval system may take up to six months and this will hamper the research outputs which a fellow is bound by contract to produce in a year.

4. Once awards are finalized and the relevant documentation signed, funds will be transferred into the cost centre of the relevant supervisor for disbursement to the post-doctoral fellow.

5. A detailed report must be submitted to the DRDA within two months of completing the 12 month period of research. The award may be renewed for a second year subject to satisfactory progress, indicating that an accredited publication has been published or proof that it is in press or under review.

6. A certificate of completion of the fellowship will be issued listing the academic achievements and stating the period of time spent at the University.

7. The fellowship may be withdrawn at any time by University if the work or conduct of the holder is considered unsatisfactory.

Supporting of post-doctoral fellows

A mentoring (advising) system will be provided to all new post-doctoral fellows with an appropriate induction to the University’s research procedures and processes and they may attend other research training initiatives available to UL staff and post-graduate students.

4.2. Teaching and / or Administrative Relief

Background

The advancement of outstanding young researchers must be a priority. Researchers need time to undertake research, particularly in the case of young researchers who are still establishing their research careers. Care should be exercised to prevent the notion of “serving time” as an impediment to the career advancement of young research “stars”.

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Eligibility
UL permanent staff, who are active researchers (usually 45 and less years of age) and who have been identified as young research “stars”.

Conditions/Requirements
1. Age of 45 years or younger on the date when considered.
2. The staff member is required to remain in the employment of UL for the same period as the duration of this support.

Operations
1. A faculty shall put in place criteria and mechanisms to identify outstanding young researchers “research stars” within the University or from outside.
2. Heads of Schools should exercise care in assessing the teaching and administrative workloads that staff members carry and be innovative in shaping the teaching commitments in a way that provides for periods of focus on research.
3. In the first year of appointment, they should not normally be allocated a full teaching load, as this is such a critical period for a newly appointed academic to establish his/her research activities.
4. Teaching relief (e.g. buying out of teaching time) should be considered in appropriate cases, especially where external grants are available to fund the teaching relief.
5. Administrative loads on young researchers should be held to a minimum.
6. The Executive Dean, Director of the School and the HoD should consider allowing the award of an early sabbatical to those with available sabbatical leave for instance, or special leave to expedite the completion or publication of the results of a large project.
4.3. Career Advancement

Background

Fast-tracking the careers of young research “stars” will be a priority in developing the University’s human resource capacity.

Eligibility

UL permanent staff, who are active researchers (usually 35 and less years of age) and who have been identified as young research “stars”.

Conditions/Requirements

1. Age of 35 years or younger on the date when considered.
2. The staff member is required to remain in the employment of UL for the same period as the duration of this support.

Operations

1. Accelerated promotion will be considered for outstanding young research “stars”.
2. The promotion system within the University will accommodate young research “stars”.
3. Young NRF-rated researchers should be appointed at suitable levels and not be restricted to appointment at the lowest academic level.

4.4. Research Training and Mentorship Programmes for Research Staff

Background

The assumption on which institutions of higher learning operates is that once a person has obtained a post-graduate degree he/she understands research and is competent in all research related activities including writing successful proposals for research funding, project management, writing research publications, supervising research students, etc. It is taken for granted that newly appointed staff will
acquire an understanding of research systems (policies, procedures and processes), research focus areas and other research matters, etc., by themselves. It has become common place internationally to induct newly appointed staff into an institution’s research culture and systems, and to train staff in essential research skills through mentorship and dedicated training programmes. To facilitate the training and development of researchers the following programmes and fund will be instituted:

- Research Training Programmes
- Mentoring Programme
- Research-Related Training Fund

4.4.1. Research Training Programmes
The DRDA in consultation with the various disciplines will be responsible for designing and offering a generic, in-house, research training programme for staff. Such a programme will amongst others include modules in research induction (the research environment at the University, policies, procedures and processes), effective supervision, project management, proposal writing, funding agencies, publishing, etc. Directors of Schools will ensure that discipline specific research induction and training programmes are designed and offered annually. A need may arise for a staff member to acquire specific training in some aspect of research which is not offered at UL. Such training may be offered as a workshop by external agencies or the researcher may be required to pay a short visit to another institution to acquire the specific training. Finance must be put aside to cover the cost of external training and to pay for short research visits.

4.4.2. Mentoring Programme
The modalities for research staff growth and development will be guided by a Research Mentoring Programme which compliments formal in-house or external research training and exchange programmes. This mentoring programme will be a
one-to-one interaction between an experienced researcher (mentor) and a “young” (‘early career”) researcher. Even established researchers, particularly if joining the University from outside South Africa, benefit from some advising, so as to facilitate their entry into the University system and the national research system. The mentoring (advising) system will provide all new staff with an appropriate induction to University procedures and processes and will be an ongoing supportive framework. The advising should cover not only the research process, from conceptualisation to publication, but also provide support in terms of development of research proposals, applications for grants, exposure to researchers of high standing, opportunities for networking, etc.

**Operations**

1. HoDs, Directors of Schools, and Executive Deans all have a responsibility to support and develop young researchers, and all new staff should get appropriate and effective induction in respect of research matters.

2. An advisor should be appointed for each young, active researcher. An advisor should also be appointed for a newly-appointed established researcher, where the HoD or the Director of the School deems it to be appropriate.

3. The advisor should be appointed as soon as an appointment is made, so as to ensure that opportunities for funding applications are not missed, and that any other research-related problems or queries can be dealt with quickly.

4. The advisor would normally be appointed by the Director of School after consultation with the advisee (where appropriate), and/or discipline Head. Advisees have the option of switching to a different mentor once they have had time to interact with staff.

5. The advisor should have the ability to interact and communicate, and would preferably have the necessary expertise in the advisee’s research field/discipline. An advisor could be a senior staff member, or a Research Fellow. Mentors need not necessarily come from the same School as the mentee.
Eligibility for Research Training and Mentoring Programmes

1. These programmes are mainly meant for young, inexperienced researchers and established researchers who have newly joined the Institution.
2. Researchers whose research has been put on hold and who would like to resuscitate their research may also make use of these programmes.
3. Post-doctoral fellows, research associates are encouraged to join these programmes.

Conditions/Requirements

1. For the in-house training programmes a certificate of attendance will be issued.
2. Only the induction part of in-house training is compulsory, other components of this training are voluntary.
3. The mentorship role would normally be a voluntary one. However, an incentive of productivity units will be provided to mentors. These units will count towards the promotion and Excellence Research Awards. The size of the incentive will be determined by the SRPC Committee, and set at a level to encourage more researchers to take on this role.
4. Research-related training seminars / workshops offered by an external agency must be from an accredited service provider.
5. Eligible staff will not be required to pay for any in-house research training, however people from outside the institution who wishes to attend such training will be charged.
6. An application to attend external research training or short visits must be lodged at least one month prior to the event.
7. An applicant must declare any additional funding and the source of such funding in their application.
8. The successful applicant must within two months after the event present a report to the DRDA. This report must be accompanied by a signed attendance
list of staff who attended the knowledge or skills transfer conducted by the staff member. In the case of an invited expert, a signed attendance list must be attached.

Budget

1. **A Research-Related Training Fund** in the DRDA will cover costs for approved, research-related, training seminars or workshops or short research visits, conducted by external agencies for eligible researchers if the organisers or hosting institutions do not provide funding for these.

2. SRPC will ensure budgetary allocation for these programmes on an annual basis, as well as revision of the figures as needs be.

3. In-house research training programmes may also require expertises, if these don’t exist in the institution, from outside to offer specialised research training. Such expertise may be paid from this Fund.

Application for funding and evaluation of applications

1. An application letter to attend research-related training seminars / workshops / short research visits conducted by external agencies or organizations, or to pay an expert for specialised research training must be addressed to the Director of Research.

2. The letter must demonstrate that no such training or expertise exist at the University, direct benefits of such training or experts to the applicants research area, where applicable how the staff member will ensure that upon his/her return acquired knowledge and skills will be transferred to other staff.

3. The following documents must accompany the application letter:

   - CV of the applicant for research-related training seminars / workshops / short research visits;
   - A list of all research-related workshops / seminars and visits for the last three years
• CV of the expert where such an expert will be invited to offer training;
• Approval from the hosting-institution for short research visits;
• An official programme for research-related training seminars / workshops;
• A letter of recommendation from the HoD and the Director of the School;
• Costs;
• Official approved leave of absence;
• Proof of the accreditation of the service provider; and
• In the case of an invited expert, a signed confirmed attendance list.

Evaluation of the application
1. The application will be evaluated by the Research Manager to ensure all relevant documents are attached.
2. The application will be referred to an ad hoc committee consisting of the DVC: Academic and Research (Chairperson), the Director of Research, chairperson of the applicable School Research Committee, the relevant Executive Dean and the Secretariat from the DRDA for consideration and approval. Decisions made at this committee will be forwarded to the Senate Research and Publication for ratification.

4.5. Support for Designated Groups
The need to diversify the pool of researchers and to strengthen the redress and equity programmes of the University is a high priority. UL commits itself to support and develop all researchers, however, most programmes will be sensitive to the needs of previously disadvantaged groups (designated group). Despite the latter additional, specific funding and programmes which are exclusively meant to support and develop staff form designated groups are envisaged.
4.5.1. Matching Funds for Designated Groups

The University will continue its strong financial support of the NRF’s Thuthuka Programme and other similar programmes meant for designated groups, and it will increase efforts in seeking additional donor funding to sponsor staff from designated groups’ research-related activities.

4.5.2. Women researcher support and development programme

Background

Women are underrepresented in various professions including in academia and research. Women represent an important component of the designated group who qualifies for redress and development. The purpose of this programme is to empower women researchers at the University of Limpopo by (i) supporting women academic staff and post-graduate students (ii) promoting a culture of research among women.

Eligibility

1. Recognised University of Limpopo women organisations who support women in research.
2. Individual woman staff and post-graduate students.

Conditions/Requirements

1. A women organisation must have University recognition, that is the organisation must be officially approved by Council. The University will support a maximum of two women research support organisations.
2. Individual female researchers are encouraged to apply for all support and development programmes and the evaluation process under each programme will be sensitive towards female researchers and the age restrictions for such programmes may be adjusted to accommodate the challenges faced by female researchers.
3. The staff member participating in this programme will still be required to produce at least one DoHET subsidised publication during the period of funding.

**Period of Funding**

Annually

**Budget**

Women research support organisations must submit an annual action plan for a year accompanied by a detailed budget request aligned with its envisaged actions for the coming year. This must be submitted to the last meeting of the SRPC prior to the year for which funding is requested. SRPC evaluates the application and approves the budget.

**Submission Procedure**

1. Individual researchers should apply for each programme according to the programme’s submission procedure.

2. Recognised women research support organisations have to submit the following documents:
   - Their terms of reference and membership as approved by Council to the DRDA *(Once only)*.
   - An annual action plan and a budget aligned with the action plan to DRDA for submission to SRPC.
   - An annual progress report which shows the actions undertaken, expenditure and successful outcomes. This report must accompany the new action plan and budget request and will be used by SRPC to approve new funding.

**Evaluation**

Once DRDA has received approval from SRPC, it will administer funds according to the normal University financial approval processes.
5. Student Researcher Support and Development

Attracting, supporting and developing the best students to become outstanding young researchers is a significant investment in the future of the country. Investing in this pool of young researchers can also significantly benefit the University in two ways. Firstly, this group is a potential pool from whom future research leaders may emerge. Secondly, attracting, supporting and developing the best students can improve the University’s research outputs (post-graduate throughput rates and other research outputs). Good master’s and doctoral students are more likely to finish in the minimum time for their degrees and produce several publications, and this in return can boost the University’s income from DoHET output subsidies. Through this programme the University recognises the importance of attracting, retaining and developing a strong group of potential young researchers amongst its undergraduate and postgraduate students, and seeks to enhance this through attractive bursaries and scholarships, appropriate selection policies, quality teaching, the best learning environment and facilities which it offers students. And at the same time diversify the research base of young researchers, in particular, researchers from under-represented groups. The University needs to ensure that the new generation of researchers is drawn, supported and developed from a diverse range of the population so as to address the deep race and gender imbalances that characterize the national research system.

5.1. Undergraduate Research Assistance Programme

Background

The main aim of this programme is to provide good final year undergraduate students who want to pursue research post-graduate studies at the University of Limpopo with hands-on experience in research. In addition, research projects may benefit from additional help.
Eligibility

1. A student at the start of his/her final year and who obtained a total average mark of
   70 or above and who has not repeated any of the previous years of study.
2. The student should be below the age of 25 upon application.

Conditions/requirements

1. An active establish researcher with proven publication and postgraduate training
   records may apply to have an undergraduate student who meets the above eligibility
   criteria to work in an approved registered research project aligned with the niche
   research areas of the University.
2. Only one undergraduate student per established researcher is allowed.
3. A students may render research assistance for a maximum of 60 working days per
   year.

Period of Funding

One year.

Budget/Award

1. The student will be paid according to “work study programme” rates of UL.
2. Quarterly claims are submitted to the Research Office following the University’s
   financial procedures.

Submission Procedure

1. The established researcher applies via the DRDA to the Chairperson of the Senate
   Research and Publications Committee to support undergraduate students to (on a
   temporary basis) assist with their research.
2. The application should include:
   • The researcher’s last three year’s research outputs (post-graduate throughput and
     publications).
• A description of the research project wherein the student will be involved.
• Details regarding the utilisation of the student in the research project.
• Expected outcomes resulting from the temporary employment of the student.
• The student’s academic transcript, proof of registration and a brief motivation and acceptance to participate.
• A letter of support from the HoD and a recommendation signature from the Director of the School.

Evaluation
1. The application will be evaluated by an ad hoc committee consisting of the Director of the School, the Executive Dean, the Director of Research and the Manager: Research Administration (secretariat) and the Research Developer. This Committee recommends to the SPRC.
2. A researcher must report twice a year in detail on such assistance work and performance via the Research Office to the Chairperson of the Senate Research and Publications Committee. This report must be approved by the HoD and recommended by the Director and the Executive Dean.
3. Submission of progress reports must meet the Senate Research and Publication Committee deadline dates for submission. Submission dates are annually published in the University’s Important Dates.
4. Failure to submit a report, would lead to support being stopped and monies paid to the student being reclaimed from the researcher.
5. Unsatisfactory performance and progress by the student will lead to termination of the support.
5.2. Attracting and Supporting Quality Post-graduate Students

5.2.1. Master’s and Doctoral Prestigious Scholarships

Background
Master’s and doctoral students attract considerably more subsidy from government compared to undergraduate students. This category is also more likely to produce subsidized publications which in turn can increase the University’s research outputs and consequently research income. The purpose of these scholarships is to permit the Institution to successfully compete with others institutions both locally and internationally for the best possible post-graduate students. The substantial amounts recommend is to remove the financial burden from a student so that a student can work studiously to complete their study within the minimum prescribed duration for the degree.

Eligibility
1. Any post-graduate student from any local or international credible institutions of higher learning with at least a 70% average mark in their honours or fourth year and who are eligible to register for a full research masters degree at UL.
2. Any masters student from any local or international credible institutions of higher learning who obtained his/her masters degree *cum laude* or who has not obtained their masters degree *cum laude* but has produced at least two subsidized publications from their honours and masters research.
3. UL staff who wants to improve their qualifications are not eligible.
4. Post-graduate students at 35 or below at the time of application will be considered.
5. Post-graduate students enrolled for a taught master’s or doctoral programme are not eligible.
Conditions/Requirements

1. Students who are registering for a qualification equivalent to the one already received do not qualify.

2. Students who have previously registered with other institutions for the same qualification do not qualify.

3. The student must fulfil all University admission requirements and follow normal university registration processes.

4. Master’s and doctoral students are expected to engage in full-time research on projects in niche research area under the supervision of an Established Researcher (a staff with a doctoral degree and a verifiable good post-graduate supervision and publication record).

5. A master’s student must produce at least one subsidised publication in the name of the University within two years from enrolment.

6. A doctoral student must produce at least two subsidised publications in the name of the University within three years from enrolment.

7. Recipients of these scholarships are not eligible for the UL post-graduate tuition waiver.

8. Students may not hold any other government bursary or scholarship co-currently with this scholarship, or a bursary/scholarship from a non-governmental organisation that contractually binds the student to undertake work for the organisation during the duration of the study.

9. These students may not do any additional work including teaching, assessment and offering practicals to other students. Nor can they hold any part-time or temporary employment position.

10. Only full-time registered students are eligible.

11. A scholarship is awarded for a specific, registered project only.

12. Holders of this Scholarship must inform DRDA if they receive any other bursaries, grants or emoluments from other sources during the tenure of their scholarship. The
University reserves the right to reconsider the scholarship in the light of such additional awards that the scholarship holder receives.

13. Vacation is not automatic, it must be approved by the supervisor.

**Period of Funding**

1. A maximum of two years for a masters student. The scholarship is renewable for a second year subject to satisfactory progress, indicating that an accredited publication has been published or proof that it is in press or under review.

2. A maximum of three years for a doctoral student. Funding for the subsequent year is based on satisfactory reports from the supervisor. The scholarship is renewable for a second year subject to satisfactory progress, indicating that an accredited publication has been published or proof that it is in press or under review. The scholarship is renewable for a third year subject to satisfactory progress, indicating that the article for the second year was published and that a second accredited publication has been published or proof that it is in press or under review.

**Scholarship**

- R150 000 per year for a doctoral student.
- R100 000 per year for a master’s student.
- Some of the money must be used for books, tuition and accommodation fees, typing, printing and binding of dissertations or thesis, a laptop and printer. Proof of expenditure for these items will be required.
- The rest of the money can be used at the discretion of the student for other living expenses.

**Submission Procedure**

1. The Faculty will on an annual basis advertise on the University Website or any other media their research programmes where master’s and doctoral students are required.
2. The Faculty will be required to motivate to SRPC for the number of master’s and doctoral students which they are planning to admit the following year so that adequate funds are approved.

3. Students are required to apply for admission through the normal University procedures.

4. If there are more applicants than the available scholarships an ad hoc committee consisting of the relevant Executive Dean, Directors of Schools, the Director of Research and the Manager: Research Administrator (secretary) will judge who should be awarded the scholarship. A report of this process will be presented at the next SRPC meeting for ratification.

**Evaluation**

1. The supervisor through the Executive Dean’s Office must submit two progress reports per year to the SRPC.

2. The SRPC has the right to terminate a scholarship if the progress of a student is not satisfactory or if the student will be unable to meet their research output targets.

**5.2.2. Top-up funding for Master’s and Doctoral students**

**Background**

The rational for support of this category of post-graduate students is similar to that under 5.2.1. Often master’s and doctoral students obtain bursaries and scholarships from other funding agencies but this funding may not be adequate to cover all the expenses of a student. It has become customary at other institutions of higher learning to supplement the bursaries or scholarships of their master’s and doctoral students.

**Eligibility**

1. A post-graduate student as listed under 5.2.1 and who has a bursary or scholarship which is inadequate.
2. A post-graduate student from any local or international credible institutions of higher learning with at least 65% average mark in their honours or fourth year and who are eligible to register for a full research master’s degree at UL.

3. A master’s student from any local or international credible institutions of higher learning who obtained his/her masters degree with an average mark of 65% or above or who has not obtained 65% but has produced at least two subsidized publications from their honours and masters research.

4. UL staff who want to improve their qualifications are not eligible.

5. Post-graduate students at 35 or below at the time of application will be considered.

6. Post-graduate students enrolled for a taught master’s or doctoral programme are not eligible.

**Conditions/Requirements**

Same as for the Master’s and Doctoral Prestigious Scholarship.

**Period of Funding**

Same as for the Prestigious Scholarship.

**Scholarship**

1. Students under 5.2.1 who has some funding will be topped-up to the amounts for prestigious scholarships.

2. For other students top-up will be:
   
   - Up to R100 000 per year for a doctoral student.
   - Up to R80 000 per year for a master’s student.

3. Some of the money must be used for books, tuition and accommodation fees, typing, printing and binding of dissertations or thesis, a laptop and printer. Proof of expenditure for these items will be required.

4. The rest of the money can be used at the discretion of the student for other living expenses.
Submission Procedure

1. The Faculty will on an annual basis advertise on the University Website or any other media their research programmes where master’s and doctoral students are required.

2. The Faculty will be required to motivate to SRPC for the number of master’s and doctoral students which they are planning to admit the following year so that adequate funds are approved.

3. Students are required to apply for admission through the normal University procedures.

4. If there are more applicants than the available scholarships an ad hoc committee consisting of the relevant Executive Dean, Directors of Schools, the Director of Research and the Manager: Research Administrator (secretary) will judge who should be awarded the scholarship. A report of this process will be presented at the next SRPC meeting.

Evaluation

1. The supervisor through the Executive Deans’s Office must submit two progress reports per year to SRPC.

2. The SRPC has the right to terminate a scholarship if the progress of a student is not satisfactory or if the student will be unable to meet their research output targets.

5.2.3. Post-graduate support grant for their research projects

The University commits itself to provide funds for the research projects of post-graduate students. Details of such support are noted under PROJECT, NICHE RESEARCH AREAS AND EQUIPMENT/FACILITIES SUPPORT and SUPERVISOR SUPPORT.
5.2.4. Post-graduate Research Training Support Programme (PGRTSP)

5.2.4.1. Research Training Programmes
Supervisors, HoDs, Directors of Schools, and Executive Deans all have a responsibility to support and develop post-graduate researchers. The DRDA in consultation with the various disciplines will be responsible for designing and offering a generic, in-house, research training programme for honours, master’s and doctoral students. Such a programme will amongst others include modules in research induction (the research environment at the University, policies, procedures and processes), research methodology, research ethics, project and time management, proposal writing, funding agencies, publishing, etc. Directors of Schools will ensure that discipline specific research induction and skills training programmes are designed and offered annually.

5.2.4.2. Post-graduate External Research Training Programme
A need may arise for a post-graduate student to acquire specific training in some aspect of research which is not offered at UL. Such training may be offered as a workshop by external agencies or the student researcher may be required to pay a short visit to another institution to acquire the specific training. Finance must be put aside to cover the costs of external research training (workshops/seminars) or to pay for short research visits or for student exchanges which are research related.

Eligibility for Research Training
1. All honours, master’s and doctoral students of UL.
2. Post-doctoral fellows and research assistants who wish to attend.
3. Post-graduate students from other institutions who are required to pay.

Conditions/Requirements
1. For the in-house training programmes a certificate of attendance will be issued.
2. Certain modules for the in-house generic training is compulsory for all post-graduate students. An attendance register will be kept.
3. Research-related training seminars / workshops offered by an external agency must be from an accredited service provider.

4. Post-graduate students, post-doctoral, research assistants from UL will not be required to pay for any in-house research training, however people from outside the institution who wishes to attend such training will be charged.

5. An application to attend external research training, national short visits, must be lodged at least one month prior to the event. International short visits /exchanges must be applied for at least two months in advance.

6. An applicant must declare any additional funding and the source of such funding in their application.

7. The successful applicant must within two months after the event present a report to DRDA via the Faculty structures. For master’s and doctoral students, post-doctoral fellows and research assistants evidence must be attached of hosting a seminar/workshop in the department were the knowledge and skills acquired from outside were transferred to other post-graduate students and staff in the discipline.

**Budget**

1. A Post-graduate Research-Related Training Fund in the Faculty will cover costs for approved research-related training seminars, workshops, student exchanges or short research visits, conducted by external agencies or organizations for eligible researchers if the organisers or hosting institutions do not provide funding for these.

2. SRPC will ensure budgetary allocation for these programmes on an annual basis, as well as revision of the figures as needs be.

3. Minimum and maximum amounts:

**Application for funding and evaluation of applications**

1. An application letter to attend research-related training seminars / workshops / short research visits conducted by external agencies or organizations, or to part-take in a student exchange programme must be addressed to the Executive Dean.
2. The letter must demonstrate that no such training exists at the University, direct benefits of such training to the applicants research area, where applicable how the student and HoD will ensure that upon the applicant’s return acquired knowledge and skills will be transferred to others staff and students in the discipline.

3. **The following documents must accompany the application letter:**
   - CV of the applicant for research-related training seminars / workshops / short research visits and student exchange programmes. The CV must amongst others highlight the research productivity of the applicant;
   - A list of all research-related workshops / seminars / conferences, short visits and student exchange programmes attended in the last three years;
   - CV of the expert who will be hosting the student for short visits or student exchange;
   - Acceptance letter from the hosting institution for short visits or student exchange;
   - An official programme for research-related training seminars / workshops;
   - A letter of recommendation from the HoD and the Director of the School;
   - Costs;
   - Proof of the accreditation of the service provider.

**Evaluation of the application**

1. The application will be evaluated by the Faculty Assistant Registrar to ensure all relevant documents are attached.

2. The application will be referred to a Committee composing of the Faculty Research / Higher Degree Committee chaired by the Executive Dean, the Director of Research and the Faculty Assistant Registrar (Secretariat) for consideration and approval.

3. Decisions made at this committee will be forwarded to the Senate Research and Publication for ratification.
B. NICHE RESEARCH AREAS AND EQUIPMENT/FACILITIES SUPPORT

Appropriate equipment and facilities, and critical mass are required, to grow, maintain and advance research and innovation. Under this section a number of programmes are envisaged to provide additional human support to researchers and other resources to grow and strengthen existing projects and new projects which fall within the University’s niche research areas. The main aim of these programmes is to support all research projects in the niche research areas of the University especially research which has the potential of giving the University competitive advantage in specific research areas and are likely to be developed into multi-disciplinary research areas and/or centres of excellence.

1. Supporting Researchers by providing additional Human Resources

1.1. Research Assistantship Programme

Background

Researchers working in approved, registered projects which fall under the University’s niche research areas may use research assistants from the following categories in their research:

- **Post-graduate students** at Honours, Master’s and Doctoral levels employed on part time basis (on restricted hours) to assist with research.

- **Undergraduate** students, academically top performing second or third year students who have interest and potential to pursue post-graduate studies at UL. An undergraduate research assistant is employed on part-time basis (on restricted hours) to assist with research.

- **Contract personnel**, a researcher who is employed on a one year fix-term contract (which may be renewed depending on the availability of funds, performance and successful, competitive re-application).
• **Interns**, can fall in two categories. One, those who, as part of their studies, are required to do on the job experiential learning and training. The second group are students who have completed their studies and have obtained a degree and are looking for experiential learning and training to increase their employability. Depending on their levels of study or qualification, interns, for payment purposes, can be treated as non-staff and “paid” according to the work-study rates.

**Eligibility**

1. Eligibility for undergraduate research assistants are guided by the provisions of the Undergraduate Research Assistance Programme.
2. Post-graduate students, contract researchers and interns at the age of 35 (at the time of application) with good academic and research credentials will be considered.

**Conditions/Requirements**

1. Conditions/requirements for undergraduate research assistants are guided by the provisions of the Undergraduate Research Assistance Programme.
2. Conditions/requirements for post-graduate students, interns and contract research assistants will be as follow:
   
   2.1. Research assistants are strictly meant to assist researchers with their research in order to further increase research outputs.
   
   2.2. Contract Research Assistants are expected to engage in full-time research on an approved niche research area under the supervision of an Established Researcher with approved research projects and a proven research output record.
   
   2.3. Contract Research Assistants, post-graduate student research assistant or interns may not do any additional work including teaching, assessment of other students. Nor can they hold any other temporary employment position in or outside of the University.
2.4. Contract Research Assistants may take on a mentorship / co-supervisory role for postgraduate students in the School.

2.5. Post-graduate student research assistant or interns are not allowed to co-supervise other postgraduate students in the School.

2.6. The Contract Research Assistant, post-graduate student research assistant or intern must be based at the University of Limpopo for the duration of the contract.

2.7. Contract Research Assistants, post-graduate student research assistants or interns are required to expeditiously publish their research findings. Due acknowledgement of UL must be made by listing UL as institutional affiliation where results of the research work are published or presented in any form.

2.8. A Contract Research Assistant must produce at least one DoHET accredited publication during the one-year contract.

2.9. Post-graduate student research assistants and interns are expected to engage in research on an approved niche area research under the supervision of an Established Researcher or Emergent Research with approved research projects and a proven research output record.

2.10. The University does not guarantee employment of a research assistant, during or after completion of the contract. Such expectations must never be created.

2.11. The positions need to be applied for on an annual basis.

2.12. For research assistants to be funded by the faculty, department or DRDA, the faculty must motivate to SRPC via the DRDA for the number and type of research assistants they are planning to appoint in the following year so that adequate funds are approved.

2.13. Faculties must make their submissions every year (the previous year for funding in the following year) on or before the second last meeting of the SRPC.
2.14. Once SRPC has approved funds, individual applications must be submitted to DRDA for evaluation (see evaluation procedures below) by the latest at the end of September, the previous year for funding in the following year.

2.15. Approved research assistants will be submitted to the SRPC for ratification.

2.16. Approved research assistants will commence with their duties at the beginning of the following year.

2.17. Contract Research Assistants, interns and post-graduate research assistantships paid for by the DRDA are for a year. Under exceptional cases based on performance (research outputs) will it, upon reapplication, be extended for another year.

Payment

1. Post-graduate students, undergraduate students and interns are employed on a part-time basis on restricted hours as stipulated in the University’s student work-study policy. A stipend (an amount determined by the level of study or qualification is paid according to the University’s student work-study policy rates or the external funders rates) is paid on a monthly basis by the Department of Finance.

2. Contract research assistant will be remunerated R180 000 per annum.

Budget

1. Budgets for research assistants originate from several sources:
   • External Funders. Proposal submitted to external funders may include the provision of funds for research assistants.
   • A researcher’s own research cost centre, located in the DRDA.
   • Faculty / School / Department budget. Some faculties / school / departments allocate a portion of the annual budget towards support for research assistants.
   • A department’s research cost centre, located in the DRDA.
   • DRDA research assistant budget. DRDA operates a budget for the appointment of contract research assistants.
2. These different budgets will be used to support research assistants:
   - Undergraduate Research Assistants appointment and payment will be guided by the Undergraduate Research Assistance Programme.
   - Post-graduate students and interns will be paid from external funds, faculty / school / department budget, department’s research cost centre or a researcher’s own research cost centre.
   - Contract research assistants will be paid from external funds, department’s research cost centre, a researcher’s own research cost centre or from the DRDA research assistant budget.

**Human Resource Issues**

So as not to interfere with the FTE/SLE staff allocations to departments and to minimise disruptions to the Human Resource staff data and the payroll, research assistants will be recorded under a department under the “staffing” profile of the DRDA. Such a recording will also make it easy to report to various organisations (DST, DoHET, CHE, etc.) on research assistantships.

**Submission Procedure**

The application procedure for all Research Assistants except undergraduate students entails:

1. The researcher submits an application to DRDA or FET (for post-graduate and intern research assistants), detailing the following information (where applicable):
   - Name of principal researcher
   - Name(s) of co-researcher(s)
   - Name(s) and affiliation(s) of collaborator(s)
   - Title of the research project
   - Aim(s) and objectives of the research project
   - Succinct overview of research project with specific timelines
• An explanation of how the research assistant will be employed in achieving the stated research objectives
• An explanation of expected outcomes from having a research assistant, which should include aspects such as:
  o Anticipated publication(s) resulting from the research
  o Foreseen contribution(s) at national/international conferences
  o Possible commercialisation of research
  o Likely contribution to research innovation
  o Potential contribution to UL’s community engagement activities
  o Involvement of postgraduate students
  o Skills and qualifications that the research assistant should have

2. In addition to the aforementioned, the following information has to be included:
   2.1. Abbreviated CV of the chief researcher;
   2.2. A list of SAPSE accredited publications of the chief researcher during the previous three years should specifically form part of the CV;
   2.3. Specific mention should also be made of postgraduate student training;
   2.4. Source(s) of funding for the research to be undertaken;
   2.5. Amount of funding available for the period during which the research assistant will be employed; and
   2.6. For existing research projects, a list of past achievements during the previous two years (publications, postgraduate training) resulting from the research project has to be included.

**Evaluation**

For Contract Research Assistants evaluation of proposals will be done by the Research Assistant Evaluation Committee composed of the following members:

• The Director DRDA (Chairperson)
• Director of the School involved
• Director of a School not involved in the application process
• DRDA member as secretary
• What about the Executive Dean?

3. For all other Research Assistants, evaluation of proposals will be done by the FET.

4. Criteria set out in Appendix 4 would be used in the evaluation of applications.

5. The project must fall within a larger registered research project area linked to strategic or current niche research areas of the school / faculty / university and include new initiatives.

6. Successful applicants, Director of the relevant School and Head of the relevant Department will be notified in writing by the DRDA.

7. Annual progress reports are to be submitted to the DRDA during October every year, for evaluation by the Research Assistant Evaluation Committee or the FET which ever is applicable.

8. The appointment of a research assistant for a second term cycle will depend on research progress made during the previous term of appointment of the research assistant.

9. It is imperative that the principal researcher ensures that at least one article in an accredited publication is published within one year following the allocation of a research assistant. **Failure to deliver on the latter will result in equivalent funds being recovered from the researcher’s and the Department’s accrued subsidized publication funds or from future allocations.**

10. The SRPC has the right to terminate a contract if the progress of a research assistant is not satisfactory or if the research assistant will be unable to meet research output targets or is in bridge of any of the conditions/requirements for this programme.

11. Research assistants are awarded on a competitive basis, taking into account the applicant’s academic achievements, the research standing of the researcher as well as the quality and relevance of the proposed research project/programme and its potential for enhancing general research activity and research outputs in the host School.
1.2. Research Fellows

Background

Research Fellows are outstanding researchers drawn from retired academic staff of the University or from other institutions, outstanding researchers who are specifically appointed just for research, visiting scholars or other scholars who have a research affiliation with the University. The primary tasks of a Research Fellow is to reinvigorate research activities, entrench a vibrant research culture, enhance research productivity, and foreground human capital development through rigorous and sustained mentoring of post-graduate students and staff with potential for NRF rating so as to assemble a critical mass of NRF rated researchers. A Research Fellow can either be a fixed-term contract employed position or a honourary recognition (with a honorarium paid or without) given to individuals from other institutions who have research affiliations with the University. The creation of Senior Research Fellow positions allows an institution to retain the capacity of active, outstanding researchers who retired, or will be retiring. It recognises that such retirees can continue to make a valuable contribution to the promotion and enhancement of the research culture of the University in general, and specifically to research capacity building. The appointment of Senior Research Fellows enables such retirees to continue to do research and to use their accumulative experience and ability to mentor and nurture the next generation of up-coming researchers for the benefit of the overall research endeavour.

The eligibility, conditions/requirements, appointment and “remuneration” procedures will be covered in the University’s Research Fellow Policy.

1.3. Post-graduate / supervisor Support Grant for Research Projects

Background

The training of post-graduate students, especially in the general sciences and health sciences, require research consumables and students may be required to undertake fieldwork. The purpose of the grant is to ensure departments are adequately resourced to meet the project resource requirements of registered post-graduate students. The
fund is not meant to cover capital equipment and facilities expenses but to cover reasonable running expenses directly associated with a post-graduate student’s specific research project. No student is to be admitted into a department that does not have adequate capital equipment or facilities which are required for a student to complete his/her study within the minimum duration for the degree.

**Eligibility**

UL registered postgraduate student in an approved and registered project.

**Conditions / Requirements**

1. This grant can only be used for the following research consumables:
   - Small items of equipment
   - Specialist services which are outside of the competence of the student such as testing services
   - Inter-library loan expenses
   - Travel and subsistence (for research purposes, such fieldtrips to collect samples or data)
   - Cost of photocopying/printing research related materials such as questionnaires, articles
   - Other running expenses directly linked to the project

2. The following will not be supported:
   - Fees
   - Cost of typing and printing the dissertation or thesis
   - Laptops and printers
   - Research Assistants or casual help
   - Attendance of conferences or workshops

3. Funding will be released on proof of registration, acceptance of the research proposal by the Higher Degrees Committee, and the granting of ethical clearance for the project, where applicable.
4. The use of funds will be subject to normal university rules and procedures and all
purchases become the property of the University.

5. This grant is only for post-graduate students studying at UL.

6. The grant is restricted to post-graduates who are still within the minimum time of
their degrees. (This clause is to encourage students to work studiously to complete
the study within the minimum prescribed duration and a supervisor to ensure this
happens).

7. Students over the minimum time of their degrees are not eligible for this grant.

**Period of Funding**

For the minimum duration of a degree as set out in the General Rules of the University.

**Budget**

1. A department must have a post-graduate consumables cost centre. From the annual
University budget a faculty/school must allocate, based on the number of registered,
post-graduates in the department, a total amount of funds into this cost centre.

2. This grant shall be proportionate to the number of registered post-graduate
students, registration status (full research degree, or degree by course work), the
level of study per annum as follows:

<table>
<thead>
<tr>
<th>Level of study</th>
<th>Faculty of Science and Agriculture#, and Faculty of Health Sciences#</th>
<th>Faculty of Humanities and Faculty of Management and Law</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Research</td>
<td>Course-work</td>
</tr>
<tr>
<td>Doctoral</td>
<td>R30 000</td>
<td>NA</td>
</tr>
<tr>
<td>Masters</td>
<td>R20 000</td>
<td>R10 000</td>
</tr>
<tr>
<td>Honours or four year degrees in disciplines which do not have an honours</td>
<td>R10 000</td>
<td>*R0</td>
</tr>
</tbody>
</table>

*This can be covered from teaching expenses.

#Departments (e.g. mathematics) which don’t require extensive research consumables will be funded according to the allocations for Faculty of Humanities and Faculty of Management and Law.
3. The Faculty will ensure budgetary allocation for this initiative on an annual basis. The DRDA via the SRPC is responsible for revision of these figures as needs be.

**WSU**

Doctoral studies: R75 000 per annum for research running expenses for a maximum period of 3 years

Master’s studies: R35 000 per annum for research running expenses for maximum period of 2 years.

Honours studies: R15 000 per annum for research running expenses for a maximum period of 1 year only.

**Evaluation of Post-graduate student progress**

Supervisors are required to submit annual progress reports via the Faculty, the Higher Degrees Committee to the DRDA for discussion by the SRPC.

**1.4. Top-Up and Matching Funding for Grant Holders**

**Background**

**Toping Up Fund:** When a staff member has received inadequate external research funds, which do not cover some of the essential aspects of the research and thus jeopardise the success of the project, for a specific project, UL may top up the grant to adequately cover essential costs of the project.

**Matching Grant:** When researchers receive grants from funding agencies such as the NRF, the institution is contractually bound to match such grants at fixed ratios prescribed by a funding agency.

**Eligibility**

All researchers who are in funding situations as described under the background.
Conditions/Requirements
1. The conditions/requirements of the Matching Grant will be as stipulated by the MoU signed with the funding agency.
2. The University will Toping Up a grant so that it is 70% of the total amount requested in the original proposal provided the researcher can convince UL that the lack of full funding is crucial to the success of the project. The motivation should include:
   • The accepted proposal;
   • The grant letter from the funders;
   • The areas/activities which are crucial for the project’s success and which are not covered by the funds obtained; and
   • Research activities undertaken to date, progress and a full expense report.
3. Applications for Top-Up Grants will only be considered once the actual research has commenced:
   3.1. For a project which is a year in duration. Applications will only be considered after 6 months into the project.
   • For a project which is two or more years in duration. Applications will only be considered after 12 months into the project.
4. Top-Up funding will not be provided for a project which was under costed in the original submission to the Funders.

Period of Funding
Once off to cover the duration of the project.

Budget
A separate cost centre will be set-up under DRDA to provide support.
Submission and evaluation Procedures

1. A Matching Grant will be automatic as per the terms of the MoU. Once all the relevant documents are received by the DRDA, the Finance Department will be requested to release the funds.

2. For Top-Up Funding the following process will apply:
   - A researcher submits all documents specified under Conditions / Requirements to DRDA.
   - DRDA checks if the documentation is complete.
   - The application is referred to an a Committee consisting of the DVC: Academic and Research (Chairperson), The Director of Research, chairperson of the applicable School Research Committee, The Director of Finance, the applicable HoD, Director of the School and Executive Dean, and the Secretariat from DRDA.
   - Decisions made at this Committee will be forward to the Senate Research and Publication for ratification.
   - The Researcher is informed in writing of the Committee’s decision.

2. Acquiring and Maintaining State-of-the-Art Research Equipment and Facilities

Background

Research-intensive institutions boast state-of-the-art research infrastructure (facilities and equipment) that is well maintained. Quality, competitive, cutting-edge research especially in the general sciences, agriculture and health sciences is mostly heavily dependent on the latest advance equipment. The University commits itself to providing adequate research infrastructure aligned with its niche research areas and to provide financial resources to ensure these are well maintained. Buildings and furnishing of these falls within the long to medium term infrastructure plans of the University. The acquisition, repair, maintenance and replacement of capital research equipment has been funded from University funds and funds from external funders. Over the past several years funds from external funders such as the NRF have been decreasing thus forcing institutions of higher learning to carry the bulk of costs for the latter. The
University, subjected to the availability of funds, commits itself to provide funding both for moderately expensive research equipment (< R50 000), and for expensive research capital equipment (R50 000 or more) and for the regular, repair, maintenance and replacement thereof.

**Eligibility**

1. Project-linked equipment needs of projects which fall within a larger registered research project area linked to strategic or current niche research areas of the school / faculty / University and include new initiatives.

2. General cross-faculty, multi-discipline equipment such as equipment used in the Electron Microscope Unit, equipment used for research and research training of postgraduate students. In other words equipment which is not project specific yet is crucial for the general, long-term, strategic research activities of the University. For funding purposes, expensive specialised texts, legal publications, electronic resources or museum pieces which may be of great importance to researchers in the Humanities, are treated as essential “research equipment” and reside under this category.

3. Postgraduate Student Capital Research Equipment needs. This is long-term research-related equipment such as computers, cameras, video-records, etc., used by most post-graduate in the department / school / faculty and which is not project specific.

**Conditions/Requirements**

1. The following guide will apply to the purchase of certain equipment from the **Postgraduate Student Capital Research Equipment Fund**:
   - Desktop computers 1 each per 3 full-time, research postgraduate students;
   - Digital cameras and video cameras 1 each per 3 full-time research postgraduate students who are using these equipment.
   - The same will apply for other specific student research-related capital equipment.
2. Supervisors of five or more full-time postgraduate students will be eligible for a laptop once every three years.
3. Unless by contractual agreement with a funder, all equipment will be the property of the University.

Period of Funding
1. Annually for equipment which was planned for in the previous year.
2. In rare cases when an urgent unplanned equipment need arises, urgent applications will be processed.

Budget
1. Given the prohibitive costs of capital equipment purchases and sometimes repairs and maintenance, departments/schools/faculty will be required to motivate for these on an annual basis. **Budgets for these will not be automatic.**
2. Research equipment in any one of the above categories and costing up to R50 000 should be budgeted for in the department/school/faculty annual budget.
3. Grants for expensive capital equipment needed for research and costing between R50 000 and R1 million are available on a competitive basis from the University.
4. For very expensive research equipment R1 million and more researchers are encouraged to sort external funding from programmes such as the NRF’s Research Infrastructure Support Programme (RISP). The University is normally required to co-fund such equipment.
5. The University will established a dedicated Capital Research Equipment Fund, administered by DRDA, for supporting capital equipment purchase from R50 000 or more.
6. The faculty will budget, cost centre in the Dean’s budget, on an annual basis for the repair and maintenance of all research equipment. However, if faculty does not have funds to repair capital equipment that broke suddenly and require urgent repairs, application can be submitted for consideration for funding by the University through the Capital Research Equipment Fund.
7. A separate Postgraduate Student Capital Research Equipment Fund, administered by the faculty will be set-up. The fund per annum per faculty should not exceed R50 000.

Submission Procedures / Evaluation

1. A request for research equipment in any one of the above categories must be accompanied by a well-motivated proposal. Factors taken into consideration in awarding funds include (a) that the research falls within the School’s / Faculty’s niche research programme, (b) the research productivity of the applicant(s), (c) the number of likely users, including postgraduate students, (c) availability of similar equipment in other departments, and (d) the extent to which the equipment could be funded from external sources.

2. Proposals for research equipment costing up to R50 000 will be approved by the FET and ratified by the SRPC.

3. Proposals for research equipment costing from R50 000 or more will be evaluated by a committee consisting of the DVC: Academic and Research (Chairperson), the Director of Research, the Executive Director of Finance, the Director of the relevant School, the Executive Dean of the relevant Faculty and the Secretariat from the DRDA. Decision made by this committee will be forwarded to the Senate Research and Publication for ratification. Once Senate approves, DRDA will inform the Finance Division to provide funding from Capital Research Equipment Fund, administered by DRDA.
C. Fostering a Research Culture and Promoting the Dissemination of Research Findings

A vibrant research culture is when academics, researchers, scholars are able to freely and critically engage, without fear or prejudice, in any intellectual and research activity within an environment that values knowledge-creation for its own sake, for the cultural and material benefits it confers on humankind and for the ways it enriches higher learning. Such an environment is typified by:

- Regular opportunities to present and exchange knowledge with internal and external peers, students and with the broader society.
- The interaction of world class scholars and intellectuals with one another and with young inexperienced scholars, researchers, academics and students with a view to influence and train novices into becoming world class.
- The dissemination of research findings in peer reviewed publications but also the dissemination of research findings, in non-peer reviewed, popular media which add value to the wider, non-academic, society.

The University values the importance of research and innovation and commits itself to the creation of a vibrant research culture through a number of programmes. While departments, schools and faculty have a responsibility to contribute to the creation of a research culture at their various levels, the University through the following programmes formalise key interventions to assist the creation of a vibrant intellectual and research space at the University.

1. Annual Research Day

Background

Each faculty is expected to organise and host a Faculty Annual Research Day. The Research Day is a faculty based conference that provides a platform for the presentation of research by under and post graduate students, staff and invited external researchers. The purpose of such a conference is to show-case research of the University, encourage
and promote research and hence contribute to the scholarly and research culture of the University.

**Eligibility**
Each faculty, separately.

**Conditions/Requirements**
The operational matters of the Annual Faculty Research Day will be the responsibility of the Executive Dean who will chair the Faculty Research Day Planning and Organising Committee.

**Period of Funding**
Annually

**Budget**
The Faculty must allocate an annual budget for this event and it is the faculty’s responsibility to fund-raise additional funds for this event.

The DRDA and Marketing and Communication is responsible for ensuring that a budget is available for the Vice-Chancellor’s Awards for Excellence in Research Gala Event.

**Submission Procedure / Evaluation**
1. Operational issues are faculty specific.
2. Each faculty is expected to present the DRDA with:
   - a copy of the conference proceeding
   - the required data and information about the Annual Faculty Research Day as required in the Annual Research Report.
3. While the faculty is responsible for the type of awards and the funds for such awards, however, all significant awards are to be presented at the annual Vice-Chancellor’s Awards for Excellence in Research.

4. The DRDA through the Marketing and Communications is responsible for organising the annual Vice-Chancellor’s Awards for Excellence in Research gala event.

2. Postgraduate Student Research Seminar / Symposium / Conference Attendance Grant Programme

Background
The growth and development of post-graduate students as competent researchers and as the next generation of world class scholars require regular exposure and interaction of post-graduate students with peers in their disciplines and with leading researchers from around the world. The purpose of this grant is to ensure that academically top-performing post-graduates, who have the interest and potential of becoming world-class researchers / scholars are provided with funds to attend relevant research seminars, symposia or conferences where they can present and interact with their peers and experts in their discipline.

Eligibility
1. Full-time, master’s or doctoral student at 35 years of age or below at the time of application will be considered.
2. Post-graduate students enrolled for a taught masters or doctoral programme are not eligible.

Conditions/Requirements
1. Master’s or doctoral student must be engaged in full-time research in an approved niche research programme of the school/faculty/University.
2. A student is required to present an original work in a poster or oral presentation. The research findings presented must be of such a nature that it can, within the duration of the degree, be published in a DoHET accredited publication.

3. Attendance of research seminar / symposium where a student is not required to present, must be a seminar / symposium presented by a world renowned expert in the discipline and a topic directly relevant to the research project of the student.

4. A maximum of one research seminar / symposium / conference grant per student per year (for the minimum duration of the degree) will be sponsored subject to availability of funds. However, a student, who fails to produce at least one publication that attracts DoHET subsidy within one year of his/her first UL sponsored conference attendance, will no longer receive subsequent funding for conference attendance.

5. Only national seminars / symposia will be sponsored.

6. A master’s student will be restricted to national conferences whereas doctoral students will be funded for national or international conferences.

7. Awards for conferences will be restricted to one author per paper/poster.

8. Applications from more than one student of a Department/School/Faculty to the same national or international conference as part of the same paper/poster will not be considered.

9. Support for the attendance of seminars / symposia / national and international conferences will not be made to students who are part of research staff who has external research support funds earmarked for such purposes.

10. Conferences must be organised by bona fide Academic Societies/Organisations.

11. A report, containing a critical evaluation of the seminar / symposium / conference, should be submitted to the School Board, the Faculty Board and the SRPC for information, within two months after returning from the event. It is the HoD’s responsible to ensure that this happens.
12. A publication in a DoHET accredited publication must appear within one year after attendance of a conference. It is important to note that the aforementioned publication must be on the same topic as presented at the conference.

13. Failure to present a report and publication as prescribed above, will result in the allocated funds (plus interest) be reclaimed by the University from the recipient / supervisor.

14. It is expected that knowledge gained by the recipient of such funding, after attending an event, will be shared with staff members and students of the relevant Department/School in the form of an oral presentation during a seminar organised for this purpose. The Director of the School to which the recipient of the funding is attached should ensure that such a presentation be made by the recipient of an international conference attendance grant.

**Period of Funding**

1. Seminar / symposium / conference attendance grants may be applied for throughout the year.

2. Support for the attendance will depend on the availability of funds.

**Budget**

1. A faculty will create a Postgraduate Student Research Seminar / Symposium / Conference Attendance Grant cost centre and make annual budget allocations towards this grant.

2. The funds will cover travelling, registration, accommodation, subsistence and visa acquisition costs.

3. A total amount up to R10 000.00 will be available for the attendance of a seminar / symposium / national conference or up to R15 000 for an international conference.

**Submission and evaluation Procedure**

1. Application for the attendance of research a seminar / symposium / conference should be directed to the Executive Dean for consideration by FET.
2. The following should accompany the application:

2.1. A detailed CV of the applicant that includes a list of research outputs and achievements;

2.2. The programme of the seminar / symposium / conference;

2.3. A summary of the approved, registered research project;

2.4. A motivation showing the link/benefits of the seminar / symposium / conference to the research topic / department / school;

2.5. Supporting motivation by the student’s supervisor, the HoD and the director of the School showing how the seminar / symposium / conference is linked to the strategic or current niche research areas of the department / school / faculty / University;

2.6. An acceptance letter from the organisers regarding the proposed conference contribution; and

2.7. Proof of the international status for the attendance of an international conference.

2.8. Applications should be submitted to the FET at least 1 month prior to the date of departure. For international conferences at least 2 months prior to the date of departure.

2.9. No late applications will be considered.

3. It is expected that applicants, especially for international conferences, will additionally apply to other funding sources before submitting their applications

3.1. A statement as to the outcome of such an application should be enclosed with the application.

4. FET will evaluate the application, particularly taking the following into consideration:

4.1. The bona fide of the international status of conference, for an international conference application.

4.2. Link/benefits of the seminar / symposium / conference to the research topic / department / school / faculty to the strategic or current niche research areas of the school / faculty / University.
4.3. The research performance and outputs of the candidate.
4.4. Likely impact of seminar / symposium / conference in improving research and research outputs.
4.5. The scholarly merits, nature and relevance of the seminar / symposium / conference.

5. The decision of the FET must be presented at the School Board, the Faculty Board and the SRPC for information.

3. Seed funding for hosting of Conferences and Workshops on Research at UL

Background
Apart from providing a platform for scholars to present and interact with one another, conferences and workshops can promote the image of an institution and contribute to third stream income.

Eligibility
Academic staff members may request seed funding for the organisation of a national / international conference / workshop.

Conditions/Requirements
1. Detailed financial records of all income and expenses must be kept.
2. Administration of the funds must be done in collaboration with the Finance Division of the University.
3. A report, containing a critical evaluation of the seminar / symposium / conference, should be submitted to the School Board, the Faculty Board and the SRPC for information, **within two months** after the conference / workshop. It is the Executive Dean’s responsible to ensure that this happens.
4. Within one month after the conference / workshop a detailed report on the conference / workshop, together with a reconciled financial statement and
supporting financial documents should be submitted to the SRPC. It is the Executive Dean’s responsible to ensure that this happens.

5. A copy of the conference proceedings must be lodged with DRDA. The Director of the School is responsible for ensuring compliance.

6. **Failure to comply with clause 5, will result in the allocated funds (plus interest) be reclaimed by the University from the organising committee.**

7. Third stream income from the conference / workshop will be distributed according to the Contract Work Policy of the University.

**Period of Funding**

1. Hosting of conference / workshop grants may be applied for throughout the year.

2. Support will depend on the availability of funds.

**Budget**

1. A Seed fund for hosting of conferences and workshops on Research at UL will be administered by the DRDA. The SRPC will ensure budgetary allocation for this initiative on an annual basis, as well as revision of the budget as needs be.

2. The funds are not intended to cover the full cost of hosting the conference but are intended for making initial arrangements for organising the conference / workshop and therefore will only cover the following cost items:
   - Postage and printing costs
   - Telecommunication costs
   - Travel costs associated with making the arrangements

3. In addition, the travel and accommodation costs of the guest speaker(s) may be covered.

**Submission and Evaluation Procedures**

1. The application should be addressed to the Director: DRDA

2. The application should include:
• A motivation, including envisaged research outcomes, for holding the conference/workshop;
• Details regarding the scholarly merit of the conference/workshop;
• Expected outcomes of the conference/workshop;
• Composition of the organising committee;
• A detailed budget regarding the utilisation of the seed funding;
• A detailed income and expense projection showing anticipated third stream income for the University;
• A draft programme;
• It is expected that applicants will additionally apply to other funding sources before submitting their applications. A statement as to the outcome of such an application should be enclosed;
• All other relevant information regarding the conference/workshop; and
• A supporting letter from the Director of the School

3. The application will be evaluated by a committee consisting of:
   - Director: DVC: Academic and Research (Chairperson)
   - Director: DRDA
   - Executive Dean of the Faculty
   - Executive Dean of another Faculty
   - Director: Finance
   - Secretariat: DRDA

4. Preference will be given to conferences which are likely to generate DoHET subsidy for conference proceedings.

5. The decision of the Committee will serve at the SRPC for ratification.

6. The successful applicant, Director of the School and Finance Division will be notified in writing by the DRDA.
4. National Conference Attendance Grant for Research Staff

Background

National Conference Attendance Grant is for staff members who have papers or posters accepted for presentation at national conferences. Grants are aimed at assisting active researchers in interacting with their peers so as to:

- Improve their knowledge and research;
- Gauge the standing of their research;
- Establish/broaden their contacts;
- Disseminate knowledge for the common good of the discipline;
- Show-case the University’s research and by so doing attract experts and good post-graduate students to the Institution.

Eligibility

1. Full-time, permanently employed, active research staff members who have papers or posters, which can be converted to DoHET accredited publication within reasonable time, accepted for presentation at national conferences.

2. Newly appointed, full-time, permanently employed, active research staff members should have completed one year's service before the date of conference.

3. Applications from active research staff members who are employed on a contract basis by the University will only be considered after completion of the first year of his/her contract period.

Conditions/Requirements

1. A maximum of two national conference grants per eligible staff member per year will be sponsored subject to availability of funds. However, a staff member, who fails to produce at least one publication that attracts DoHET subsidy within one year of his/her first UL sponsored conference attendance, will no longer receive subsequent funding for national conference attendance.

2. Conferences must be organised by bona fide Academic Societies/Organisations.
3. Grants for national conference attendance are not cumulative, nor are they retrospectively available.

4. Awards are restricted to one author per paper/poster.

5. Applications from more than one member of a Department to the same conference will not be considered.

6. Support for the attendance of national conferences will not be made to researchers with external research support earmarked for such purposes.

7. **Applications should be submitted to the FET at least 2 months prior to the date of departure.**

8. **Note that late applications will not be considered.**

9. Evidence of a completed manuscript that is ready for submission to an accredited publication **must** appear at the end of one year. For eligibility to a subsequent years awards, the researcher must have published the accredited publication form the conference for which funding was provided.

10. The aforementioned publication must be on the same topic as presented at the conference.

11. **Failure to adhere to clauses 9 and 10 above will result in the allocated funds (plus interest) be reclaimed by the University from the recipient of the national conference attendance grant.**

12. It is expected that knowledge gained by the recipient of such funding, after attending a conference, be shared with staff members and students of the relevant Department/School in the form of an oral presentation during a seminar organised for this purpose. The Director of the School should ensure compliance.

13. A report, containing a critical evaluation of the conference, should be submitted to the School Board, the Faculty Board and the SRPC for information, **within two months** after the conference. It is the Executive Dean’s responsible to ensure that this happens.

14. **A copy of the conference proceedings must be lodged with DRDA. The Director of the School is responsible for ensuring compliance.**
Period of Funding

1. National conference attendance grants may be applied for throughout the year.
2. Support for the attendance of conferences will depend on the availability of funds.

Budget

1. The Fund for attendance of national conferences will be administered by the Faculty.
   The SRPC will ensure budgetary allocation for this initiative on an annual basis, as well as revision of the budget as needs be.
2. The funds will cover travelling, registration, accommodation and subsistence costs.
3. A total amount up to R10 000.00 will be available for the attendance of a national conference.

Submission and Evaluation Procedures

1. Application for the attendance of a conference should be directed to the Executive Dean for consideration by FET.
2. The following should accompany the application:
   - A detailed CV of the applicant;
   - The programme of the conference;
   - An acceptance letter from the conference organisers regarding the proposed conference contribution;
   - Approved conference attendance form;
   - A motivation, including envisaged research outcomes from the conference;
   - Details regarding the scholarly merit of the conference;
   - It is expected that applicants will additionally apply to other funding sources before submitting their applications. A statement as to the outcome of such an application should be enclosed;
   - All other relevant information regarding the conference/workshop; and
   - Supporting letter from the HoD and the Director of the School.
3. FET will evaluate the application, particularly taking the following into consideration:
The bona fide status of the conference.

- Link/benefits of the conference and the research presented to the department’s / school’s / faculty’s strategic or current niche research areas.
- The research performance and research outputs (especially, accredited publications and post-graduate throughputs) of the candidate during the past three years.
- Likely impact of the conference in improving research and research outputs.
- The scholarly merits, nature and relevance of the national conference.
- Redress and equity for research capacity building.

4. Awards are made with discretion, but every effort will be made to support deserving applications.

5. The decision of the Committee will serve at the SRPC for ratification.

6. The successful applicant, Director of the School and Finance Division will be notified in writing by the DRDA.

5. International Conference Attendance Grants for Research Staff

**Background**

**International Conference Attendance Grant** is for staff members who have papers or posters accepted for presentation at an international conferences, i.e. conferences outside South Africa. Grants are aimed at assisting active researchers in interacting with their peers so as to:

- Improve their knowledge and research;
- Gauge the standing of their research against international peers;
- Gain international recognition for their research;
- Obtaining first-hand knowledge regarding their research at an international level;
- Establish/broaden their international contacts;
- Disseminate knowledge for the common good of the discipline;
- Show-case the University’s research and by so doing attract international experts and good international post-graduate students to the Institution;
Eligibility

1. Only applications from active researchers with a proven research record will be considered.
2. Full-time, permanently employed, active research staff members who have papers or posters, which can be converted to DoHET accredited publication within reasonable time, accepted for presentation at an international conferences.
3. Newly appointed, full-time, permanently employed, active research staff members should have completed one years' service before the date of application.
4. Applications from active research staff members who are employed on a contract basis by the University will only be considered after completion of the first year of his/her contract period.

Conditions/Requirements

1. A maximum of one international conference grants per eligible staff member per two year will be sponsored subject to availability of funds. However, a staff member, who fails to produce at least one publication that attracts DoHET subsidy within two years of his/her first UL sponsored conference attendance, will no longer receive subsequent funding for international conference attendance.
2. Conferences must be organised by bona fide international Academic Societies/Organisations.
3. Grants for national conference attendance are not cumulative, nor are they retrospectively available.
4. Awards are restricted to one author per paper/poster.
5. Applications from more than one member of a Department to the same conference will not be considered.
6. Support for the attendance of international conferences will not be made to researchers with external research support earmarked for such purposes.
7. Applications should be submitted to the FET at least 2 months prior to the date of departure.
8. **Note that late applications will not be considered.**

9. A publication in a subsidized accredited journal must appear **within two years after** attendance of the conference.

10. The aforementioned article must be on the same topic as presented at the conference.

11. **Failure to adhere to clauses 9 and 10 will result in the allocated funds (plus interest) be reclaimed by the University from the recipient of the international conference attendance grant.**

12. It is expected that knowledge gained by the recipient of such funding, after attending a conference, be shared with staff members and students of the relevant Department/School in the form of an oral presentation during a seminar organised for this purpose. The Director of the School should ensure compliance.

13. A report, containing a critical evaluation of the conference, should be submitted to the School Board and the Faculty Board and the SRPC for information, **within two months** after the conference. It is the Executive Dean’s responsible to ensure that this happens.

14. **A copy of the conference proceedings must be lodged with DRDA. The Director of the School is responsible for ensuring compliance.**

**Period of Funding**

1. National conference attendance grants may be applied for throughout the year.

2. Support for the attendance of conferences will depend on the availability of funds.

**Budget**

1. The Fund for attendance of international conferences will be administered by the DRDA. The SRPC will ensure budgetary allocation for this initiative on an annual basis, as well as revision of the budget as needs be.

2. The funds will cover travelling, registration, accommodation and subsistence costs.
3. A total of R2 000.00 will be available for the attendance of an international conference over a period of two years, or R10 000.00 per year.

**Submission and Evaluation Procedures**

1. Application for the attendance of an international conference should be made by means of a RES 3 form that should be directed to the DRDA for consideration by the *Ad Hoc* Personnel Committee.

2. The following should accompany the application:
   - A detailed CV of the applicant;
   - The programme of the conference;
   - An acceptance letter from the conference organisers regarding the proposed conference contribution;
   - Approved conference attendance form;
   - *Proof of the international* status of the conference;
   - A motivation, including envisaged research outcomes from the conference
   - Details regarding the scholarly merit of the conference;
   - It is expected that applicants will additionally apply to other funding sources before submitting their applications. A statement as to the outcome of such an application should be enclosed;
   - All other relevant information regarding the conference;
   - Supporting motivation from the HoD and the Director of the School;
   - It is expected that applicants will additionally apply to other funding sources before submitting their applications. A statement as to the outcome of such an application should be enclosed with every application to the *Ad Hoc* Personnel Committee;

3. The *Ad Hoc* Personnel Committee will be composed of the following members:
   - Director: DRDA (Chairperson)
   - Director of the School involved in the application
   - Director of another School within the same Faculty
4. The Ad Hoc Personnel Committee will evaluate the application, particularly taking the following into consideration:
   - The *bona fide* international standing of the conference.
   - Link/benefits of the conference and the research presented to the department’s / school’s / faculty’s strategic or current niche research areas.
   - The research performance and research outputs (especially, accredited publications and post-graduate throughputs) of the candidate during the past three years.
   - Likely impact of the conference in improving research and research outputs.
   - The scholarly merits, nature and relevance of the conference.
   - Redress and equity for research capacity building.

5. Awards are made with discretion, but every effort will be made to support deserving applications.

6. The decision of the Committee will serve at the SRPC for ratification.

7. The successful applicant, Director of the School and Finance Division will be notified in writing by the DRDA.

6. Research Seminars at department / school / faculty levels
Despite all the above opportunities for the dissemination of research findings and building a strong research culture, departments, schools and faculties are required to arrange regular department / school / faculty research seminars or other research presentation and discussion occasions (lunch-time talks, debates, etc.,). Since the participants will consist of internal staff and students and the use of internal infrastructure, little or no costs are expected. On rare occasions the HoD through the Director of the School and the Executive Dean of the Faculty can approach the Director of Research to invite Editors of accredited journals and/or prominent scholars in
research related fields to conduct research support seminars for staff and students as part of any of the regularly scheduled department, school or faculty research occasions.

**Conditions / requirements**
1. The Director of the School will ensure that a department has an annual schedule for seminars where post-graduates students and staff present their research and published papers on the latest research findings in the discipline. It is compulsory for all staff and post-graduates to attend.
2. The Director of the School and the Executive Dean will make *ad hoc* visits to such presentations.

**Budget and Funding**
1. Invited Editors of accredited journals and/or prominent scholars in research related fields costs will be covered through an *ad hoc* grant (see details under Miscellaneous research).
2. Requests must be supported with the CV of the invitee and his/her willingness to be available on the proposed date/s of the seminar.

**Research Associates**
Research publications and funding from accredited subsidised publications can increase significantly with the recognition and appointment of research associates. A Research Associate is a formal, non-salaried position at the University, and such appointees will be drawn from the following; retired UL staff members, former UL staff members and students, other persons who conduct research in collaboration with an academic staff member of the University

*The eligibility, conditions/requirements, appointment and “remuneration” procedures are covered in the University’s Research Associate Policy.*
8. Scholarships for publication of articles

Background

Much of the research produced by master’s and doctoral students remain unpublished. This unpublished work is a lost to the wider society and of potential income for the University. According to the University’s General Rules, G43 and G61, the University has the right to publish full or mini dissertation or thesis if these remain unpublished by students. While such rules exist there are no mechanisms to ensure that such works are indeed converted into DoHET accredited subsidised publications. The purpose of this scholarship is to encourage the majority of master’s and doctoral students to convert their dissertation or thesis into DoHET accredited subsidised publications. While this scholarship is provided to achieve the latter goal it should not be used by supervisors to delay the production of publications from students’ research during the research process. The responsibility is still with the supervisor to encourage and ensure that a student produce publications from their research and this scholarship is only an added effort to get students to publish their research if it was not possible to publish the work during their studies.

Eligibility

Scholarships for publication of articles are offered to (former) doctoral and full master’s students of the University who have recently graduated or submitted their dissertation or thesis for final examination and is only awaiting graduation.

Conditions/Requirements

1. At the end of the 3rd month the supervisor must show evidence of the completed manuscript(s) that is ready for submission to an accredited publication within the remaining three months, for eligibility for subsequent awards.

2. Failure to adhere to clause 1 and failure to ensure that the publication(s) is completed and submitted will result in the allocated funds (plus interest) be reclaimed by the University from the supervisor.
**Period of Funding**

1. The period of the scholarship is up to a maximum of **six months** during which the scholarship-holder, based at UL, will prepare journal articles (from their master’s or doctorate dissertation or thesis) for submission to DoHET accredited publications.
2. The doctorate scholarship can be up to R5 000 per month.
3. The master’s scholarship can be up to R3 000 per month.

**Budget**

Scholarships for publication of articles will be administered by the DRDA. The SRPC will ensure budgetary allocation for this scholarship on an annual basis, as well as revision of the budget as needs be.

**Submission and Evaluation Procedure**

1. To be considered for this award, a motivation from the supervisor is required, indicating:
   - Name of the student;
   - Date on which the student graduated/submitted the dissertation or thesis;
   - List of draft titles and abstracts of journal articles to be prepared for submission;
   - Proof of DoHET accreditation of the journals (at least three journals) in which the scholarship-holder intends to publish;
   - Why s/he is convinced that these articles have a high potential of being accepted by these journals;
   - Mechanisms which are put into place to ensure that the scholarship-holder produces the articles during the duration of the scholarship;
   - Date of commencement of the award; and
   - Employment commitments of the student and time available for working on the publications.
2. The application must be submitted to the DRDA for evaluation by a committee consisting of:
• Director: DRDA (Chairperson)
• Director of the School involved in the application
• Director of another School within the same Faculty
• Manager: Finance
• Secretariat: DRDA

3. The decision of the Committee will serve at the SRPC for ratification.

4. The successful applicant, Director of the School and Finance Division will be notified in writing by the DRDA.

9. Page charges

Background
Increasingly authors are required to paid up-front to have their research published. The purpose of funding page charges is to cover the costs which a publisher charges.

Eligibility
An author may apply for support towards subsidized accredited publication page charges.

Conditions/Requirements
1. Funds are available for only DoHET accredited publications.
2. No funds are available for reprints.
3. Page charge costs will be deducted from the accrued, subsidized, accredited publication fund allocations of the relevant department.

Period of Funding
As and when the need arises.

Budget
Page charges will be paid from the relevant department’s research fund.
Submission and Evaluation Procedures

Requests for such support should be addressed to the Director, DRDA, together with the original letter/invoice from the publishers and a completed purchase request.
D. Miscellaneous Support for Research

Special research related needs may arise for which none of the established programmes are designed. Alternatively, such research related needs may be related to some of the programme but is difficult to differentiate separately, for example, an opportunity may arise to develop a large research proposal and funds may be required for research-related travel, accommodation and administrative expenses. Alternatively, certain research related activity may occur so infrequently that planned financial resource allocation for such a separate activity is unnecessary. An *ad hoc* grant will be established for special miscellaneous support and may include support for the following:

- **Visiting scholars / academics / experts related to research**
  
  The purpose of this grant is to cover the travel, accommodation, meals and an honorarium for a visiting scholar / academic / expert visiting the University.

- **Exploring research collaborations and linkages**
  
  The purpose of this is to enable researchers to add value to their research activity through collaborations. Limited funds will be made available for travel, accommodation, literature searches, photocopying of journal articles, ordering journal articles through inter-library loan services.

- **Proposal Preparation Seed Money**
  
  This grant can be used to cover travel and accommodation costs for consultations, literature searches, photocopying of journal articles and ordering journal articles through inter-library loan services. The applicant may be a staff member or post-graduate student who have to produce a project report, dissertation or thesis.
- **Intellectual Property**
  
  The purpose of this grant is to cover costs associated with IP registration. Conditions and procedures are outlined in the University’s Intellectual Property Policy.

**Special Ad Hoc Grants**

**Eligibility**
A request may be entertained from any active research staff of UL, the HoD, the Director of the School, the Executive Dean, the VC, the DVC and Principal (Medunsa Campus), DVC: Academic and Research or the Director of research.

**Conditions/Requirements**
1. Eligible members may request special funding for purposes not provided for under existing programmes.
2. Each application will be evaluated on its own merit.
3. Administration of the funds is to be done by the DRDA.

**Period of Funding**
Throughout the year as and when the special need arises.

**Budget**
A maximum amount of R100 000 a year per campus would be allocated to each of the Research Offices.

**Submission Procedure / Evaluation**
1. The application, addressed to the Director, DRDA, should include:
   1.1. A detailed motivation;
   1.2. Substantiating documentation;
1.3. Abbreviated CV of the applicant;

1.4. Written support for the application by the Director of the relevant School;

1.5. A comprehensive budget;

2. The application will be evaluated by a committee consisting of:
   • Director: DRDA (Chairperson)
   • Executive Dean of the Faculty involved
   • Executive Dean of another Faculty
   • Secretariat: DRDA

3. Successful applicants, the Director of the School and the Finance Division will be notified in writing by the DRDA.

4. One month after completion of the project a detailed report, together with a financial statement should be submitted to the Director: DRDA for SRPC.
E. Achievement and Research Productivity Incentive

Recognition of progress and achievements is an important incentive for researchers. Such recognition is not restricted to, but may include, financial rewards expressing the appreciation of the University, awarding time, and generally providing a supportive environment. The formal recognition and rewarding of researchers will be split into two separate programmes:

- Achievement and research productivity incentive programmes which rewards researchers for specific achievements which advances research and research outputs, and
- Research excellence awards which rewards (i) annual achievement in research and (ii) life-time achievement in research.

The achievement and research productivity incentive recognition have five programmes, four are for staff and one for postgraduate students:

- Achievement of NRF rating status incentive
- Staff incentive for achievement of a master’s or doctoral degree
- Supervisor incentive for master’s and doctoral student throughput
- Staff research output that attracts DoHET subsidy incentive
- Postgraduate tuition waiver incentive

1. Achievement of NRF Rating Status Incentive (High-Flyer Programme)

Background

The NRF annually invites researchers to apply for NRF rating and review of rating. Following a rigorous evaluation criteria and process, benchmarked against international standards, the NRF may reject an application or assign a specific rating to an applicant. The NRF currently rates researchers into six main categories A, B, C, P, Y, and L (see glossary for details about these rating categories or visit the NRF website). The researcher and the DRDA are annually informed in writing by the NRF about the rating status of a researcher. An NRF rating is a national, prestigious, recognition of a researcher’s outstanding research profile and research productivity. NRF rated researchers are categories of rating but contingent upon the NRF rated researcher
publishing at least two articles (categories A and B), one article (category C) in DoHET accredited publications during a particular year. NRF rated researchers in other categories must show evidence of a completed manuscript that is ready for submission to an accredited publication in a particular year and which must be published within a one year cycle, for eligibility to a subsequent year of award. See NRF website for the amounts for each of the categories.

Eligibility
All NRF rated staff of UL with the required accredited research outputs.

Conditions/Requirements
1. Payment of incentives, according to the NRF rating and accredited publications will be effected by the DRDA.

2. Funds must be used for any research related expenditure, including (a) personnel (e.g., research assistance); (b) running expenses (e.g., travel, subsistence, field work, operating costs); (c) equipment (including journal subscriptions, lap-tops and internet subscriptions for home-based research), books, etc); (d) conference attendance; (e) membership of scholarly and professional societies, excluding fees payable to statutory licensing bodies; (f) study fees payable to another university where a UL staff member is registered for a master’s or doctoral degree; and (h) accredited workshops or courses in research training.

3. The monetary incentive will be paid into the researcher’s account and will be implemented by the same procedures governing output subsidy for research.

4. The funds are spent entirely at the discretion of the awardee (within the strictures of the University’s finance and procurement policies and procedures). There is no time limit for using the funds.

Period of Funding
1. Annually based on the NRF rating and publication outputs.
2. During the last year of rating, the incentive will only be paid if there is concrete evidence of application being made for re-rating or renewal of rating.

**Award**

1. Monetary incentives for NRF Rated Researchers are as follow:

<table>
<thead>
<tr>
<th>Category</th>
<th>Recommended Amount (UL)</th>
<th>UNIVEN</th>
<th>WSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>R80 000.00</td>
<td>R100 000.00</td>
<td>R90 000.00</td>
</tr>
<tr>
<td>B</td>
<td>R70 000.00</td>
<td>R70 000.00</td>
<td>R70 000.00</td>
</tr>
<tr>
<td>C</td>
<td>R50 000.00</td>
<td>R50 000.00</td>
<td>R30 000.00</td>
</tr>
<tr>
<td>Y</td>
<td>R30 000.00</td>
<td>R30 000.00</td>
<td>R10 000.00</td>
</tr>
<tr>
<td>L</td>
<td>R20 000.00</td>
<td>R20 000.00</td>
<td>R10 000.00</td>
</tr>
<tr>
<td>P</td>
<td>R10 000.00</td>
<td>R10 000.00</td>
<td>R10 000.00</td>
</tr>
</tbody>
</table>

2. The DRDA via SRPC and the Finance Division will ensure budgetary allocation for this initiative on an annual basis, as well as revision of the figures as needs be.

3. The funds are allocated into the researcher’s research account.

**Submission Procedure**

All staff members must annually record all of their research output (i.e. journal articles, books, chapters in books, refereed conference proceedings, graduated master’s and doctoral students, etc) with the DRDA. With regard to the DoHET accredited articles, the first and last pages (and any additional pages if the journal details etc., do not appear on either of these two pages) of the articles are sent directly to the DRDA for auditing. Copies of output together with supporting documentation for other categories of other accredited and non-accredited research outputs such as books, chapters in books, patents, refereed conference proceedings, journal editorials, journal articles
(non-DoHET accredited), edited books, and creative contributions must be forwarded to the Faculty Research Committee for evaluation and transmission to the DRDA.

**Evaluation**
The DRDA will calculate and allocate the incentive on the basis of information recorded in the official subsidy received from DoHET and the NRF rating of the researcher.

**2. Staff incentive for achievement of a master’s or doctoral degree**

**Background**
Improvement of staff members qualifications especially at master’s and doctoral levels can benefit the research outputs (DoHET accredited outputs and postgraduate throughput) and consequently increase the subsidy of the University. The purpose of the incentive is to encourage UL staff members registered at UL or any other institution of higher learning for master’s or doctoral degrees to complete their qualifications in the minimum time allowable.

**Eligibility**
1. UL permanent research staff registered for a master’s or doctoral degree at UL or any other institution of higher learning.
2. Staff who received a UL master’s or doctoral scholarship is not eligible for this incentive.

**Conditions/Requirements**
1. This allocation will only be made once per degree.
2. The DRDA will in writing inform the applicant about the following conditions which have to be met:
   2.1. A copy of the completed dissertation/thesis is to be handed to the DRDA.
   2.2. A subsidised accredited publication must appear within two years after graduation.
2.3. If no publication is produced after two years after graduation, the Finance Division will be instructed to recover 50% of the reward’s value from the staff member’s salary in a single instalment.

3. If the applicant agrees to comply with the stipulated conditions in writing and once a copy of dissertation/thesis is received, the Finance Division will be requested by the DRDA to make the appropriate award available to the applicant.

Period of Funding
Once off direct, fully taxable, payment to be used at the recipient’s discretion.

Incentive
Available awards currently amounts to the following:

- Doctoral-degree, registered at UL: R 5 000.00
- Doctoral-degree, registered at another institution: R 2 500.00
- Masters-degree, registered at UL: R 4 000.00
- Masters-degree, registered at another institution: R 2 000.00

Submission Procedure
1. The RES 4 form should be completed and signed by the staff member and Director of School.
2. The acceptance of conditions letter must be signed.
3. The completed and signed RES 4 form, the signed acceptance of conditions letter and a copy dissertation/thesis should then be submitted to the DRDA.

Evaluation
1. The DRDA ensures compliance with conditions and requirements.
2. After two years the DRDA checks if the recipient of the award produced an accredited publications, if not, the DRDA informs the Finance Division to make the deduction as single payment.
3. Supervisor incentive for master’s and doctoral student throughput

Background

Master’s and doctoral full research students attract considerably more DoHET subsidy compared to undergraduate students and taught master’s students. These postgraduate students attract both headcount enrolment subsidy as well as research output subsidy after successful completion of their degrees. In addition, a university’s subsidy for DoHET accredited outputs are more likely to increase since these postgraduate students are more likely, given the level and quality of research at these levels, to produce accredited research outputs. The purpose of the incentive is, firstly, to encourage staff who qualifies to take on, within the limits set by the University, more master’s and doctoral students. Secondly, to encourage supervisors to ensure that the postgraduate students under their supervision complete their degrees, without compromising academic standards, within the minimum time.

Eligibility

Supervisors who successfully supervised full research master’s and doctoral students.

Conditions/Requirements

1. The incentive will be paid to deserving supervisors/co-supervisors upon graduation of their students.
2. Payment of the monetary incentive will be effected into the research account of the supervisor(s) and the use of funds will be the same as described under the conditions/requirements of the “Achievement of NRF Rating Status Incentive”.
3. Co-supervisors who are not staff of UL will receive their portion of monetary incentives.
4. The DRDA through the Finance Division will ensure budgetary allocation for this initiative on an annual basis, as well as revision of the figures as needs be.
Period of funding

1. An annual once off, fully taxable, payment for each master’s and doctoral student who successfully graduated at UL in the record minimum time for the degree.

2. Incentive

<table>
<thead>
<tr>
<th>Degree level</th>
<th>Amount to be awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Masters Dissertation</td>
<td>R10 000.00</td>
</tr>
<tr>
<td>Doctoral thesis</td>
<td>R20 000.00</td>
</tr>
</tbody>
</table>

3. In instances where more than one supervisor has supervised (co-supervision), the amount will be shared in the ration of 60:40 (main supervisor: co-supervisor). Should there be more co-supervisors, the 40% allocation will be shared equally among the co-supervisors or as agreed in writing by the team of supervisors.

Submission Procedure

The Registrar ensures that the DRDA receives an official graduation programme and officially, in writing, notifies DRDA of any changes. The official graduation programme is used by DRDA to calculate the award.

Evaluation

The DRDA calculates the amount of the award on the basis of information recorded in the official graduation programme.

4. Staff research output that attracts DoHET subsidy incentive

Background

DoHET annually grants institutions subsidy for DoHET accredited research outputs. These outputs enhance an institution’s reputation as a centre of knowledge production and increases the country’s Intellectual Property (IP) potential i.e. contributes to South
Africa’s National Systems of Innovation (NSI). Secondly, this subsidy is potentially a good source of income for the University. This incentive is aimed at:

- Stimulating research outputs at UL.
- Providing researchers with additional funds for their research.
- Encouraging former UL researchers and other types of affiliated “Research Associates” appointees to produce DoHET accredited research outputs in the name of the University.

Eligibility
All researchers employed at UL. Research staff are staff members who spend 5% or more of their time on research and may include academic and non-academic staff but excluding post-docs and student research assistants (students who are busy with their studies).

Conditions/Requirements
All researchers, Research Fellows, Research Associates and Research Assistants must annually record all their research outputs with the DRDA. With regard to the DoHET accredited publications, the first and last pages (and any additional pages if the publication details etc., do not appear on either of these two pages) of the publication are sent directly to the DRDA for auditing. Copies of non-DoHET accredited research output together with supporting documentation must be forwarded to the Faculty Research Committee for evaluation and transmission to the Research Office.

Period of Funding
Funds are annually paid out to those who generated the subsidised accredited research outputs.
Award

1. The Central University Budget will top-slice 20% of the income subsidy received from DoHET for research outputs. The remaining 80% will be distributed as follows:

   • The University Research Reserve Fund (Administered by the DRDA) receives 20% of the funds.
   • 40% to the author(s) research account and may be used for further research, personal lap-tops, conference and research related workshops attendance, etc., or paid out as a fully taxable income.
   • 40% to the relevant department/unit/division/centre research account. This fund may be utilised by the department/unit/division/centre for research expenditure, such as the acquisition of equipment (which remains the property of the University), funding of research projects, fieldwork related expenses, research assistants and research student bursaries. Utilisation of this fund for any of these areas must be approved at an official, quorated departmental meeting.

2. In the event of a staff member resigning or retiring from the University and not retaining his/her affiliation with the University, s/he is still entitled to a 40% fully taxable pay out. The remaining 40% is paid into the department research account to be used as specified in bullet three, under 1, above. However, should such a former staff member retain his/her affiliation either as a Research Associate or Research Fellow, the appropriate policy in each case will apply.

Submission Procedure

The researcher is responsible for submitting his/her accredited research outputs as specified under conditions/requirements at the beginning of each year (January to mid-March) to the DRDA.

Evaluation

1. DRDA will be responsible for:
1.1. The annual allocation of generated research output funds, based on an audited research output unit report received from DoHET.

1.2. The proportional distribution of generated research output funds to an individual’s and department’s specific cost centres. Letters are sent out to individuals and the departments to inform them of their funds.

1.3. Overseeing the utilisation of these funds according to the conditions set out above.

5. Incentive for raising research funding

Background
Without funding most research cannot take place. Raising research funds from external agencies is highly competitive. Researchers often have to dedicate considerable amount of time and effort in applying and negotiating with an agency for research funds. The funds raised, when utilised for research, benefits not only the individual’s research but the research outputs (publications and post-graduate students) and resources (equipment and facilities) of the department, faculty and the University as a whole. The purpose of this incentive is to encourage and reward staff to actively pursue external research funding opportunities.

Eligibility
All permanent and fixed-term contract employed staff of UL.

Conditions/Requirements
1. This incentive does not apply to contract research. The UL’s Contract Work Policy applies for contract research.
2. This policy does not apply to donations.
3. To apply for this incentive, a researcher must lodge the successful application with the DRDA.
Period of Funding
1. The incentive will be paid in accordance with the payment schedule of the funding agency, in other words, if the funding is for example over a three year period but paid annually based on progress, similarly the University will pay its incentive based on the annual payment received from the Funder.
2. Only once funds are deposited in the University’s account will an incentive be paid.

Awards
1. Five percent of the total value of the funding received.
2. Hundred percent of the 5% is paid into the researcher(s) research account and may be used for further research, personal lap-tops, conference and research related workshops, etc. attendance or paid out as a fully taxable income.

Submission Procedure / Evaluation
1. DRDA will be responsible for:
   1.1. Sending off letters to an individual(s) and the departments to inform them of their funds once the proposal and the payment are received.
   1.2. Allocating the funds into the researcher’s specific cost centre and requesting the Finance Division to pay-out the funds to the researcher(s) once the research has indicated in writing his/her wish to be paid.

6. Postgraduate tuition waiver incentive

Background
UL’s TUITION FEE BURSARY FOR POSTGRADUATE STUDIES purpose is to encourage the attraction of postgraduate students to UL and encouraging them to complete their studies within the minimum prescribed duration for a degree.

Eligibility
Only first-time entering post-graduate students are eligible to apply.
Conditions/Requirements

1. The following conditions/requirements apply:
   1.1. A Tuition Fee Bursary is capped for the total amount of tuition levied in the academic year of registration for the stipulated period of study will be awarded.
   1.2. Eligible students who fail to successfully complete their studies within the stipulated minimum period for a degree do not qualify for the tuition fee bursary.
   1.3. Students who receive tuition fee support from their employers or from other sources do not qualify for the tuition fee bursary.
   1.4. Students who are registering for a qualification equivalent to the one already received do not qualify for the Tuition Fee Bursary.
   1.5. Students who have previously registered with other institutions for the same qualification do not qualify.
   1.6. The University reserves the right to withdraw the tuition bursary should the student fail to disclose any material facts pertaining to the conditions for the awarding of the tuition fee bursary.
   1.7. No retrospective application is permitted.

NB: Students are still responsible for paying administration fees, local levy fees and residence fees.

Period of Funding

Tuition fee bursary will only be awarded on completion of the degree within the minimum specified period for the degree:

- Full-time honours: 1 year
- Part-time honours: 2 year
- Masters: As per qualification
- Doctoral: As per qualification
Award

1. First time entering Master’s and Doctoral students are entitled to a **Tuition Fee Bursary** up to an amount of R10,000.

2. First time entering Honours students qualify as follows:
   
   2.1. They must have obtained 60% in the final year of their undergraduate study for the subject(s) or course(s) which they intend pursuing for their postgraduate degree.

Submission Procedure

1. The eligible post-graduate student applies directly to the Student Financial Aid Office.

2. **The following documents should be attached to the application form:**
   
   - An acceptance letter from the School indicating the student number, degree and discipline.
   - A certified copy of a detailed transcript of academic records.
   - Certified copy of degree certificates.
   - A certified copy of the I.D.

Evaluation

The Student Financial Aid Office is responsible for evaluation of applications and paying of the funds.
F. Recognising and Rewarding Research Excellence
Recognition of progress and achievements is an important incentive for researchers. Such recognition is not restricted to, but may include, financial reward expressing the appreciation of the University, awarding time, and generally providing a supportive environment. The creation of formal opportunities for recognition by the University is to be encouraged and these may consist of the following:

- Acknowledgment of achievements by researchers (e.g. awards at conferences, medals for best paper, etc.) in the form of a personal letter from the VC, DVC: Academic and Research, DVC and Principal (Medunsa Campus), or the relevant Executive Dean.
- Publication of research achievements in the Limpopo Leader and UL’s website.
- One annual gala evening event for NRF-rated researchers.
- An annual meeting of the DVC: Academic and Research, DVC and Principal of the Medunsa Campus, Director of Research and the Executive Deans with all early career appointees, for the first three years after appointment, to discuss, inter alia, research goals, progress and obstacles.
- One annual meeting of the DVC: Academic and Research, DVC and Principal of the Medunsa Campus, Director of Research and the Executive Deans with female researchers to discuss, inter alia, research goals, progress and obstacles.
- One annual prestigious award, viz. the Vice-Chancellor’s Research Award, to recognise particularly outstanding researchers.
- One annual prestigious University Research Fellowship Award. The University gives recognition to University staff nearing their retirement and who may still be employed after retirement in a Research Fellowship appointment for having distinguished themselves through their outstanding research and scholarship, or creative performance. At the same time it recognizes the contribution that such researchers, individually or as a group, can make to the academic ethos and scholarship of the University, and calls upon them to play a wider role in the University.
1. Vice-Chancellor’s Awards for Excellence in Research

Background

Based on research outputs during the foregoing year, prizes will be awarded annually to deserving staff members affiliated with the different Schools of the University. The prestigious Research Excellence Awards are intended to:

- Recognise research excellence at UL
- Encourage research excellence at UL
- Encourage research excellence among female researchers at UL
- Award researchers who have excelled in research

The following Research Excellence Awards are available to academic/research staff members in the following categories:

- The Best Emerging Researcher
- The Best Established Researcher
- The Best Overall Female Researcher in the University
- The Best Overall Researcher in the University
- Researcher who has generated the largest research income

Eligibility

1. UL permanently employed researcher staff.
2. New permanent staff members will be eligible to apply only after three years of having joined the University.
3. UL permanently employed researcher staff of 35 or less of age is eligible to apply in the Best Emerging Researcher category.
4. Contract research staff members are eligible to apply for any of the categories provided that they are on a three year contract cycle with the University and only after the first cycle.
5. Established researchers are only eligible to apply for any of the relevant categories provided they are two or less years from the age of official retirement from the University.
6. University research staff at the age of retirement or one or two years from retirement, and retired staff who are employed as Research Fellows are not eligible and will be considered for the Research Fellow Awards.

**Conditions/Requirements**

1. Apart from the above mentioned employment and age status the following restrictions will be enforced:

   1.1. A staff member who has won first prize in any of the above award categories will not be eligible to apply for two years after having won an award.

   1.2. Only a maximum of two articles will be scored from a publication of which a staff member is a member of the Editorial Board.

   1.3. A staff member who is the best researcher at School level and also the best overall researcher will only be awarded the best overall researcher award and not both.

   1.4. A staff member who is the best overall female researcher and the best overall researcher will only be awarded the best overall researcher award and not both.

**Period of Funding**

The DRDA will ensure budgetary allocation for the prize money, the printing of certificates, and hosting of the Gala Prize Award Event on an annual basis. The SRPC will be responsible for the revision of funding as needs be.
Awards

The University’s Research Excellence Awards are allocated as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Position</th>
<th>Current value of award*</th>
<th>WSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Established Researcher in the School</td>
<td>First prize - Platinum</td>
<td>R10 000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Second prize - Gold</td>
<td>R 8 000.00</td>
<td>R20 000.00</td>
</tr>
<tr>
<td>Best Upcoming Researcher in the School</td>
<td>First prize - Platinum</td>
<td>R 7 000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Second prize - Gold</td>
<td>R 5 000.00</td>
<td></td>
</tr>
<tr>
<td>Best Overall Established Researcher in the University</td>
<td>Platinum</td>
<td>R50 000.00</td>
<td>R25 000.00#</td>
</tr>
<tr>
<td>Best Overall Upcoming Researcher in the University</td>
<td>Gold</td>
<td>R45 000.00</td>
<td>R20 000.00</td>
</tr>
<tr>
<td>Best Overall Female Researcher in the University</td>
<td>Gold</td>
<td>R10 000.00</td>
<td>R20 000.00</td>
</tr>
<tr>
<td>Researcher who has generated the largest research income</td>
<td>Gold</td>
<td>R10 000.00</td>
<td></td>
</tr>
</tbody>
</table>

* WSU has three other prize categories: 2nd (R20 000), 3rd (R15 000), 4th (R10 000).

*Recipients of these awards will be given certificates.

Submission Procedure

1. Applications will be called two months before the annual Research Excellence Awards Event.

2. Applications have to be made through the completion of the RES 5 available from the DRDA.

3. Applicants are to ensure that correct information is supplied on the form, e.g. publications in accredited publications.

   **Incorrectly completed forms will not be considered by the Awards Committee.**

4. Completed application forms are to be submitted to the appropriate DRDA office on the due date.

5. **Late applications will not be considered by the Awards Committee.**
Evaluation

1. Note must be taken of the final weighed cut off score.

Only applications equal or above these cut off scores will be considered by the Awards Committee.

2. Currently the final weighed cut off scores are as follows:
   - Established Researchers: Final weighed score = 4
   - Emerging Researchers: Final weighed score = 4
   - Female Researcher: Final weighted score = 4

3. Based on details provided in completed RES 5 forms, the selection of prize winners will be done by an Awards Committee comprised of the following members:
   - DVC Academic & Research (Chairperson)
   - DVC and Principal (Medunsa Campus)
   - Director Research
   - Deputy Director Research
   - Executive Deans
   - Secretariat DRDA

4. The prize winners will be announced during an annually organised Research Excellence Awards Event.

2. University Research Fellowship and Life-Time Achiever Award

Background

The University gives recognition to those on its staff who have distinguished themselves through their outstanding research and scholarship, or creative performance and who are near to retirement.

Eligibility

UL permanent staff, who are one year from retirement and who has the academic/scholarly credentials to be recognized or employed as a Research Fellow of UL
after retirement. In addition the staff member must have been in continuous employment of UL for at least fifteen years from the year when the award is made.

**Conditions/Requirements**

NRF rated researchers.

**Period of Funding**

When an eligible staff member applies.

**Award**

R100 000.00 and a platinum medal.

**Submission Procedure**

1. A School encourages an eligible staff member to submit a well substantiated application to the Faculty Board.
2. The Faculty Board makes a submission to Senate.
3. Senate approves.

**Evaluation**

1. The application will be evaluated as mentioned under submission procedures.
   The award is made at the Research Excellence Award Event.