



UNIVERSITY OF LIMPOPO

Turfloop Campus

ANNUAL REPORT 2013

RESEARCH DEVELOPMENT AND ADMINISTRATION DEPARTMENT

Introduction

This report presents the activities of the Research Development and Administration Department for the 2013 academic year. Since each member of staff in the Department has a specialised job, the report is presented according to their individual portfolios. Some of the highlights were the continued rise in recorded SAPSE publication outputs since 2010. The University recorded a 48.6% rise in research publication output from 2011 to 2012. This trend has continued in 2013. The generic postgraduate course was offered for the third time in 2013 and once again tremendous interest was shown and the course was successfully held. Another highlight has been the increase in statistical services uptake by both staff and postgraduate students. This clearly indicates that more interest in being shown in research-related activities. Once again in 2013, staff and postgraduate students have shown increased interest in applying for funding, especially from the NRF. The Annual VC's Research Excellence Awards was again a huge success, the award recipients appear in this report. Appointment of Ms Hattingh as a permanent staff member was a positive contribution to the Research Office.

1. Strategic management

- Need for training of supervisors – a training programme is planned for 2014.
- Need to increase research output, especially amongst staff who are not publishing at all.
- 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 2013. One example is the Intellectual Property (IP) Policy which promotes the protection of IP at the University.

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

RESEARCH DEVELOPER & Acting DIRECTOR (Prof RJ Singh)

Postgraduate Programme

The postgraduate course was offered in a block format during 2013. 387 students were registered. 400 manuals were printed. The venue was Hall KB. The first block session took place from 25-27 March 2013; the second from 15-17 July 2013 and the last block session was on 22-23 September 2013. Registration and registers were compiled by Mrs Mushwana. The two interns assisted for the entire programme. 142 students were handed certificates for attendance (with 80% or more attendance). Staff who assisted with facilitation were: CAE staff (Academic Writing Skills Module); library staff (data base training) and Mr Netshidzivhani (Quantitative Methodology).

Staff Writing Retreats

Three writing retreats for staff were held in 2013. The first staff writing retreat was held on 2-3 May 2013. A total of 40 staff attended. The next staff writing retreat was held on 4-5 July, the number of staff who attended was 25. The final writing retreat was held on 16-17 September 2013, the number of staff who attended was 36. The writing retreats were held at Bolivia Lodge and Polokwane Royal.

Research Development Activities

- SARIMA workshop on Successful Grant Proposals, hosted by UL, took place on 24-26 April 2013 at Bolivia Lodge. The Research Office sponsored one representative per School. The Research Office representatives were Prof Singh, Mrs Hattingh and Ms Kellermann.
- Information Ethics Africa workshop was held on 12 April 2013 at Polokwane Royal. UL had 20 delegates at this workshop.
- Prof Singh conducted a one-day workshop for supervisors and postgraduate students from the Department of Translation and Linguistics on 26 February 2013.
- SARIMA/NIPMO IP Wise Workshop held for UL staff on 16 May 2013.
- 5 delegates from UL attended a TTO Workshop hosted by SARIMA at Farm Inn, Pretoria, on 23-24 July 2013.
- Two UL delegates (Prof Mollel and Prof Singh) attended two DRUSSA workshops at Glenburn Lodge in Pretoria from 30 September to 3 October 2013.
- The University of Venda hosted a workshop for UL students on commercialisation of ideas on 19-21 August 2013. 20 students attended.
- Exactica (Erik Hofstee) hosted a SKILL sponsored workshop for 25 pre-PhD staff members from 26-30 August 2013 and 21-25 October 2013.

STATISTICIAN (Mr Netshidzivhani)

Workshops

- 13-26 January 2013, attended the summer school workshop on introduction to qualitative data analysis with ATLAS. Ti and Advanced qualitative data analysis with ATLAS. Ti with African Doctoral academy at Stellenbosch University.
- 21 February 2013, facilitated workshop on data analysis using SPSS for Public Health masters students. 12 Postgraduate students attended.
- 12 March 2013, facilitated workshop on design questionnaire for Sociology Honours students. 27 students attended.
- 14 March 2013, facilitated workshop on research methodology for Human Resource Honours students.
- 04 and 11 March 2013, facilitated workshop on Data analysis using SPSS at Turfloop Campus, 60 delegates from Medunsa, Polokwane Hospital, Edupark and Turfloop were present.
- 15-19 April 2013, conducted workshop on STATISTICA Intro Training at TGSL (Edupark) for MPA students.
- 28-29 April 2013, facilitated workshop on data analysis using SPSS for Communication Studies students.
- On the 02-03 May 2013, conducted module 3 & 4 at Polokwane Hospital Campus on research design, sampling and data management.
- On 7-8 May 2013, facilitated workshop at TGSL: MDEV on data methodology and analysis using SPSS.
- On 22 May 2013, STATSSA and HSRC conducted an information workshop on Promotion of the Secondary use of the HSRC and STATSSA data for research.
- On the 24-25 June 2013, facilitated module 3 & 4 at Polokwane Hospital Campus on Research design, sampling and data management. It was continuation workshop.
- 26-28 June 2013, supported workshop on Basics of SPSS (Question types/variable creation and use/Descriptive statistics) MDev at Edupark.
- 21-23 August 2013, facilitated workshop on "From questionnaire to SPSS. Introduction to hypothesis testing (Data collection/Data Entry/Preliminary analysis) at Edupark.
- 16 & 17 September 2013, facilitated the module Quantitative Research using SPSS for the Postgraduate Programme at Mathematics building.
- 30 September 2013, facilitated workshop on questionnaire design and coding for 39 Nutrition students.
- On 18 September 2013, attended a fundraising workshop organized by the Resource Mobilization Centre.

- 14 -18 October 2013, conducted workshop on Basic SPSS (Question Types/variable creation and use /Descriptive Statistics)
- 24 October 2013, facilitated workshop on data analysis using SPSS for 45 Nutrition students.
- 14 November 2013, facilitated workshop on data analysis using SPSS for 20 B.CUR students.
- On 07-10 October 2013, attended SARIMA annual conference in President Hotel, Cape Town.
- On 04 November 2013, attended the 55th Annual SASA Conference hosted by the South African Statistical Association (SASA) and the Department of Statistics and Operations Research at the University of Limpopo-Turfloop.
- On Nov 25th 2013, participated in Limpopo Living Landscapes Inception workshop and information session at the University of Limpopo.

One-to-one consultations

1st Quarter to 4th Quarter: 238 individual consultations were held compared to 205 during 2012.

RIMS & RESEARCH OUTPUT TRAINING – RESEARCH COORDINATOR

The following departments were trained in the first quarter of 2013:

Medical Sciences = 14

Water and Sanitation = 3

The following TGSL department was trained on 18 July 2013:

Management and Development = 6

NRF TRAINING AND WORKSHOPS

- Hosted a DST visit – 7 August 2013 – 13 persons attended.
- Attended the NRF Award Ceremony in Port Elizabeth – 28 August 2013.
- Attended the 4th Annual NRF Research Administrators Workshop – Bloemfontein: 30 September to 2 October 2013.
- Attended the SARIMA Conference in Cape Town: 7-10 October 2013.
- Attended the ‘Successful Grant Proposals’ workshop hosted by Sarima 24-26 April 2013.
- Attended a TTO workshop hosted by Sarima 23-24 July 2013.

3. Promoting and strengthening research and innovation within the Institution (Prof Singh)

- NRF/DST interns for the Research office were TI Machete and MM Morapedi who were mentored by Mr Netshidzivhani, Mr Lekalakala and Ms Shai-Ragoboya.
- Presentation of workshop to Psychology Department on Postgraduate Manual on 5 April 2013.
- Submitted proposal to ICT Committee for purchasing of qualitative data analysis software and referencing software – both have been since purchased.
- Met with new staff member Dr John Mbuya (TGSL) on 21 May concerning publishing options.
- Met with Marketing and Communication w.r.t. development of research website on 4 June 2013.
- Met with Mr Mohuba from Marketing and Communication on 12 June w.r.t. publication of magazine featuring Women in Research at UL. Magazine featuring 30 female researchers was published in November 2013.
- Communication with Gavin Kotze (Adams and Adams) concerning Dr Rankoana's IP searches.
- Filing of patent for UL – Prof Nikolova and her team.
- Met with Prof Brits about protecting her IP on 6 August 2013.
- Attended SharePoint Training at E-Skills centre for VLIR Project on 14 August 2013.
- Presentation on research at staff induction at Bolivia on 12 September 2013.
- Wrote letter of support for CoE Maths and Stats and Food Security to NRF on 28 October 2013.

4. Strengthening research and innovation with external partners (Prof Singh)

- Prof Nindi (LEDA) visited on 7 February concerning Virtual Research Network participation and bidding for project. Names of UL nominees submitted on 8 March 2013.
- 2011/12 National R&D Survey (CeSTII) was submitted.
- Full cost model application was requested by NIPMO and submitted by 1 April 2013.
- On 11 February 2013, the DST conducted an information session for ESATAP funding.
- Attended DST NSI Forum meeting in Pretoria on 15 February 2013.
- Attended Green Economy TWG meeting at Limpopo Department of Public Works on 19 February 2013.
- Met with Research and Development Unit from the Premier's Office together with Prof Sibara. They presented provincial research policy and guidelines and requested for the Research Director to represent the University on the Provincial Research Committee and Provincial Ethics Committee and to chair the Limpopo Research Forum.
- Made contact with Prof Ekosse, new Research Director from Univen – will work together on Regional TTO.
- Attended RVAC meeting with DST and government departments on 27 February 2013.
- Keynote speaker – Research Ethics and Integrity Conference at Hacklebrook Estate in Graighall, JHB on 18-19 April 2013.

- Meeting with Dr Y Naik from National University of Science and Technology – Zimbabwe on 23 April 2013.
- Attended NRF Centres of Excellence meeting in Pretoria on 26 April 2013.
- Attended NHREC Committee meeting on 6 June in Pretoria.
- TIA meeting with DVC in 13 June 2013 in connection with TIA seed funding.
- NIPMO requested that we include link on our website for them – this was concluded.
- Attended Women in Technology and Innovation cocktail evening in Pretoria at the Innovation Hub on 2 August 2013.
- NRF/DST visited to brief staff on 7 August 2013.
- Received news from NIPMO on 13 August that UL IP Policy is approved.
- Prof Robinson, Dean – Faculty of Education (SUN) visited RO on 16 August 2013 to thank for TREC and DOE clearances.
- Attended meeting with Japanese group on IDEWS project in C Block (RVAC) on 19 August 2013.
- Attended ESKOM meeting on 9 September 2013 in JHB in connection with contracts they want to sign with universities to conduct research in next 5 years. Two main requirements were BEE certificates and Tax Clearance certificates. Enabling contract has been signed.
- Attended meeting at DST in Pretoria, National Research Forum on 18 September 2013.
- Organised with Ivanhoe Mines for trip to Canada to visit another university and make mining contacts (Profs Gelebe and Dunlevey went on trip from 8 October to 14 October 2013).
- Attended Research Director's Forum on 11 October 2013 in Stellenbosch.
- Attended NSTF meeting in JHB, Gallagher Estate on 16 October 2013.
- Observer – NRF Panel meetings on 21-22 October 2013 in Pretoria.
- RIMS meeting on 8 November 2013 with Nils Van Heerden and Shaun from InfoEd concerning RIMS modules and RIMS issues.
- Bio-economy strategy meeting with DST on 13 November 2013.
- RIMS Executive Committee meeting in Pretoria, NRF on 21 November 2013.
- Attended Water Research Commission workshop at Premier Hotel in Pretoria on 26 November 2013.
- Research and statistical support unit provides statistical support by offering statistics consultations in the Edupark and Polokwane campus at the Polokwane Provincial Hospital.

5. Administration and Other Services

Mrs Hattingh (NRF)

FUNDS FROM NRF	Turfloop	Medunsa
Other Grants	8 122 776	57 429
Thuthuka	1 418 819	-
KIC (Travel Grant)	78 700	86 936

Incentive Funding	300 000	-
Masters - Scarce Skills/Innovation	2 140 000	340 000
Doctoral	380 000	90 000
Extended funding	270 000	220 000
Sabbatical	Not released 0	0
Renewable Energy	170 000	0
Honours B/F	17 500	0
Post Doc	120 000	0
Masters Block – New	400 000	160 000
Masters – Renewal	240 000	120 000
Honours – Freestanding	320 000	200 000
Honours – Innovation	2 400 000	1 480 000
Available Funds	16 377 795	2 754 365

- 6 New Rating applications received from Turfloop and Medunsa – 2 Approved,
4 Unsuccessful
- 293 Honours applications received - Turfloop – 60 (60) Innovation awarded
16 (16) Free Standing awarded
- 60 Honours applications received – Medunsa – 30 (40) Innovation awarded
8 (8) Free Standing awarded
- 16 Extended applications received – 10 successful applications
- 5 KIC applications – 4 approved
- 7 Thuthuka applications - awaiting approval
- 14 DAAD applications - 12 approved

Claims and bursary payments processed – **R14 437 624**

Mrs Hattingh acted in PAO position for the period October to December 2013. A total of 195 claims, 5 journals, 3 Invoices and 7 termination of service were processed.

Ms Kellermann (PAO)

- Miscellaneous:
 - Capturing of RO records from time-to-time.
 - Attended meeting on behalf of Prof. Singh: 4 July 2013 – Inaugural meeting of the Regional Innovation Forum, Polokwane.
 - Attended SARIMA Workshop: 15-17 July 2013 – Financial Management for Research Managers, Pretoria (Farm Inn).

- Attended RIMS Training: 5 August 2013 – Research Output, Pretoria (NRF Auditorium).
- Attended NIH Workshop: 9-11 September 2013 – Financial Management, Johannesburg (WITS Health Consortium).

Ms Shai-Ragoboya and Mrs Mushwana

- Compile the applications for research assistantship for evaluation.
- Sent out project deadline dates – KPMG.
- Important Dates events and updates for 2013.
- Research Staff leave plan for 2013 and leave summary update.
- SARIMA membership registration and arrangement of group payment.
- Send out TREC schedule for meetings 2013.
- Attend intern orientation training on 12 April 2013 – University of Venda.
- Making preparations for Annual SARIMA Conference – booking of accommodation, flights, car rentals, etc.
- Check and request outstanding documents for supervisor incentive awards and staff qualification improvement from applicants.
- Attended IP Workshop in Pretoria 23-24 July 2013.
- Attended NRF Institutional visit meeting on 07 August 2013.
- Attended Disability Management Training on the 03 September 2013.
- Follow up on the Research Output Claims for 2012.
- Meeting with Ms Mushwana and Prof Singh on 26 September 2013.
- Attend SARIMA Workshop in Cape Town 07 – 10 October 2013.
- Attend Annual Performance Plan Meeting on 14 October 2013 for 2014 budget online submission.
- Sharepoint Training for Research Office staff by ICT on 22 October 2013.
- Attended RIMS meeting on 08 November 2013 in Research Office Boardroom.
- Doctoral Supervision Training meeting on 06 November 2013.
- Attend Sharepoint Training on 28 November 2013 offered by Finance.
- 2014 Budget Draft meeting with Prof Singh and Mrs Hattingh on 08 November 2013.
- Attended Project Planning meeting arranged by Mrs Ambe in A-Block on 14 November 2013.
- Attended IP Conference in Durban 17-20 November 2013.

6. Systems improvement for research administration, monitoring and control

- Introduce RIMS modules for ethics, proposal development and proposal tracking.
- Drew standard operating procedures for capturing and monitoring of research outputs.

- Online booking for statistician appointments.
- Email groups for all workshops, courses and training.

7. Research Information Management Systems (RIMS)

- The RIMS Business Intelligence Warehouse was conducted on 26 July 2013.

The following files were sent through to the NRF:

1. CESM
 2. Non-Confidential Main Details
 3. Confidential Main Details
 4. External Contributors
 5. Internal Contributors
 6. Keywords
 7. NRF Classifications
 8. RIMS Classifications
- A UL/NRF/InfoED meeting was held on 8 November 2013 to discuss the possible implementation of the following RIMS modules: Proposal Development & Proposal Tracking.

7.1 Other administration services rendered

- Updating of contact details on RIMS SharePoint.
- Updating of TGSL group contact details.
- Compiled the 2010/11 faculty reports for Marketing and Communications department.
- Verification of publications for the 2013 Research Excellence Awards.
- Compilation of performance evaluation reports for the NRF interns.

7.2 ITS

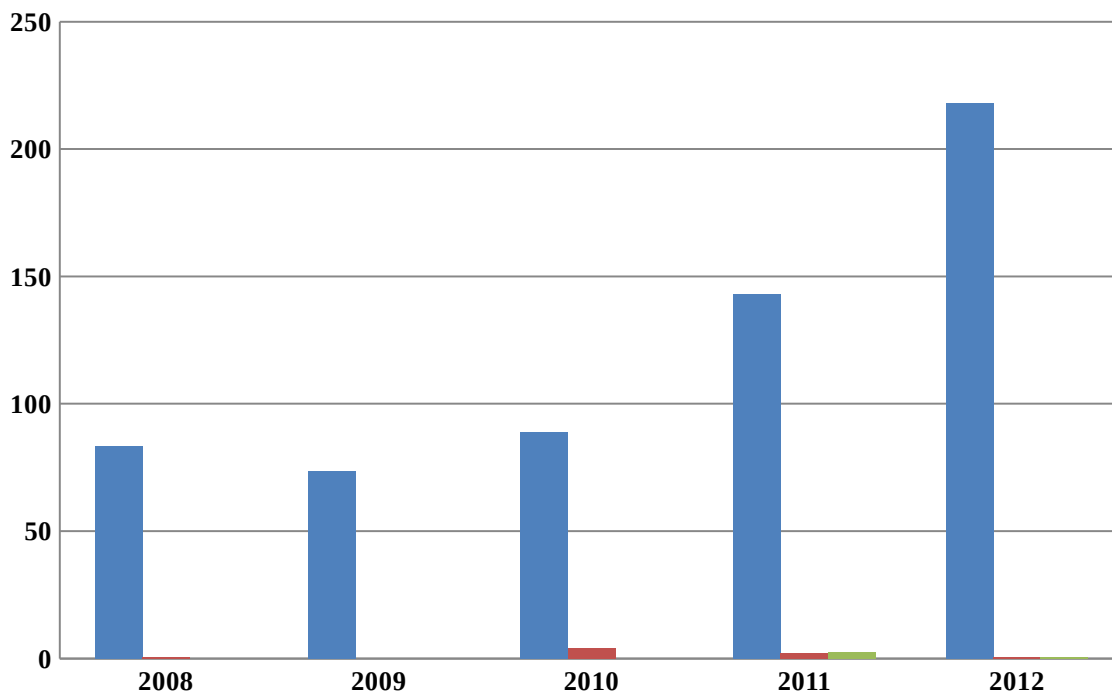
- Ms. Ronel Hattingh was given access to the following ITS menu: SRSL
- The following staff members were given access to the SREG menu, with ONLY view and print rights: Mr. Lekalakala, Ms. Shai-Ragoboya, Ms. Kellermann and Ms. Hattingh.
- A request was made by are AdaptIT the software provider of the ITS Integrator system to develop an interface with the InfoEd system to upload / download research related data between the ITS Integrator and InfoEd systems. After a meeting with Mr. Ramovha of ICT, Mr Lekalakala was advised to request AdaptIT to identify the advantages that UL will

gain by adopting such software, since such an exercise has financial implications. Communication between UL and AdaptIT is still on-going.

7.3 Research Outputs

University of Limpopo (UL) submitted a claim for research outputs amounting to **231.05** units for books, conference proceedings and journals for 2012 publications. Following the assessment by the DHET and the Research Output Panel, the final outcome was an allocation of **219.23** units. This is an increase of **71.68 (48.6%)** from the **147.55** units awarded for 2011 publications. The Institutional publication trend for all publications (books, journals and conference proceedings) over the past five years (2008-2012) is shown in Figure 1.

Figure 1: UL total research output units by type of publication, 2008-2012



Per capita research publication output units for the sector, 2008 - 2012

Institution	2012	2011	2010	2009	2008	Average 2008-2012
1. SU	1.36	1.22	1.13	1.20	1.09	1.20
2. UCT	1.29	1.25	1.28	1.23	1.16	1.24
3. RU	1.22	1.12	1.01	1.09	1.07	1.10
4. UP	1.11	1.03	0.71	0.73	0.72	0.86
5. WITS	1.04	0.99	0.94	0.94	0.86	0.95
6. UKZN	1.02	0.85	0.82	0.76	0.66	0.82
7. UJ	0.87	0.89	0.69	0.55	0.46	0.69
8. NWU	0.70	0.61	0.54	0.45	0.54	0.56
9. UFS	0.68	0.67	0.62	0.66	0.58	0.64
10. UWC	0.66	0.65	0.52	0.53	0.46	0.56
11. UNISA	0.56	0.53	0.52	0.45	0.50	0.51
12. NMMU	0.52	0.61	0.45	0.40	0.35	0.46
13. UFH	0.66	0.62	0.49	0.39	0.26	0.48
14. UV	0.39	0.40	0.24	0.19	0.12	0.26
15. TUT	0.27	0.29	0.23	0.16	0.18	0.22
16. UL	0.27	0.18	0.12	0.10	0.11	0.15
17. UZ	0.24	0.26	0.12	0.30	0.27	0.23
18. CPUT	0.22	0.19	0.21	0.18	0.12	0.18
19. CUT	0.22	0.18	0.15	0.14	0.11	0.16
20. VUT	0.22	0.22	0.14	0.12	0.07	0.15
21. DUT	0.13	0.15	0.08	0.09	0.05	0.10
22. WSU	0.10	0.07	0.09	0.04	0.03	0.06
23. MUT	0.09	0.13	0.05	0.03	0.01	0.06
Average	0.60	0.57	0.48	0.47	0.43	0.51

The weighted per capita research output for UL for 2012 (including Masters and Doctorates) was **0.54**. The sector average was 0.57. UL was placed 17/23. The highest per capita output was Stellenbosch University with 3.06.

7.4 Research Equipment Database

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

7.5 Policies, procedures, guidelines and other systems

- The new Research website has been loaded on to the main UL website, but much work still needs to be done on it. There are documents that still need to be loaded on the website to complete it. Although this indicates some progress, it is not satisfactory considering the amount of time it took to complete. Mr. Lekalakala and the Marketing and Communications team had agreed on 01-August 2013 as that targeted date for the launch of the new website, but that goal was not achieved. This project remains unfinished and is still work in progress.
- Intellectual Property Policy was approved and uploaded onto the website.
- Code of practice on the admission, supervision and assessment of masters and doctoral students.
- Postgraduate Manual for 2013 was uploaded to the website.
- All TREC documents and forms are also on the website.

7.6 File Server

On 18 February 2013 Mr. Simon Ndou did a demonstration to the Research staff how the File Server works. This will replace the Intranet and will serve as a safer alternative to the research department's server storage. Ramakgolo Lekalakala will undergo training on how to use the File Server and then train the Research staff.

Research Office Administration & Management

- Submitted documents put on the website: TREC Forms, TREC Checklist, Terms of Reference and Guidelines.

- Applied for 2013/2014 DST/NRF request for internship programme.
- Arrange Research Excellence Awards Judging Panel meeting on 22 August 2013.
- Received first weekly report (13 Sept 2013) from Mr Lekalakala on the number of articles, books, conference proceeding captured and reference numbers.
- Do follow up on claims submitted to Finance.
- Arrange Mrs Hattingh's appointment on Mrs Kellermann's position with HR.
- Check and request outstanding documents for supervisor incentive awards.
- Preparations for 2014 intern shortlisting and invitation for interviews.
- Submitted authorised signature form on 12 November 2013 to Finance.
- Submitting interns leave forms and register to NRF.
- Submission of documents to HR for replacement of Research Assistant.
- Updating of leave for Research Office staff.

7.5 Communication and Responsiveness

- Invitation for intern interviews and informing NRF of the selection.
- Organising meetings between the Director and Research Office staff.
- Notice to the UL Community on the call for research assistantship for 2013.
- Invitation to TREC members to attend Information Ethics in Africa workshop.
- Assist and facilitate Prof Naik's visit to UL.
- Organisation of research staff meetings of the year and a special meeting on 05 September 2013 for the Research Office Staff.
- Writing minutes of the meeting and distributing them to members.
- Ensuring that all funding calls are sent out via email and put onto the website.
- Communication with grant holders on deadline dates for applications and Annual Progress Reports.
- Communicate for arranging of venues and quotations of catering with the Catering Service and Hotels.
- Communicate with UL staff members and students, Medunsa, Univen and other institutions concerning arrangements and appointments.

8. Research Ethics Committee 2013

Date of the meeting	New Proposals	Approved	Ratified	Conditional Approval	Not Approved / Ratified	SREC SUBMISSION
29 January 2013	0	0	5	0	0	5
14 February 2013	7	2	8	6	0	16
07 March 2013	5	3	1	4	0	8
09 May 2013	7	4	12	3	0	16
04 July 2013	7	1	6	5	1	0
04 September 2013	3	2	6	0	1	0
07 November 2013	5	1	0	4	0	1
TOTAL	34	13	38	22	2	46

- TREC was audited in 2012 and accreditation was received, outstanding submissions in relation to the audit were made in 2013.

9. Financial resource management

9.1 Systems, monitoring and controls

- Continuous updating of Office Expense Report.
- Distribution of final 2013 budget allocation.
- Preparation & finalisation of PREPARE (European Commission) Expense report for 2011/12 (Dr. H. Onya).
- National Survey of Research & Experimental Development Inputs to Higher Education: 2011 Academic Year ("CeSTII Report").
- Preparation of databases' and allocation letters for Research Output subsidy received from DoHET for 2011 publications.
- Finalisation of NUFFIC financial reporting for 2012 (Prof. D. Norris).
- Done by Mrs. Hattingh: National Survey of Research & Experimental Development Inputs to Higher Education: 2012 Academic Year ("CeSTII Report").
- Done by Mrs. Hattingh: Research Office 2014 Budget.

9.2 Audits

- Preparation and submission of audit file for externally funded project (Dr M Mokhonoana) i.r.o. 2012.
- Preparation and submission of audit file for MRC-funded project (Prof. LJ Mampuru) i.r.o. 2012.
- Self-audit of Research Output submission for 2012 articles.
- Preparation of and request (12 September 2013) for audit of Intellectual Property Rebate. Finalised by Mrs R. Hattingh.
- The 2012 NRF Audit was done by KPMG during January and February 2013. NRF indicated that they've received it. Audit for 2013 is scheduled to start on 29 January 2014.

9.3 International Conferences Approved

NAME	GENDER	DEMOGRAPHICS	FACULTY	NAME OF CONFERENCE	AMOUNT
Chabaya O	Female	Black	CAE	Preparing your Dissertation at a distance: A Research Guide, Gaborone, Botswana	R 12 500
Mashego T-AB	Female	Black	Humanities	European Congress of Psychology (ECP) 2013, Stockholm, Sweden	R 20 000
Mashegoane S	Male	Black	Humanities	7th Annual Conference on Psychology, Athens, Greece	R 20 000
Mohlake MM	Male	Black	CAE	Challenges of Development in Africa, Langata, Nairobi	R 20 000
Odeku KO	Male	Black	Management Sciences and Law	Making Waves, the International Conference on Events & 10th AEME Forum, Bournemouth, UK	R 20 000
Smit WJ	Male	White	Science and Agriculture	7th International Symposium on Monogenea, Rio de Janeiro, Brazil	R 20 000
Green ED	Male	White	Health Sciences	24th International Conference of the World Association for the Advancement of Veterinary Parasitology, Perth, Australia	R 20 000
Mda S	Male	Black	Health Sciences	27th International Congress of Paediatrics, Melbourne, Australia	R 20 000
Mona TP	Female	Black	Humanities	151st OMICS Group International Conference of HIV and AIDS, STD & STI's, Florida, USA	R 20 000

Ngwakwe CC	Male	Black	Management and Law	Conference of the Comparative and International Education Society (CIES), Tallahassee, USA	R 20 000
Nxumalo W	Male	Black	Science and Agriculture	2nd Bi-National Organic Chemistry Conference, Tutzing, Germany	R 20 000

9.4 Post-Doctoral Fellowships (None)

9.5 SREC Emerging Researcher Project Support

RESEARCH ASSOCIATES APPROVED IN 2013

NAME	GENDER	DEMOGRAPHIC S	DEPARTMENT	FACULTY
1. Dr NJ Ramalivhana	M	African	Pharmacy	FHS
2. Ms R Ramroop	F	Indian	Research Office	DVC
3. Dr ME Moeletsi	M	African	RVAC	DVC
4. Dr J Mambo	F	African	RVAC	DVC
5. Dr H Botha	M	White	Biodiversity	FSA
6. Prof I Gaigher	M	White	Biodiversity	FSA

RESEARCH ASSISTANTSHIPS APPROVED (R180 000 per annum)

- Research Assistant 2013 - Disqualified, 1 withdrawal, 4 Approved.

NAME OF STAFF MEMBER TO WHOM ASSISTANTSHIP ALLOCATED	DEPARTMENT	FACULTY	NAME OF ASSISTANT	GENDER OF ASSISTANT	DEMOG OF ASS	APPOINTMENT DATE
Dr TM Matsebatlela	BMBT	FSA	Mr RT Makola	M	A	01/05 - 30/04/14
Prof I Ncube	BMBT	FSA	Ms R Makhuvele	F	A	01/05 - 30/04/14
Prof NM Mollel	Rural Development and Innovation Hub		Ms P Lebese	F	A	01/05 - 30/04/14
Prof MP Mokgotho	BMBT	FSA	Ms JC Segolela	F	A	01/06 - 31/05/14

- Research Assistant Evaluation meeting on 24 October 2013 for 2014 posts

Prof D Engelbrecht	Biodiversity	FSA	Ms ML Mashao	F	A	01/01 - 31/12/14
Prof PW Mashela	Plant Production, Soil Science and Agricultural Engineering	FSA	Mr ZP Dube	M	A	01/01 - 31/12/14
Prof P Masoko	BMBT	FSA	Mr V Nemudzivhadi	M	A	01/01 - 31/12/14
Dr TM Matsebatlela	BMBT	FSA	Mr RT Makola	F	A	01/01 - 31/12/14

9.6 NRF Rating Incentives

NAME OF RESEARCHER	GENDER	DEPARTMENT	FACULTY	AMOUNT
Prof. J.W. Ng'Ambi	Male	Animal Production	Science and Agriculture	R 50 000
Prof. D. Norris	Male	Animal Production	Science and Agriculture	R 50 000
Prof. S.M. Dippenaar	Female	Biodiversity	Science and Agriculture	R 50 000
Prof. P. Masoko	Male	Microbiology, Biochemistry and Biotechnology	Science and Agriculture	R 10 000
Prof. T. Sodi	Male	Psychology	Humanities	R 50 000
Dr. I. Cook	Male	Education Studies	Humanities	R 50 000

RATED RESEARCHERS 2013

Name	Race	Gender	Current Institution	Rating	Until
1.Mashela PW Prof	Black	Male	University of Limpopo (Turfloop)	C3	31-Dec-14
2.Ng'ambi JW Prof	Black	Male	University of Limpopo (Turfloop)	C3	31-Dec-14
3.Ngoepe PE Prof	Black	Male	University of Limpopo (Turfloop)	C1	31-Dec-15
4.Norris D Prof	Black	Male	University of Limpopo (Turfloop)	C3	31-Dec-14

5.Cook I Prof	White	Male	University of Limpopo (Turfloop)	C2	31-Dec-18
6.Dippenaar SM Prof	White	Female	University of Limpopo (Turfloop)	C2	31-Dec-16
7.Masoko P Prof	Black	Male	University of Limpopo (Turfloop)	Y2	31-Dec-17
8.Sodi T Prof	Black	Male	University of Limpopo (Turfloop)	C3	31-Dec-17

9.7 VC'S Research Excellences Awards

No.	Category	Name	School	Results	Award Value
1.	Established	Prof L Feller	Oral Health Sciences	Best Overall Established Researcher in the University	R50 000.00
2.	Upcoming & Female	Dr RAG Khammissa	Oral Health Sciences	Best Overall Female Researcher in the University Best Upcoming Researcher in the School	R10 000.00 R 7 000.00
3.	Established	Prof MH Motswaledi	Medicine	Best Established Researcher in the School (2 nd Prize)	R8 000.00
4.	Established	Prof GA Ogunbanjo	Medicine	Best Established Researcher in the School (1 st Prize)	R10 000.00
5.	Female & Established	Dr S Madiba	Health Care Sciences	Best Established Researcher in the School	R10 000.00
6.	Established	Dr JO Olowoyo	Pathology & Pre-Clinical Sciences	Best Established Researcher in the School	R10 000.00
7.	Upcoming	Adv LT Nevondwe	Law	Best Overall Upcoming Researcher in the University	R45 000.00
8.	Established	Prof KO Odeku	Law	Best Established Researcher in the School	R10 000.00
9.	Established	Prof WJ Luus-Powell	Molecular & Life Sciences	Best Established Researcher in the School	R10 000.00
10.	Established	Prof PW Mashela	Agricultural & Environmental Sciences	Best Established Researcher in the School	R10 000.00
11.	Established	Prof O Mtapuri	Turfloop Graduate School of Leadership	Best Established Researcher in the School	R10 000.00
12.		Prof M Nchabeleng		Researcher who generated the largest research	R10 000.00

				income	
TOTAL					R200 000

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

- Seed funding to kick-start research: Dr. D.C. La Grange – R 50 000.

FINANCIAL ASSISTANCE TO IMPROVE QUALIFICATION

- Financial assistance to improve qualification: NN Buthelezi – R 65 160. Grant cancelled. Researcher has since received a NRF Thuthuka grant → institutional contribution = R 109 000.

SUPERVISOR'S INCENTIVE

- Supervisor incentive: Dr. O.R. Chauke – R 32 000.
- Supervisor incentive: Prof. S.M. Dippenaar – R 20 000.
- Supervisor incentive: Dr. N.S. Modiba – R 4 000.
- Supervisor incentive: Prof. W.J. Luus-Powell – R 10 000.
- Supervisor incentive: Prof. K.O. Odeku – R 64 000.
- Supervisor incentive: Dr. M.A. Rampedi – R 20 000.
- Supervisor incentive: Prof. M.P. Sebola – R 116 000.
- Supervisor incentive: Prof. R.J. Singh – R 6 000.
- Supervisor incentive: Dr. M.E. Sithole (MEDUNSA) – R 10 000.
- Supervisor incentive: Prof. P Govender (MEDUNSA) – R 10 000.
- Supervisor incentive: Adv. LT Nevondwe – R 72 000.
- Supervisor incentive: Prof. KG Phago – R 16 000.

INCENTIVE TOWARDS COMPLETION OF DEGREE

- Top-up funding for Doctoral student: Mrs. A.A. Fowale – R 25 280.

9.8 New Funding

(NEW PROJECTS FROM EXTERNAL FUNDERS, EXCEPT NRF)

NAME OF RESEARCHER	PROJECT TITLE	FACULTY	FUNDING AGENCY	AMOUNT
Prof. J.A.N. Asiwe	Joint collaborative cowpea project with A&M University, Texas, USA and ARC-GCI, Potchefstroom	Agriculture and Environmental Sciences	ARC	R 100 320
Prof. N.A.G. Moyo	Development of Methods for the Breeding and Husbandry of Selected Popular and Rare Ornamental Catfish Species	Agriculture and Environmental Sciences	The Marine Life Resources Fund (Dept. of Agriculture, Forestry and Fisheries)	R 1 020 000

9.9 Table of total funding

Funding Source: University of Limpopo

Projects funded by UL	UL Contribution towards externally funded projects	UL Contribution towards NRF funded projects	UL Incentive: NRF-Rated Researchers	UL Incentive: Supervisors	UL Post-Grad Student Assistance
R 50 000	R 286 344	R 1 265 119	R 210 000	R 502 000	R 25 280
UL Research Assistantship	UL Research Excellence	UL Research Excellence	UL Assistance: Int Conf	UL Incentive: Staff Master	

	Ceremony	Awards	Attendance (Staff)	& Doc
R 437 680	R 100 183	R 200 000	R 214 726	R 4 100

Funding Source: External - National

National Research Foundation	Water Research Commission	AgriSETA	Medical Research Council	Landbank	University of Cape Town
R 16 377 795	R 106 575	R 297 000	R 121 980	R 200 000	R 113 295
Council for Scientific and Industrial Research	University of KwaZulu-Natal	Human Science Research Council	TELKOM		
R127 400	R7 000	R15 000	R60 000		

Funding Source: External - International

European Commission	Indepth Network	NUFFIC	Pennsylvania State University	EQUINET (Africa)	Texas University
R 1 504 270	R 0	R 362 884	R 0	R 306 013	R 161 113

Total Funding

Funding Source: University of Limpopo	R 3 295 432
Funding Source: External - National	R 17 426 045
Funding Source: External - International	R 2 334 280
	<u>R 23 055 757</u>

10. Branding and Marketing the Research Office and its Services

- Development of Research Office website in 2013.
- 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.
- Quotes for golf shirts for staff for Research Office branding purposes.

11. Physical Space Improvement

- Request for quotes and facilitation of renovation of Mr Lekalakala's office; project completed.
- Request for quotes and facilitation of demarcation of the Research Office Board Room to accommodate two offices; project completed.

12. Research Tools

- The University has purchased NVivo 10, it is software that helps to organize and analyse unstructured information in order to provide support to our qualitative researchers with qualitative data analysis. Information can be inter-changed between NVivo and applications such as ADOBE, Microsoft Word, Excel, IBM SPSS Statistics, Survey Monkey, EndNote, Evernote and OneNote.
- The UL library has introduced RefWorks, an online research management, writing and collaboration tool which is designed to help researchers easily gather, manage, store and share all types of information, as well as generate citations and bibliographies.

13. Human Resource Management

Name of staff members:

Prof RJ Singh – Acting Director and 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

- Staffing – Appointment of interns was beneficial to the Research Office.
- Facilitate the welcoming of interns and arranging office furniture for them.
- Completion of contract for interns, annual work plan detailing daily activities, database forms and register and make submission to NRF.
- Facilitate the purchase and handing of voucher to Prof Howard.

- Compiling job description for job evaluation and all staff attended the interview on 12 November 2013.

14. Organisational issues and monitoring and control

- External auditing of projects, NRF and publication capturing.
- Appointment schedule for statistician.
- Improving Research Office service through service feedback from clients.
- Monitoring of action list and follow up on outstanding matters.

15. Staff development and personal achievements

- Prof Singh published 3 articles in 2013.
- Prof Singh – one masters student graduated in June 2013.
- Prof Singh presented paper at IASCE conference in the UK in July 2013; the paper has been published in an international journal.
- Prof Singh - Invited keynote speaker at Research Ethics Integrity Conference at Hacklebrooke Conference Centre in Johannesburg in 2013.
- Prof Singh graduated with honours for a Certificate in Theology with the International School of Ministry in December 2013.
- Mrs Mushwana has registered for a National Diploma in Admin Management. She has completed 9 modules of the first level and 5 modules for the second level.
- Mr Netshidzivhani has registered in the 1st year MBA programme for 2013 at Turfloop Graduate School of Leadership at Edupark.
- Mr Lekalakala graduated with his BA Honours in English; currently registered for masters.

16. Challenges

- High demand for qualitative support from staff at the university.
- The re-submission of lost claims to Finance and long delays in processing payments resulting in people complaining about the Research Office services.
- Claims and payments from Finance taking long to process; lost claims; incorrect debt of cost centres.
- Problem in getting ITS access for menu from System Owner (Finance and Student Records)

- The Secretary experiences difficulty in minute writing.
- TREC queries directed to Research Office by staff and students.
- Poor attendance in some workshops organized by the research coordinator and statistician.
- Statistical consultation is a daily process but students and staff members have a tendency of consult only when they have deadlines.
- Students and staff have poor writing skills; affects grant proposal success.
- Research-related processes take too long.
- Challenges with the website and SharePoint training.

Suggestions for improvement of the Research Office and its services

- In order to resolve the challenge of demand for qualitative support, 2014 training and workshops will be targeting qualitative data analysis using Nvivo; external facilitator(s) will also be recruited.
- To address lost claims, the introduction of online submission using SharePoint will solve the problem. Updating Research Office on the status of claims or submissions by staff.
- The secretary was offered an opportunity to attend a course in 2013; however the course did not materialise.
- The Assistant Registrar or the Executive Dean's PA 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.
- Access to the ITS Menus.
- Establishing a collaborative programme with the NRF to establish a writing workshop for Thuthuka grantholders.
- Coordinate, extend and enhance the postgraduate support systems.
- The Director of Research will intervene to ensure that SharePoint training is completed and the website is completed.

Concluding Comments

The DRDA has involved in numerous activities to promote research development at the University during 2013. In addition, it has provided administrative support for research activities as well. Service in the form of financial support; in the form of administration of claims and communication of various calls for funding proposals was also performed by the DRDA. Overall,

the Department functioned smoothly for the academic year. Some challenges were identified during the course of the year and were addressed or will be addressed in 2014 as a means of improving the service that we offer staff and postgraduate students.



Signature

5 May 2014

Date