

UNIVERSITY OF LIMPOPO

Turfloop Campus



Research Development and Administration

ANNUAL REPORT 2012

Highlights

- Increase in research output since 2010.
- Successful one-year postgraduate course was held in 2012.
- Increase in statistical services uptake by staff and students.
- Substantial increase in funding for research by the NRF.

1. Strategic management

- Need for training of supervisors – successful training was held from 20-24 February 2012 for 41 supervisors.
- Need to increase research output. UL has shown a steady increase in research output.
- Research support – numerous support workshops were held to promote staff development in writing for publications and statistical analysis.
- Research Policy Development – more policies were approved in 2012. One example is the Research Associate Policy which promotes capacity building in research at the University.

2. Research development and support initiatives for researchers (staff & students)

RESEARCH DEVELOPER (Dr RJ Singh)

Postgraduate Programme

- First Quarter: A total of 505 postgraduate students registered in 2012; 188 – Option A and 317 – Option B. 500 manuals were ordered and printed. The venue used was KB. Students from Medunsa were also invited and some registered their names for the block sessions. The first Saturday session for 2012 took place on 24 March and a total of 228 students attended – many who missed the class attended the repeat class on 2 April.
- Second Quarter: The following postgraduate activities took place during the 2nd quarter: the first block session of the postgraduate class was held from 2-4 April 2012. The number of students who attended was 139, 129 and 126 respectively for the three days.

The modules covered were: Induction to Research at UL (2 days) and Proposal Writing. The second Saturday postgraduate class took place on 21 April 2012. The number of students who attended was 194. The module covered was Induction to Research at UL (included library visit). The third Saturday postgraduate class took place on 5 May 2012. The number of students who attended was 146. The proposal writing module was done. The next Saturday class was on 23 June 2012, 139 students attended.

- Third Quarter: The following postgraduate activities have taken place during this quarter: the second block session of the postgraduate class was held from 2-4 July 2012. The number of students who attended was 110, 119 and 112 respectively for the three days. The modules covered were: Soft Skills Management, Academic Writing Skills and Literature Review. The fifth Saturday postgraduate class took place on 28 July 2012. The number of students who attended was 114. The module covered was Academic Writing Skills. The sixth Saturday postgraduate class took place on 18 August 2012. The number of students who attended was 114. The academic writing skills module was done. The next Saturday class was on 8 September 2012, it covered the quantitative methodology module, 90 students attended. The final block session took place on 17-18 July 2012; 96 students attended both days. Quantitative and qualitative research methodology was covered.
- Fourth Quarter: The following postgraduate activity took place on 13 October 2012, the final postgraduate class was held for the Saturday sessions. 110 students attended and they were handed certificates for attendance. This concluded the postgraduate classes for the year.

Staff Writing Retreats

Three writing retreats for staff were held in 2012. The first staff writing retreat was held on 3-4 May 2012. Staff from both campuses attended. A total of 51 staff attended. The next staff writing retreat was held on 4-5 July, the number of staff who attended was 28. The final writing retreat was held on 19-20 September 2012, the number of staff who attended was 39. The writing retreats were held at Bolivia Lodge.

Staff Publication Workshops

- Publication workshop was held from 25-29 June in which 25 staff received practical training in writing for publication. The workshop was held in the Research Office

Boardroom and accommodated 5 staff per day. It was conducted by Dr Les Mitchell of Fort Hare.

- A Publication workshop for staff from the Schools of Social Science and Languages was held from 21-23 August 2012 in which 18 staff received practical training in writing for publication. The workshop was held at Bolivia Lodge.

Supervision Workshop

A successful facilitation workshop for supervisors took place from 20-24 February 2012. 41 facilitators from 13 Schools, the CAE at Turfloop and Medunsa and ULWASA (Turfloop and Medunsa) were trained by Dr Erik Hofstee of Exactica. Facilitators were expected to conduct supervision workshops at School level in 2012.

STATISTICIAN (Mr Netshidzivhani)

Workshops

- On 07, 16 and 20 March 2012 addressed postgraduate nutrition and Nursing students in M lab at Turfloop Campus for a half day.
- On the 19 and 20th April 2012, data analysis workshop with Communication masters students.
- On the 21, 22 and 23 May 2012, workshop with Criminology.
- On the 28 May – 01 June 2012, workshop with Department of Biodiversity.
- On the 17 June 2012, facilitated workshop on data analysis with SPSS workshop for a Criminology honours group.
- August and September 2012, facilitated typical training sessions for Data analysis using SAS and SPSS for both staff members and post graduates.
- 29 -30 October 2012, attended the Wikipedia training of- trainer workshop organized by Information Training and Outreach Centre for Africa (ITOCA) South Africa, in collaboration with Wikimedia Foundation in Centurion- South Africa.
- Microsoft Access workshop from 12 -13 November 2012 in Johannesburg offered by Centre for statistical Analysis and Research (CESAR).

One-to-one consultations

1st Quarter to 4th Quarter: 205 consultations

RIMS & RESEARCH OUTPUT TRAINING – RESEARCH COORDINATOR

On 24 August 2012, RIMS training for TGSL staff members. Training was conducted on the following RIMS modules:

- RO - Research Outputs
- SPIN - Special Programmes Information Network

NRF TRAINING AND WORKSHOPS

- 29 & 30 March 2012 - Post-Doctoral and Professional Development Programme DA & Host Workshop (Boksburg).
- 5 June 2012 - Thuthuka workshop at NRF.
- 21 June 2012 - Thuthuka Workshop at Turfloop.
- NRF Research Administrators Workshop – 17-18 September 2012, Premier Hotel O R Tambo.
- March 2012 - ITS Integrater

3. Promoting and strengthening research and innovation within the Institution

- Commercialisation of research meeting was held with Dti and researchers on the 7 March 2012 at Turfloop Campus.
- Meeting with representatives from TIA, Prof Ncube, Prof Ayisi, Dr LaGrange and Ms Mphogo Makgetwa about a Community Business/Research on Essential Oils and Moringa for Biofuels – 27 March 2012.
- Finalised the provisional research patent application for Prof Nikolova in March 2012.
- IP training workshop which took place on the 30 March 2012 at the Royal Hotel in Polokwane.
- Ms A Rankoana discussed some IP matters with the Director on the 17 April 2012. IP lawyer was used to conduct two literature searches for her.
- Establishing a collaborate programme with Turf loop satellites campus like: EDUPARK, Polokwane Hospital and Dalmada Health Research Centre.

4. Strengthening research and innovation with external partners

- UL participated in the 1st NRF/Academy of Finland Academy Joint Technical Workshop on “Children and Youth” (22-25 April 2012).

- 19 April 2012, Anglo Platinum / Limpopo Provincial Government - Fuel Cell Strategy Workshop (drafting of the proposal).
- 18-19 June – participated in the Productivity SA and MISTRA workshop in Pretoria.
- HESA National Workshop, Full Costing of Research Projects – 11 July 2012, Garden Court OR Tambo, Isando.
- Meeting on the 24 January 2012 with Sibongile Sowazi from the NRF and Prof P Ngoepe about the renewal of funding for the next cycle for the SARCHI in Material Modelling.
- HESA National Workshop, Full Costing of Research Projects – 11 July 2012, Garden Court OR Tambo, Isando.

HESA's Proposed Full Cost approach was discussed in detail, identifying issues, challenges, queries and requests, resulting in the model to be amended and refined.

A few highlights:

- NIPMO is still in the process of appointing Advisory Board Members, therefore not yet fully established.
- NIPMO is still to provide feedback to institutions regarding their compliance of submissions.
- In general, institutions have developed policies enforcing the recovery of indirect cost on research projects. WITS has also established a Cost Recovery Committee to ensure compliance to the policy.

The final Workshop report will be discussed at HESA Finance Executives' Forum meeting on 2 August 2012.

5. Administration and Other Services

Mrs Hattingh (NRF)

TURFLOOP CAMPUS		
HONOURS STUDENTS	323 Applications received	16 Free Standing bursaries awarded R320 000 20 Scarce Skills bursaries awarded R700 000 36 Innovation bursaries

		awarded R1 260 000 TOTAL : R2 280 000
MASTERS STUDENTS	Free Standing Block Grant	10 New awards – R400 000 6 Renewals - R240 000 TOTAL : R640 000
	Free Standing Programme	21 Awardees - R1 260 000
	Scarce Skills	6 Awardees - R810 000
DOCTORAL	Scarce Skills	1 Awardee - R90 000
MEDUNSA CAMPUS		
HONOURS STUDENTS	42 Applications received	8 Free Standing bursaries awarded R 160 000 5 Scarce Skills bursaries awarded R 175 000 34 Innovation bursaries awarded R1 190 000 TOTAL : R1 525 000
MASTERS STUDENTS	Free Standing Block Grant	4 New Applications R160 000 4 Renewals R160 000 TOTAL: R320 000
	DAAD	1 Awardee R65 000
	Free Standing Programme	4 Awardees - R160 000

TURFLOOP AND MEDUNSA

RATING APPLICATIONS	9 Approved by RO in 2011	2 Approved by NRF in 2012 Prof P Masoka Y2 Prof T Sodi C3
KIC TRAVEL GRANT APPLICATIONS	11 Applications received in 2011	4 Awards released to date
INCENTIVE FUNDING FOR RATED RESEARCHERS		5 Renewal applications 2 New applications
CLAIMS PROCESSED	51 claims processed	R347 017.59
RESEARCH DEVELOPMENT GRANT	7 claims processed	R8 595.80
IKS APPLICATIONS	3 Applications received	1 RO approved 2 RO rejected due to incompleteness
NRF AUDIT REPORT		Audit was done during period 31/1/2012 and 15/3/2012. Report was submitted by KPMG to the NRF.

TURFLOOP CAMPUS		
HONOURS STUDENTS	103 Applications received	40 Additional Scarce Skills bursaries awarded TOTAL : R1 400 000
Additional Calls	Additional Call for Scarce	Waiting for outcome

(Turf and Medunsa)	Skills for M and PhD.	
	Extended Funding for 3 rd Year M and 4 th year PhD.	Waiting for outcome
MEDUNSA CAMPUS		
HONOURS STUDENTS	15 Applications received	25 Additional Scarce Skills bursaries - R 875 000 TOTAL : R 875 000

TURFLOOP AND MEDUNSA

STUDENT PAYMENTS	claims processed	R3 122 500
CLAIMS PROCESSED	claims processed	R1 008 270
RESEARCH DEVELOPMENT GRANT	claims processed	R443 289

Additional Calls

(Turf and Medunsa)	Additional Call for Scarce Skills for M and PhD.	11 approved for funding
	Extended Funding for 3 rd Year M and 4 th year PhD.	8 approved for funding
New applications	Thuthuka applications	11 - waiting for outcome
(Turfloop and Medunsa)	African Origin	1 - waiting for outcome
	Community Engagement	3 - waiting for outcome
	Masters and PhD for 2013	58 – waiting for outcome

CLAIMS PROCESSED

claims processed

R2 147 500

(Turfloop only)

New applications	Thuthuka applications	2 - applications rejected
	African Origin	1 - rejected
	Community Engagement	1 - approved 2 - rejected
	Masters and PhD for 2013	
	SKA	58 - waiting for outcome
	Rating	3 - applications received
	Blue Skies	
	KIC	1 - C2 Rating
CLAIMS PROCESSED	claims processed	R1 432 382
	Student payments	R4 595 000
	Sustainable Energy	1 - application 3- applications 4 - applications

Ms Kellermann (PAO)

Item	Report	Comments
Arranging of meetings/events	<ul style="list-style-type: none"> ➤ RO meeting 1/3 on 6 March 2012 at MEDUNSA Campus. ➤ Research Assistant Selection Panel meeting 20 January 2012. ➤ Scheduling & agenda for TREC 	No quorum was

Item	Report	Comments
	<p>meeting 3 February 2012.</p> <ul style="list-style-type: none"> ➤ Research Assistant Selection Panel meeting 29 February 2012. ➤ Ad Hoc Personnel Committee meeting 14 February 2012 – LJ Ngoepe. ➤ Ad Hoc Personnel Committee meeting 2 March 2012 – TM Mothiba. 	<p>achieved.</p> <p>Applicant withdrew the request – the conference program had to be finalized before the committee meeting was scheduled for a decision.</p>
Minutes taken & generated	<ul style="list-style-type: none"> ➤ TREC meeting 3 February 2012 	
Financial	<ul style="list-style-type: none"> ➤ Complete Cost Centre Request Forms for new Financial System for RDSIAPP. ➤ Continuous updating of Office Expense Report. ➤ Distribution of final 2012 budget allocation. ➤ Preparation of databases' and allocation letters (authors and departments) for Research Output subsidy received from DoHET for 2010 submission. ➤ Preparation and submission of audit file for externally funded project (Dr M Mokhonoana) i.r.o. 2011. 	<p>Allocation letters not done – waiting for</p>

Item	Report	Comments
	<ul style="list-style-type: none"> ➤ Preparation of audit file for externally funded project (Prof L Makalela) i.r.o. 2011. ➤ Preparation and submission of audit file for externally funded project (Prof E Ramani) i.r.o. 2011. ➤ Preparation and submission of audit file for externally funded project (Prof PA Venter) i.r.o. 2011. ➤ Preparation & finalisation of NUFU Expense report for 2011 (Dr. H. Onya). ➤ Preparation & finalisation of NUFFIC Expense report for 2011 (Prof. D. Norris). ➤ New grant received – Prof E. Ramani: HSRC/NRF. ➤ 4 x Post-graduate bursaries received from MRC. ➤ Self-audit of Research Output submission for 2011 articles. 	<p>amount for subsidy from Mr. H. Du Toit.</p> <p>Audited report from Internal Audit Division not received.</p> <p>Audited report from Internal Audit Division not received.</p> <p>Audited report from Internal Audit Division not received.</p>
Miscellaneous/Ad hoc	<ul style="list-style-type: none"> ➤ Prepare documents and information for dispute with MRC (PA Venter). ➤ Request from Prof R. Howard for Funding Income in HEQC format for 2011. 	

Item	Report	Comments
	<ul style="list-style-type: none"> ➤ Prepare invitation for applications for Research Excellence Awards for 2011. ➤ Amendments to the TREC application form for registration with the NHREC. ➤ Preparation of documents for TREC audit by NHREC. ➤ TREC register of applications for 2011. ➤ ITS: Entry Point training – 29 February 2012, 14h00-16h00. ➤ ITS: iComms training – 1 March 2012, 09h00-16h00. ➤ ITS: iComms training – 2 March 2012, 09h00-16h00. ➤ ITS: Dynamic Logfiles training – 5 March 2012, 09h00-13h00. 	
Assistance to office personnel	<ul style="list-style-type: none"> ➤ Farewell gift for Mrs R. Olwagen: SPSS Licence for 2012. ➤ Acquisition of new computer for N. Shai-Ragoboya. ➤ Page numbering: TREC agenda for Mrs. Shai-Ragoboya. 	

Item	Report	Comments
Financial	<ul style="list-style-type: none"> ➤ Preparation of databases' and allocation letters (authors and departments) for Research Output subsidy received from DoHET for 2010 submission. 	Finalized

Item	Report	Comments
	<ul style="list-style-type: none"> ➤ Continuous updating of Office Expense Report. ➤ Finalisation of Nuffic Financial reporting for 2011. ➤ REDO: Preparation and submission of audit file for externally funded project (Dr M Mokhonoana) i.r.o. 2011. 	Original documents were never received by Internal Audit.
Miscellaneous/Ad hoc	<ul style="list-style-type: none"> ➤ Request for information from Prof M. Sibara on subsidy generated by articles written in 2009 & 2010 per author per Faculty. ➤ Assistance & finalisation of 2011 Research Output audit & submission to DoHET. ➤ Testing of new NRF online Thuthuka application submission system. 	
Assistance to office personnel	<ul style="list-style-type: none"> ➤ Acquisition of new computer for Mrs. N. Shai-Ragoboya (Manager). ➤ Developed: Checklist for conference proceedings for submission to DoHET. ➤ Assisted with submission of conference proceedings to DoHET. ➤ Developed: Checklist for books for submission to DoHET. ➤ Assisted with submission of books to DoHET. ➤ Capturing of RO records from time-to-time. 	

Miscellaneous:

- Prepare documents and information for dispute with MRC (PA Venter).
- Amendments to the TREC application form for registration with the NHREC.
- Preparation of documents for TREC audit by NHREC.
- Normal leave: 23-26 April 2012.
- Request for information from Prof M. Sibara on subsidy generated by articles written in 2009 & 2010 per author per Faculty.
- Developed: Checklist for conference proceedings for submission to DoHET.
- Assisted with submission of conference proceedings to DoHET.
- Developed: Checklist for books for submission to DoHET.
- Assisted with submission of books to DoHET.
- Capturing of RO records from time-to-time.
- HESA National Workshop, Full Costing of Research Projects – 11 July 2012, Garden Court OR Tambo, Isando.
- Annual NRF Research Administrators Workshop – 17 & 18 September 2012, Premier Hotel O R Tambo (attended on behalf of Mrs. R. Hattingh, NRF Designated Authority).

Facilitation of meetings:

- RO meeting 1/3 on 6 March 2012 at MEDUNSA Campus.
- Research Assistant Selection Panel meeting 20 January 2012.
- Scheduling & agenda for TREC meeting 3 February 2012.
- Research Assistant Selection Panel meeting 29 February 2012.
- Ad Hoc Personnel Committee meeting 14 February 2012 – LJ Ngoepe.
- Ad Hoc Personnel Committee meeting 2 March 2012 – TM Mothiba.

Ms Shai-Ragoboya and Mrs Mushwana

- Manage the diary of the Research Office e.g. appointments and meetings.
- Responsible for booking of accommodation and flights, hiring of car, etc. for all staff.
- Arranging refreshments for office meetings.
- Submitted information for website e.g. Profile of Manager and Secretary, Important dates and events, TREC forms, Checklist, etc.
- Responsible for leave schedule of staff.

- Performance feedback evaluation implemented, to get an idea on where to improve our service but received 10 inputs from clients.
- There were 2 negative responses which were discussed in our weekly meeting.
- Write request to Finance for IRP and Pension statements for RO staff.

6. Systems improvement for research administration, monitoring and control

- Research Directors' Forum – 4 September 2012, NMMU, Port Elizabeth.

Background of Research Directors' Forum: The first RDF was formed around 1996. SARIMA was later founded as a result of the RDF. After a period during which the RDF was not functional, it was decided to resuscitate the RDF to coincide with the 10-year celebrations of SARIMA.

RIMS Project – Status, Expectations and Challenges

Stellenbosch University and the University of the Free State delivered presentations on their RIMS experiences. The following are a few issues which were highlighted:

- RIMS lacks integration with other systems/processes, e.g. for CV-purposes, the NRF database must be updated and Genius must also be updated. Scientists do not want to update 2 databases' voluntarily.
- RIMS is not being used as a portal to national funding agencies.
- RIMS is being run at a very high cost.
- Pressure from DST.
- National challenge: The info required by DST is not sufficiently defined.
- Lack of investment.
- The ability to generate meaningful data is time consuming and labour intense.
- Regular communication between institutions is needed.
- Lack of skills within the institutions to generate e-forms.
- RIMS needs to be customised per institution, which will cause the timescale of implementation to be slower.
- An investment should be made in RIMS training.
- Policies should be in place BEFORE any database can be implemented.
- Lack of ICT support.
- Nationally, the Business Data Warehouse is of paramount importance.

- Observations and feedback from DST:
 - The time-horizon has been moved to March 2013, but there are doubts if it realistic.
 - Funds from Treasury for RIMS are exhausted.
 - DST requested NRF to make high-level visits to institutions to discuss RIMS strategies.
 - CeSTII has been requested to interface with the RIMS team.
 - A document drafted in collaboration with NRF i.r.o. the shape of the RIMS project, will include what is expected.
 - DST is not sure what capacity exists at institutions to ensure the sustainability of RIMS.

7. Research Information Management Systems (RIMS)

- On 24-August-2012, Mr. Lekalakala conducted the RIMS training for TGSL staff members. Training was conducted on the following RIMS modules:
RO - Research Outputs
SPIN - Special Programmes Information Network

7.1 ITS

Website (New)

A new website was developed by Eugene Khoza of Kayweb Support. The following details have been included:

- Home Page Layout
- Font type, size and colour
- UL logo and colours to be maintained
- A short description of the Research Office services
- All current documents to be loaded on the site
- New staff pictures to be loaded on the site
- Research Partners (Logos to be included as links on Home Page)

ITS Integrator Training

- ITS confirmed that the Research Output module is included in the new ITS Integrator version

- Mr Lekalakala attended the following training sessions:
- Overview
- Student Management Workshop
- Finance Workshop
- HR Workshop

After a series of meetings the following conclusions were made:

ITS Downtime (Version 13 machine will be switched OFF for the upgrade to Integrator 2)

- From: 17 July 2012 @ 17H00
- To: 23 July 2012 @ 12H00
- Integrator 2 will go LIVE on 24 July 2012 – Only Super-users will be allowed access at this stage. The rest of the users will be given access after the super-users have tested the system. Each division will be required to sign for the modules allocated to them.

Contact Groups on Outlook

The following contact groups were created on Outlook:

- TGSL = Edupark staff members
- TREC = for the Turfloop Research Ethics Committee members
- Polokwane/Mankweng Campus = for the Polokwane/Mankweng staff members

Server Storage

The Research Office had 35 GB of storage space on a virtual server machine located at ICT. This connection has been lost and documents could not be retrieved.

File Server

Mr. Simon Ndou announced that ICT is working on a project called FILE SERVER where departments can post their important documents. This will replace the Intranet and will serve as a safer alternative to the research department's server storage.

Konica Minolta Printers and Training

- Ramakgolo attended the training on how to operate the new Konica Minolta machine on 2 May 2012
- The research office has been issued with a new printer from Konica Minolta. All staff members have been allocated usernames and passwords to access the machine.

7.2 Research Outputs

Submission of 2011 Research Outputs to DoHET

The 2011 research outputs were submitted to DoHET and the following units were claimed as follows for all types of outputs:

Journal Articles (audited) = 143.15

Conference proceedings = 2.88

Books and chapters = 10

Publications captured on RIMS

1st Quarter

FACULTIES	SUBSIDISED ARTICLES	NON-SUBSIDISED ARTICLES	BOOKS	CHAPTERS IN BOOKS	CONFERENCE PROCEEDINGS
Science and Agriculture	25	0	0	0	7
Humanities	14	7	0	0	
Management and Law	5	2	1	0	0
TOTAL	44	9	1	0	7

3rd Quarter

FACULTIES	ARTICLES	CONFERENCE PROCEEDINGS	BOOKS	CHAPTERS
Health Sciences	32	0	0	0
Science and Agriculture	10	0	0	0
Humanities	15	0	0	0

Management and Law	02	02	0	0
Totals	59	02	0	0

4th Quarter

FACULTIES	ARTICLES	CONFERENCE PROCEEDINGS	BOOKS	CHAPTERS
Health Sciences	20	0	0	0
Science and Agriculture	15	0	0	01
Humanities	15	0	0	0
Management and Law	17	05	0	0
Totals	67	05	0	01

7.3 Research Equipment Database

Mr Lekalakala is in the process of compiling the equipment database.

7.4 Policies, procedures, guidelines and other systems

- Research Associate Policy was approved and uploaded onto the website.
- Postgraduate Manual for 2012 was uploaded to the website.
- MRC's Allied Health Professional 2012
- MRC's Local Postdoctoral Scholarship 2012
- MRC's Local Post-Intern Scholarship 2012
- MRC's Local Post-Graduate Scholarship 2012
 - a. MRC's Application for Research Training Fellowships in Health Sciences 2012
 - b. The National Health Research Summit Report – 2011
 - c. DST - NRF Internship Programme – 2013/14
 - d. NRF's Overview of Funding Categories
 - e. DRDA Year Plan – 2012

Research Office Administration & Management

- Post-Doctoral Top Up Funding Application for Dr KE Theron and not approved.
- RVAC Meeting with NRF staff on 02 July 2012.
- Research Office Staff meeting and weekly meeting with the Director and Support Staff.
- Making follow up on the action list and outstanding matters in the Research Office e.g. payments, refunds, orders, maintenance, etc.
- Arranging refreshments for the meetings.
- Circulating template for quarterly reports.
- Making copies, filing and distribution of documents for the meeting, posting, and external and internal correspondence.
- Important dates submission and extraction of events, activities and meetings of R/O.
- Diary management with the Secretary to prevent clashes.
- Rotation list for the Secretary's Office.
- Request ITS access to menus used by the Research Office.
- Arrange photo sessions for Mr Sandrock for website photo and Ms G Robbins for the researchers.
- Delegating functions to staff.

7.5 Communication and Responsiveness

- Weekly meeting to communicate to each other and review the action list.
- Notifying members about the submission date of quarterly reports, agenda items, training, etc.
- Communicating with DVC, Executive Deans and the School Directors to find suitable dates for Ad Hoc Meetings.
- Weekly meeting with the Director to update each other on our performance.
- Invitation to meetings and request for agenda items for RO, TREC and Ad Hoc Committees.
- Distribution of agenda and minutes of the meeting to members.
- Notifying members of training available to them.
- Notifying University Community of new and change in NHED policy.
- Circulate Research Quarterly Report Template to staff members.

- Circulate invitations to University Community on funding, calls, internships and training and workshops.
- Circulating TREC meeting schedule to members.
- Writing motivation letters to VC for Ad Hoc matters.

8. Research Ethics Committees 2012

Date	Ratified	Not Ratified	New Proposals & Projects	Approved	Not Approved	TOTAL
03/02/12	8	1	3	1	2	12
04/04/12	3	0	3	1	2	6
28/06/12	2	0	6	2	4	8
04/09/12	0	1	12	0	12	13
05/11/12	7	1	18	2	16	26
TOTAL	20	3	42	4	36	105

- TREC was audited in 2012 and accreditation was received.

9. Financial resource management

9.1 Systems, monitoring and controls

- Complete Cost Centre Request Forms for new Financial System for RDSIAPP.
- Continuous updating of Office Expense Report.
- Distribution of final 2012 budget allocation.
- Preparation of databases' and allocation letters (authors and departments) for Research Output subsidy received from DoHET for 2010 submission.
- Preparation & finalisation of NUFU Expense report for 2011 (Dr. H. Onya).
- Preparation & finalisation of NUFFIC Expense report for 2011 (Prof. D. Norris).
- 4 x Post-graduate bursaries received from MRC - R 110 000.
- Received from AgriSETA:
 - ✓ Bursaries – 5 x R 33 000,
 - ✓ Internships – 10 x R 33 000.

- National Survey of Research & Experimental Development Inputs to Higher Education: 2011 Academic Year (“CeSTII Report”).
- Research Office 2013 Budget.

9.2 Audits

- Preparation and submission of audit file for externally funded project (Dr M Mokhonoana) i.r.o. 2011.
- Preparation of audit file for externally funded project (Prof L Makalela) i.r.o. 2011.
- Preparation and submission of audit file for externally funded project (Prof E Ramani) i.r.o. 2011.
- Preparation and submission of audit file for externally funded project (Prof PA Venter) i.r.o. 2011.
- Self-audit of Research Output submission for 2011 articles.
- Assistance & finalisation of 2011 Research Output audit & submission to DoHET.

9.3 International Conferences Approved

NAME	GENDER	FACULTY	NAME OF CONFERENCE	AMOUNT
Prof K Phago	M	Management and law	IASIA Conference from 14-22 July 2012, Bangkok, Thailand	R20 000.00
Prof L Cherian	F	Humanities	2013 Maui International Education Conference to be held in Lehaina, Maui - Hawaii. 03-05 January 2013	R 20 000.00
Dr JC Makhubele	M	Humanities	2013 International Conference on Global Public Health and Social Work to be held in Kochi – Kerala, India. 03-05 January 2013	Cancelled

9.4 Post-Doctoral Fellowships (None)

9.5 SRPC Emerging Researcher Project Support

NAME OF RESEARCHER	GENDER	DEMOG.	DEPARTMENT	FACULTY	PROJECT TITLE	AMOUNT
Prof SM Dippenaar	F	White	Biodiversity	FSA	Study of the symbiotic siphonostomatoids (COPEPODA) found on Elasmobranchs off the South African Coast	R55 800

RESEARCH ASSOCIATES APPROVED

NAME OF RESEARCH ASSOCIATE	GENDER	DEPARTMENT	FACULTY
Dr A Letsoalo	F	Biodiversity	FSA
Dr Lee da Rocha Silva	F	Social Work	FH
Prof JA Meyer	F	Psychology	FH
Prof K Peltzer	M	Psychology	FH

RESEARCH ASSISTANTSHIPS APPROVED – One Dr McCabe

9.6 NRF Rating Incentives

NAME OF RESEARCHER	GENDER	DEMOG.	DEPARTMENT	FACULTY	AMOUNT
Prof. J.W. Ng'Ambi	Male		Animal Production	Agriculture and Environmental Sciences	R 50 000
Prof. D. Norris	Male		Animal Production	Agriculture and Environmental Sciences	R 50 000
Prof. S.M. Dippenaar	Female		Biodiversity	Agriculture and Environmental Sciences	R 50 000

Prof. P. Masoko	Male		Microbiology, Biochemistry and Biotechnology	Agriculture and Environment al Sciences	R 10 000
Prof. T. Sodi	Male		Psychology	Humanities	R 50 000

9.7 VC'S Research Excellences Awards

NAME	FACULTY	AWARD TYPE	AWARD
Prof AGS Gous	Health Care Sciences	Best Established Researcher	R10 000
Prof MP Sebola	Management and Law	Best Overall Established Researcher in the University	R50 000
Dr TP Mafeo	Science and Agriculture	Best Upcoming Researcher in the School of Agriculture and Environmental Sciences	R7 000
Dr N Schellack	Health Care Sciences	Best Upcoming Researcher in the School of Health Care Sciences	R5 000
Mr ME Hoque	Health Care Sciences	Best Overall Upcoming Researcher in the University	R45 000
Dr LM Seheri	Health Care Sciences	Best Overall Female Researcher in the University Upcoming Researcher	R10 000 R7 000
Dr L Skaal	Health Care Sciences	Researcher with the largest external research funding	R10 000

**ANY OTHER PROGRAMMES FROM THE RESEARCH DEVELOPMENT & SUPPORT,
INCENTIVES AND AWARDS PROGRAMMES AND PROCEDURES**

FINANCIAL ASSISTANCE TO IMPROVE QUALIFICATION

NAME	FACULTY	AWARD TYPE	AWARD
Ms NN Buthelezi	Science and Agriculture	Staff Qualification Improvement (Doctoral) Scholarship programme for Emerging Researchers	R65 160 Grant cancelled. Researcher has since received a NRF Thuthuka grant → institutional contribution = R 109 000.

SUPERVISOR'S INCENTIVE

Name	Faculty
1. Prof N. Moyo	FSA
2. Dr R.J. Singh	Research Office

INCENTIVE TOWARDS COMPLETION OF DEGREE

NAME OF STAFF MEMBER	FACULTY	DEGREE	GENDER	AMOUNT
Dr P Chaminuka	FSA	D	F	R2 500.00
Mr OF Madiba	FSA	M	M	R2 000.00

9.8 New Funding

- Received from AgriSETA:
 - ✓ Bursaries – 5 x R 33 000
 - ✓ Internships – 10 x R 33 000
- Received from EQUINET (Equity in Health in Southern Africa):
Prof. Y. Dambisya - £ 6 000
- Received from ARC:
Dr. FR Kutu for postgraduate student support – R 20 000

(NEW PROJECTS FROM EXTERNAL FUNDERS, EXCEPT NRF)

NAME OF RESEARCHER	PROJECT TITLE	FACULTY	FUNDING AGENCY	AMOUNT
E Ramani	Paradigms of language teaching	Humanities	Human Sciences Research Council	R 218 560
Y Dambisya	The engagement of east and southern African Countries on the WHO Code of Practice on the International Recruitment of Health Personnel and its implementation	Health Sciences	Equity in Health in southern Africa (EQUINET)	£ 40 000
FR Kutu	Financial assistance for M-student	Sciences and Agriculture	Agricultural Research Council	R 20 000
LJ Mampuru	Antioxidant, anti-proliferative and anti-inflammatory capacity of leaf extracts of	Sciences and Agriculture	Medical Research Council	R84 000/yr for 3 years

	dicerocaryum senecioides: elucidation of the biochemical an molecular mechanisms of action			
RR Maphanga	Women in Physics in South Africa	Sciences and Agriculture	South African Institute of Physics	R 14 250

9.9 Table of total funding

Year	University Research Funds ¹	National Funding Agencies ²					Foreign Donors ²	Industry ²	Others ²	Total
		NRF	THRIP	MRC	WRC	Others Specify				
Turfloop Campus (2012)										
2012	7 394 764	13 457 049	-	95 760	-	570 281	685 416	60 000	989 262	23 252 532

- 1This refers to the amount of the institution's budget committed to research each year (Research Office operational budget plus RDG plus additional funding from the central Budget)
- 2This refers to the actual amount received for research from these agencies and donors for each year.
- THRIP funding is incorporated under NRF funds

10. Branding and Marketing the Research Office and its Services

- Development of Research Office website in 2012.

- Email advertising of services and support eg. RISO, postgraduate course, NRF and MRC calls, capturing of research output data, writing retreats, supervision and publication workshops.

11. Physical Space Improvement

- Installing cupboards and air-conditioners for Research Office staff.
- Maintenance or replacement of lift.

12. Research Tools

There are several standardized instruments (Software) that are frequently used in our research. Several of these instruments have been distributed into a number of different Departments according to the location of participating research centres. These are software that is available on campus:-SPSS, STATA, STATISTICA, EViews, SAS.

13. Human Resource Management

Name of staff members:

Prof RL Howard – Research Director

Dr RJ Singh – Research Developer

Mr MV Netshidzivhani – Statistician

Ms N Shai-Ragoboya – Office Manager

Ms M Kellermann – Principal Administration Officer

Mrs R Hattingh – NRF Administrating Officer

Mr RI Lekalakala - Research Coordinator

Ms ZE Mushwana – Secretary

14. Organisational issues and monitoring and control

- Appointment schedule for statistician.
- Improving R/O service through service feedback from clients.
- Weekly meeting to discuss performance improvement and week schedule.
- Monitoring of action list and follow up on outstanding matters.

15. Staff development and personal achievements

- June 2-9, Prof Howard attended SANORD Conference in Denmark and also visited Lund in Sweden. Presented the joint paper with Dr Singh at the conference.
- Mr Netshidzivhani completed programme in Risk management with UNISA. Certificate was awarded at a ceremony held on the 20 September 2012 at UNISA College of Economic and Management Sciences.
- Mr Lekalakala completed honours degree in English.
- Dr Singh profiled in the NRF ERN online publication in April 2012.
- Dr Singh published 6 articles in 2012, two of which are co-authored. One is a late 2011 publication.
- Dr Singh – one masters student and one honours student graduated in June 2012.
- Dr Singh presented paper at TEFL conference in India in October 2012.
- Dr Singh - Invited keynote speaker at the Women in Research and Innovation Conference at Hacklebrooke Conference Centre in Johannesburg from 26-27 July 2012.

16. Disciplinary matters

Mr Lekalakala – no information available.

17. Challenges

- Claims and payments from Finance taking long to process.
- SOP – Waiting for input from Finance and shifted it for 2013.
- Arranging a meeting with Finance to discuss R/O concerns not successful.
- Students and clients not evaluating our service but always complaining.
- Problem in getting ITS access for menu from System Owner (Finance and Student Records)
- The Secretary should attend courses in business or minute writing.
- Poor attendance in some workshops facilitated.
- Qualitative software is still a pending matter and qualitative researchers are still not accommodated as compared to quantitative researchers.
- Different department are using different statistical software or the bought different Statistical e.g. Economics with Eviews (Econometric Views), Statistics with STATA 12,

- Statistical consultation is daily process but students and staff members are having tendencies of consult only when they have deadlines.

Suggestions for Improvement of the Research Office and Its Services

- The Assistant Registrar or the Executive Dean's Secretary should assist in checking the TREC submission against the checklist before submission to the Research Office.
- Submission to the Research Office should be followed by the Assistant Registrar not the students.
- Make use of appointments and consultation schedule.
- Updating Research Office on the status of their claims or submission.
- Access to the ITS Menus
- Rotation list for the Secretary's Office.
- Leave plan and schedule for Research staff.
- Use of the evaluation form to improve our services.
- Establishment of the Postgraduate Centre (PGC) within the Research Development and administration can also assist to address the following objectives to:
- Supporting the Social Science Research Methodology Winter School and co-hosting it with the Faculty of Education.
- Working with the Academic Development and Support Centre to address the needs of quality supervision and mentorship among academic staff.
- Establishing a collaborative programme with the NRF to establish a writing workshop for Thuthuka grantholders.
- Holding science workshops for research for the Health Sciences, Engineering and Science faculties.
- Holding a Research Day and postgraduate symposium which will showcase some of the high quality postgraduate student research conducted at UL.
- Coordinate, extend and enhance the postgraduate support systems;
- Assist the University in attracting, training and delivering quality postgraduate students; and
- Increase the number of postgraduate students (Masters and Doctoral).

G Singh

19 July 2013

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Signature

Date