



UNIVERSITY OF LIMPOPO

RESEARCH ADMINISTRATION AND DEVELOPMENT DEPARTMENT

ANNUAL REPORT 2014

Introduction

This report presents the activities of the Research Administration and Development Department for the 2014 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. This trend has continued in 2014, although the increase has not been very substantial due to the sudden removal of the Mediterranean Journal of Social Sciences from the Department of Higher Education (DHET) list of accredited journals. This affected both 2013 and 2014 publication outputs. The University recorded a 3% rise in research publication output from 2012 to 2013. The generic postgraduate course was offered for the fourth successive year in 2014 and once again tremendous interest was shown and the course was successfully held. Another highlight is 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. The 2014 focus was to offer more training in qualitative statistical analysis. In 2014, staff and postgraduate students have shown increased interest in applying for funding, especially from the NRF. The Annual VC's Research Excellence Awards was also a huge success, the award recipients appear in this report. Successful interviews were held for the post of Research Developer, which was vacant in 2014. This additional staff member will make a big impact to the services provided by the Research Office.

1. Strategic management

- Need for training of supervisors – this was identified as a need in 2013 and two rounds of an accredited supervision course was offered to 50 staff members in 2014.
- Need to increase research output of all academic staff; this requires a management decision to enforce the sector norm for individual research output; which is 1.25 units per annum. Ideally this should be applied on a sliding scale for lecturers up to senior professors.

- PhD Development for staff: this has been identified as priority. One programme was held for pre-PhD staff members in 2014. An annual University-wide dedicated programme with funding is needed for fast-tracking staff PhD development.
- Research support – numerous support workshops and writing retreats were held to promote staff development in writing for publications and statistical analysis.
- Research Policy Development – more policies were developed and approved in 2014. One example is the policy for recruitment and appointment of postdoctoral research fellows. This policy was well received by the University research community. A draft sabbatical leave policy was also developed and is in the discussion process.

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

RESEARCH DEVELOPER & DIRECTOR (Prof RJ Singh)

Postgraduate Programme

The postgraduate course was offered in a block format during 2014. 505 students were registered. 500 manuals were printed. The venue was Hall KB. The first block session took place from 24-26 March 2014; the second from 17-19 June 2014 and the last block session was held on 22-23 September 2014. Registration and registers were compiled by Mrs Mushwana and the Research Office interns. The interns assisted for the entire programme. 150 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), Mr Netshidzivhani (Quantitative Methodology); Dr P Moodley (Qualitative Methodology) and Dr TE Mabila (Research Strategies).

Staff Writing Retreats

Three writing retreats for staff were held in 2014. The first staff writing retreat was held from 26-28 March 2014. A total of 40 staff attended. The next staff writing retreat was held on 18-20 June 2014, the number of staff who attended was 49. The final writing retreat was held on 22-23 September 2014, the number of staff who attended was 40. The writing retreats were held at Bolivia Lodge and Polokwane Royal.

Research Development Activities

- PhD Supervision training sponsored by NUFFIC and conducted by Rhodes University took place from 24-27 February 2014 and 14-16 April 2014; 25 staff participated. They received certificates for submitting portfolios and passing the course.
- PhD supervision training, DHET sponsored and conducted by Rhodes University took place on 18-20 August and 29-30 September & 1 October. 20 staff participated. Portfolios are currently being assessed.
- Exactica (Erik Hofstee) hosted a SKILL sponsored workshop for 25 pre-PhD staff members from 17-21 February 2014 and 22-25 April 2014. 10 free laptops were given to pre-PhD staff who had successfully completed the course in 2013.
- Erik Hofstee (Exactica) facilitated 3 Masters courses on 5-7 February 2014; 1-3 July 2014 and 21-23 July 2014. These were SKILL sponsored. 25 masters students attended each session (TGSL, Polokwane Hospital and Postgraduate class 2014).
- Workshop for staff for TIA Seed Funding applications, 11 staff members have submitted proposals in December 2015 for funding. This relates specifically to research projects that involve innovation and possible commercialization.
- Patent workshop conducted by Pii Nyalang from World Intellectual Property Organisation (WIPO) on 6 May 2014. 20 staff members attended.
- Research Ethics workshop held on 18 November 2014 at CSIR building. Conducted by Dr Braam Hoffmann (TUT), 25 people attended.

STATISTICIAN (Mr Netshidzivhani)

Workshops Facilitated

- 25 February 2014, workshop on qualitative data analysis using NVivo with Mathematics, Science and Technology Education students and staff members.
- 10 March 2014, workshop on data analysis using SPSS with Communication Studies Department. 25 Postgraduate students attended.
- 18-20 March 2014, data analysis workshop at Edupark with Prof G Makombe.
- 05-06 May 2014, Research Methodology module for Health Professionals at Polokwane Campus. 5 Medical doctors attended.
- 26-29 May 2014, workshop on data analysis using SPSS with Biochemistry and Microbiology at M lab Turfloop Campus. 12 postgraduate students attended.
- 04-05 June 2014, second round of Research Methodology module for Health Professionals at Polokwane Campus. 10 Medical doctors attended.
- 12 June 2014, workshop on data analysis using SPSS with Criminology Students at M lab Turfloop Campus. 15 postgraduate students attended.

- On 05-07 August 2014, workshop on data analysis using SPSS at M lab. 84 candidates attended. These include staff members and postgraduate students.
- On 12-13 August 2014, workshop on data analysis using SAS at M lab. 37 candidates attended. These include staff members and postgraduate students.
- 14 August 2014, workshop on data analysis with NVivo at M lab. 15 candidates attended. These included staff members and postgraduate students.
- 18 August 2014, workshop on data analysis using SPSS at M lab. 24 students from Optometry Department attended.
- 25 August 2014, workshop on data analysis using SPSS with Communication Studies Department. 13 postgraduate students attended.
- 27 August 2014, workshop on data analysis using SPSS with Life Sciences Department. 20 postgraduate students attended.
- 03 September 2014, continuation workshop on data analysis using SPSS at M lab. 24 students from Optometry Department attended.
- 22 September 2014, workshop on data analysis using NVivo at Mathematics lab. 50 postgraduate students attended.
- 23 September 2014, workshop on data analysis using SPSS at Mathematics lab. 50 postgraduate students attended.

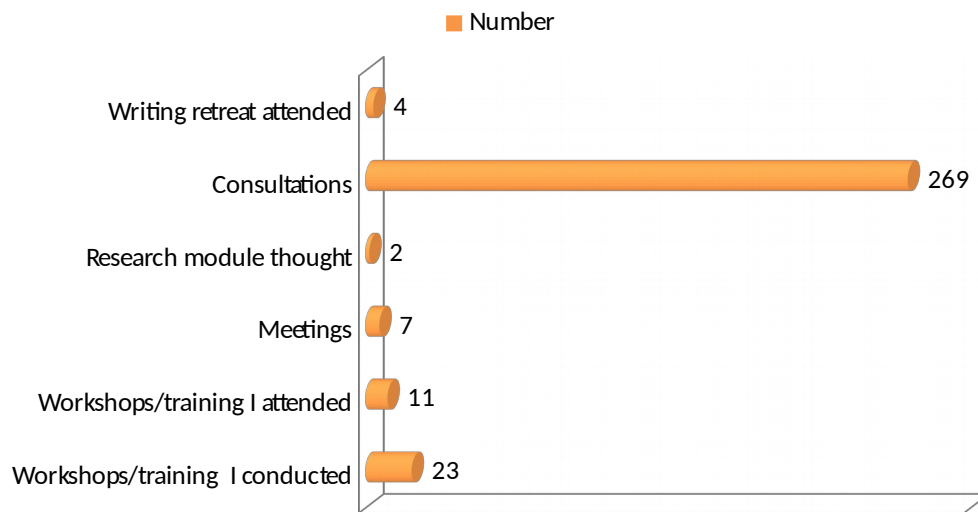
One-to-one consultations

1st Quarter to 4th Quarter of 2014: 269 individual consultations were held compared to 238 during 2013.

Quantitative Summary for Statistician

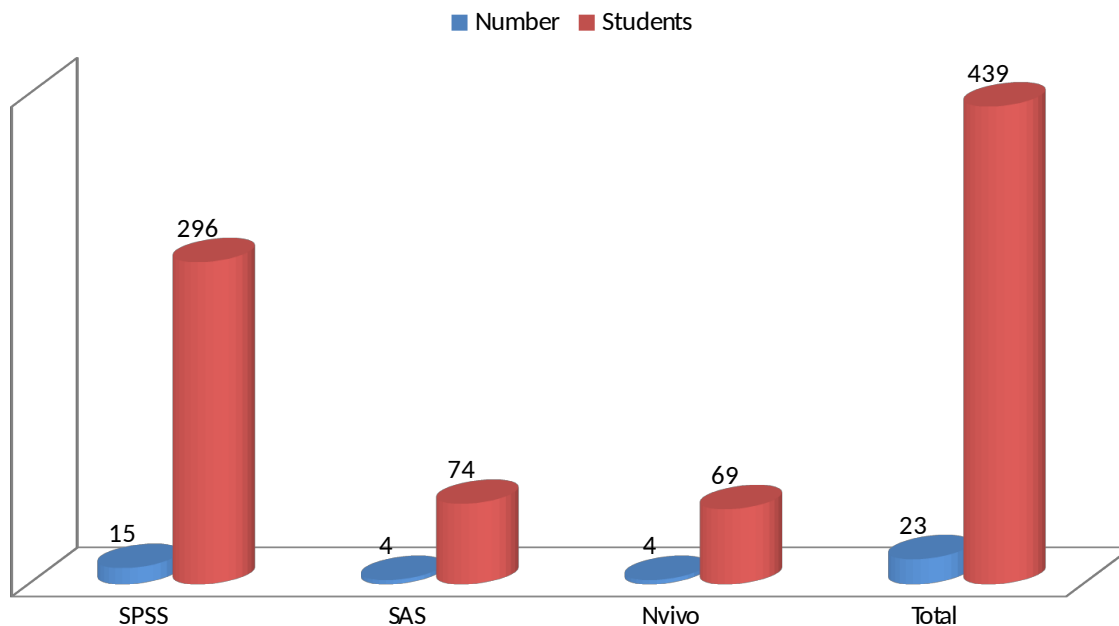
Activities	No
Workshops/training conducted	23
Workshops/training attended	11
Meetings	7
Research modules taught	2
Conference and research launch	4
Individual consultations	269
Writing retreats attended	4

Number



Breakdown of workshops/training conducted

Workshop/Training conducted	Number	Students
SPSS	15	296
SAS	4	74
Nvivo	4	69
Total	23	439



RIMS AND RESEARCH OUTPUTS – RESEARCH COORDINATOR - Mr RI Lekalakala

- InfoEd training for the implementation of the RIMS Ethics module took place throughout 2014. Both Ms Shai-Ragoboya and Mr Lekalakala were trained on the Ethics Module. The module has been fully developed and tested and is ready for implementation by all postgraduate students seeking ethical clearance from the University.
- Mr Lekalakala has attended the annual RIMS training week from 4-7 August 2014 at the NRF in Pretoria.
- A communique was received from Dr Luruli (DHET) on Predatory Journals/Publishers. It was disseminated to all staff members, warning them of unscrupulous publishers.
- The Department of Higher Education and Training took a decision to remove the Mediterranean Journal of Social Sciences from the list of accredited journals. As a result the RIMS technical team issued instructions to have the journal removed from the system, together with all the articles that have been captured under this journal.
- Auditing of Research Outputs: the process is outlined in the table below:

Dates	Activity	Person(s) responsible
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20 th to 31 st March 2014 – Round 1	Internal Audit + Splitting of Units Per Campus	Marelize, Ramakgolo, Elsie
1 st to 11 th April 2014 Round 2	Internal Audit + Splitting of Units Per Campus	Marelize, Ramakgolo, Elsie
14 th to 17 th April 2014	External Audit	Deloitte & Touche
22 nd to 25 th April 2014	Finalising and reporting to UL Research Office	Deloitte & Touche
5 th to 15 th May 2014	UL Reporting to DHET	Ramakgolo and Marelize

- Website updates: All updated and new information concerning policies, calls, forms and manuals were uploaded onto the UL website, under Research.

NRF TRAINING AND WORKSHOPS – Mrs R. Hattingh

- Presentation on NRF matters at the REME course at Medunsa on 10 April 2014.
- Organised THRIP meeting on 31 July 2014 at Turfloop and for Medunsa at NRF.
- Presentation on Finance at the 5th Annual Research Workshop in Durban from 1-3 October 2014.
- Presentation on NRF Rating Information Session on 12 November 2014 – 12 people attended.

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

- NRF/DST appointed intern for the Research office was Ms RM Siriba who was mentored by Mr Lekalakala and Ms Shai-Ragoboya. Ms Siriba assisted all Research Office staff with their duties.
- Met with a number of newly appointed staff during 2014 to explain research processes of the University and also to discuss seed funding for research for newly appointed staff.
- Assisted Prof Nikolova and Ms Rankoana throughout the year with patenting issues related to their ideas. Prof Nikolova's group successfully registered their patent in South Africa. Their patent is in the process of being registered in six other countries. Facilitation of this process with NIPMO and IP lawyers. Also consulted with other researchers who have ideas that may lead to patents.

- In a bid to strengthen postgraduate research at UL and visibility of the Research Office, the staff of the Research Office designed a plan for a postgraduate centre together with a new Research Office and submitted it to the Vice Chancellor for consideration in January 2014.
- Attended meeting for Research Excellence Awards with UL Trust on 11 February 2014 and submitted funding proposal to UL Trust.
- Induction presentation at Bolivia Lodge for new academic staff on 19 February 2014.
- Presentation at Bolivia Lodge on Research – Induction of new administration and support staff on 28 February 2014.
- Meeting with MRC applicants on 8 May 2014 to assist with funding applications.
- Attended DVC Indaba at Euphoria on 9-10 May 2014. Presented items on research – Research Indaba, Incentives Policy, RDG Proposal + Clusters. This was a fruitful discussion with Executive Deans on various issues of research with UL.
- Worked with the library in refining the UL plagiarism policy which was approved at the end of 2014.
- Submitted 2 UL MRC applications for Extramural Research Unit (Dr Mothiba and Prof Skaal) on 27 June 2014.
- Signed partnership agreement with Stellenbosch University on 14 May 2014 for collaboration with Prof Makombe.
- Inconsistent payment of subsistence for international travel – EMC requested the Research Office and Finance Section to come up with a solution. The SARS policy will in future be uniformly applied; all applications will be submitted to the Research Office on a specially designed application form which will be verified by Ms Kellermann before being sent to Finance for processing.
- Motivational presentation on research to young academics at R40 on 31 July 2014.
- Presentation at Postgraduate Association Launch (ULPGA) on 1 August 2014. Discussion with Dean of students at executive committee of ULPGA on funding possibilities in the next year.
- Postgraduate masters student, Mr Malulele was assisted to go for a conference to the US; he attended and published a paper.
- Presented session for Faculty of Health Science supervision workshop on 5 August 2014.
- Presented purpose of the PREPARE workshop on 8 August 2014 at Meropa (Dr Onya).
- Presentation on Research on 7 August 2014 at Staff Induction workshop at Bolivia Lodge.
- Sent out free trial for PhD online supervision training (Wendy Harbottle) to staff on 11 September 2014.
- Presented Keynote Address at School of Health Science Research Day on 17 September 2014.

- MRC Flagship Project Proposal was developed by the School of Health Science with Prof Demana as PI. It was sent to the MRC via the Research Office.

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

- Facilitated the signing of an enabling contract with ESKOM which is valid for the next 5 years.
- Facilitated the signing of MOU between UL and UKZN as a member of the consortium of five universities participating in the NRF Centre of Excellence for IKS. UL reps on CIKS (CoE) are Prof Mampuru, Prof Khomo, and Dr Dseagu. The Research Office also facilitated the selection process of bursaries for students at UL.
- Meeting with Office of the Premier (Research Unit) and Prof Ekosse (UniVen) on 27 January 2014 concerning reviving the Limpopo Research Forum.
- Together with the DVC, attended DHET meeting on 29 January 2014 at University of Pretoria for Research Development Grant proposal for next 3 years. The proposal was developed and submitted and approved at the end of 2014.
- UL delegates on Limpopo Research Forum are Prof RJ Singh (chair); Prof Netswera and Dr Rankoana.
- Attended TIA meeting on 20 February 2014 with Prof Sibara and Mr Thosago (TIA); wrote TOR for TIA Seed Funding Committee; a workshop for staff took place on 20 March. TIA seed funding proposals were adjudicated on 29 August. An invoice has been submitted to TIA for 11 projects to the value of R3.9m.
- Facilitated subscription of UL to SANORD for 2014.
- The Vice Chancellor signed LIA MOA with France on 24 February 2014 for collaboration between LIA and UL researchers.
- Presentation at Polokwane Hospital at Community Health Department on 'Funding Opportunities for Research' on 28 February 2014.
- Attending iNorms 2014 Congress in Washington DC from 8 – 15 April 2014. Met numerous research contacts and learnt a lot about NIH funding opportunities.
- Attended NHREC meeting in Pretoria on 14 May 2014. Sought clarity on a number of issues concerning our research ethics committees.
- Met with Stefan Blanche from Elsevier on 15 May 2014 – he did a presentation on Scopus and SciVal.
- Contact with CoE for Food Security, Prof Norris is UL contact person.
- Training by the Centre for Research into Ecological and Environmental Modelling (CREEM) on 08-11 July 2014, 60 students participated.

- The NRF had a meeting with UL researchers on 18 July 2014 to initiate a flagship project at UL. Subsequently, numerous meetings were held and the concept note was submitted in December 2014.
- Met with Zolani Dyosi from NRF THRIP on 20 June 2014 – discussed the THRIP call and need for applicants, a number of UL researchers were approached to submit applications.
- Linked Prof Ngwakwe to Small Business Enterprise Research in Tzaneen on 23 June 2014, they are interested in collaborating with UL researchers.
- Met Dr Irene Kamara from Sasol on 24 June 2014 for campus visit. Subsequently, Ronel and I met with Financial Aid concerning allocations for 2014, process was successful and in ongoing.
- Attended EMAN Conference at Legends Golf and Safari Lodge on 25 June 2014 and presented the opening address on behalf of the Vice Chancellor.
- Attended the Southern African Research and Innovation Management Association (SARIMA) conference in Botswana from 7-10 July. Serve on the Executive committee of SARIMA.
- Invited by DST to serve on Humanities and Social Sciences (HSS) Infrastructure Working Group.
- Dr Thabi Maitin from MRC communicated with us concerning new processes at MRC. Prof Sibara, Prof Mbambo-Kekana and I visited the MRC on 24 November 2014 to solidify our relationship with them and seek clarity around funding issues.
- DST Nanotechnology meeting on 27 August 2014, Prof Brits attended on behalf of Research Office.
- Attended Women in Science Awards on 15 August 2014 in Sandton.
- Facilitated SARIMA workshop on research management at Farm Inn on 26 August 2014.
- Facilitated research management workshop for SARIMA in Malawi from 20-22 October 2014.
- Hosted PSPPD meeting on 29 August 2014 – call for phase 2 implementation. They spoke to researchers concerning applications for funding.
- Meeting on 10 September 2014 – Norwegian visitor Alf Nilsen and Srila Roy (Wits). Prof Nilsen is a connection for SANORD that we have been trying to establish.
- Attended NRF Awards Function on 11 September 2014 in Johannesburg.
- Mintek Collaboration Workshop held on 23 September 2014. Facilitated the compilation of MOU with UL.
- Attended Polokwane Chamber of Business Awards Dinner at The Ranch on 20 November 2014.
- Attended DRUSSA training workshop with Prof Mollel from 8-10 December 2014 in Cape Town. See DRUSSA website and e-newsletter for video presentation by Prof Singh.

5. Administration and Other Services

Mrs Hattingh (NRF)

	Turfloop	Medunsa
Other Grants	12 331 233	1 648 489
Thuthuka	1 146 787	0
KIC (Travel Grant)	131 700	0
Incentive Funding	280 000	56 430
MASTER - SS	350 000	335 000
INNOVATION NON-SA	70 000	0
SCARCE SKILLS DOCTORAL	500 000	100 000
FREESTANDING SCHOLARSHIP	640 000	0
INNOVATION GRANT	490 000	0
DAAD	90 000	0
POST-DOC	198 418	0
RENEWABLE AND	191 690	0

SUSTAINABLE		
	610	
SASOL INZALO FUNDING	001	0
	200	
DOCTORAL INNOVATION	000	0
EXTENDED FUNDING	745 000	75 000
	365	
Masters - Renewal	000	160 000
	400	
Masters - New	000	120 000
	600	
Honours - Scarce Skills	000	560 000
	320	
Honours - Freestanding	000	300 000
	1 760	
Honours - Innovation	000	1 040 000
Available Funds	21 419 829	4 434 918

Breakdown of awards and grants

- 12 New Rating applications received from Turfloop and Medunsa – 2 Approved
- 274 Honours applications received - Turfloop 45 Innovation awarded
 15 Free Standing awarded
 16 Scarce Skills awarded
 Medunsa – 28 Innovation awarded
 15 Free Standing awarded
 15 Scarce Skills awarded
- 25 Extended applications received – 13 successful applications
- 7 KIC applications – 4 approved
- 7 Thuthuka applications - 2 approved (2014)
- 20 Thuthuka applications – outcome only in December (2015)
- 11 DAAD applications - 1 approved
- 1 African Origins application – unsuccessful
- 10 carry forward requests – 6 applications successful
- 2 Incentive Funding applications – 2 approved
- 19 Thuthuka applications for 2015 received in 2014
- 4 Sabbatical applications pre-approved – only 1 finally submitted

- 11 Sasol Inzalo Foundation bursaries received
- 1 SA/Argentina application approved
- 1 Programme for Rated Researchers – approved
- 2 Programmes for Unrated Researchers – await outcome
- 1 SA/Egypt application approved
- 35 MRC applications
- 3 IKS applications – 1 approved
- 7 KIC (2nd Round) applications
- 1 Research Career Adv Fellowship – Rejected
- 1 Research Dev Grant – Y-Rated
- 6 Renewable and Sustainable applications
- 142 Freestanding, Scarce Skills & Innovation M and PhD, 4 Freestanding, Scarce Skills & Innovation Post Doc – all applications
- 6 SKA Undergraduate applications
- 1 SKA M & PhD application
- 2 THRIP applications
- 1 SA/Zambia application
- 1 SA/Korea application

- Claims and bursary payments processed – **R28 391 861 (2014)** compared to **R14 437 624 (2013)**. A total of 320 claims, 51 journals and 8 purchase requests were processed.
- The 2013 NRF Audit was done by KPMG during January and February 2014. No significant errors were found.

Ms Kellermann (PAO)

- Miscellaneous:
 - Capturing of RO records from time-to-time.
 - Request from Prof. P. Mulder: Research Output data 2007 – 2011 for UL Enrolment Plan.
 - Preparation (with MEDUNSA/Turfloop split) of 2013 conference proceedings for submission to DHET.
 - Attended RIMS Training Week from 4-7 August 2014, NRF Auditorium, Pretoria.

Ms Shai-Ragoboya and Mrs Mushwana

- Facilitated appointment of NRF intern and mentor reporting for intern.
- Updates of 2014 important dates and Research Office events.
- Update of leave summary for Research Office staff.
- Facilitated farewell function for the 2013/2014 interns on 31 March 2014.
- Completed and sent supplier's database form from Department of Economic Development, Environment & Tourism.
- Requests for supervisor incentives from researchers were processed.

6. Systems improvement for research administration, monitoring and control

- Research Office staff attended SharePoint training conducted by ICT department.
- Consulted with Marketing and Communication concerning e-newsletter for funding calls and other campus-wide notices – this project is in the implementation stage.
- New online ethics module is ready for implementation. Students will in future submit proposals for ethical clearance online – this will assist the turnaround time for ethics approval.
- Discussion stage with InfoEd to roll out online proposal development and proposal tracking modules in a bid to lessen time taken for the development and approval of research proposals.

7. Research Information Management Systems (RIMS)

- Research Development and Innovation capabilities – 2009 to 2014
Submission made to Department of Science and Technology (DST)
- Publications in International Journals – 2013
Submission made to South African Revenue Services (SARS) in July 2014.

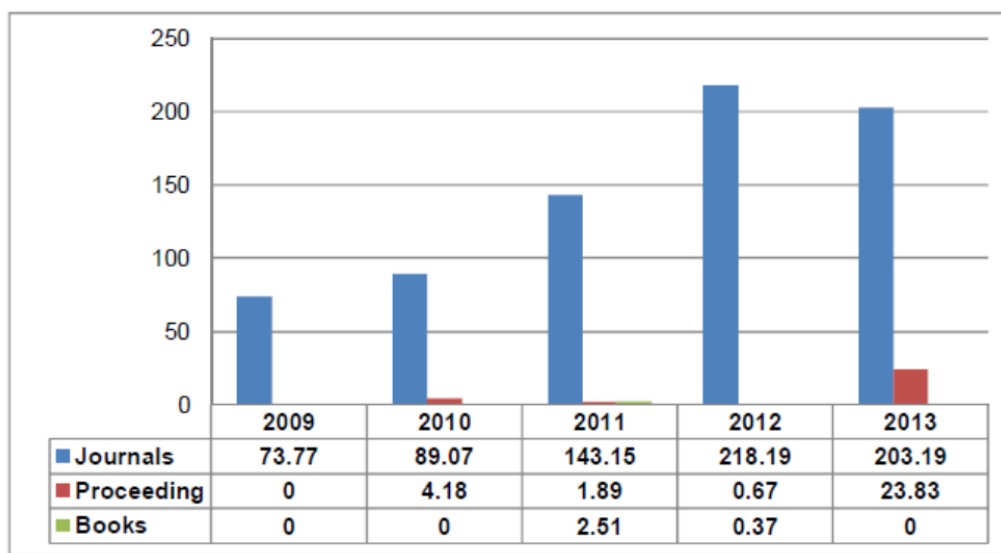
Other administration services rendered

7.1 Research Outputs

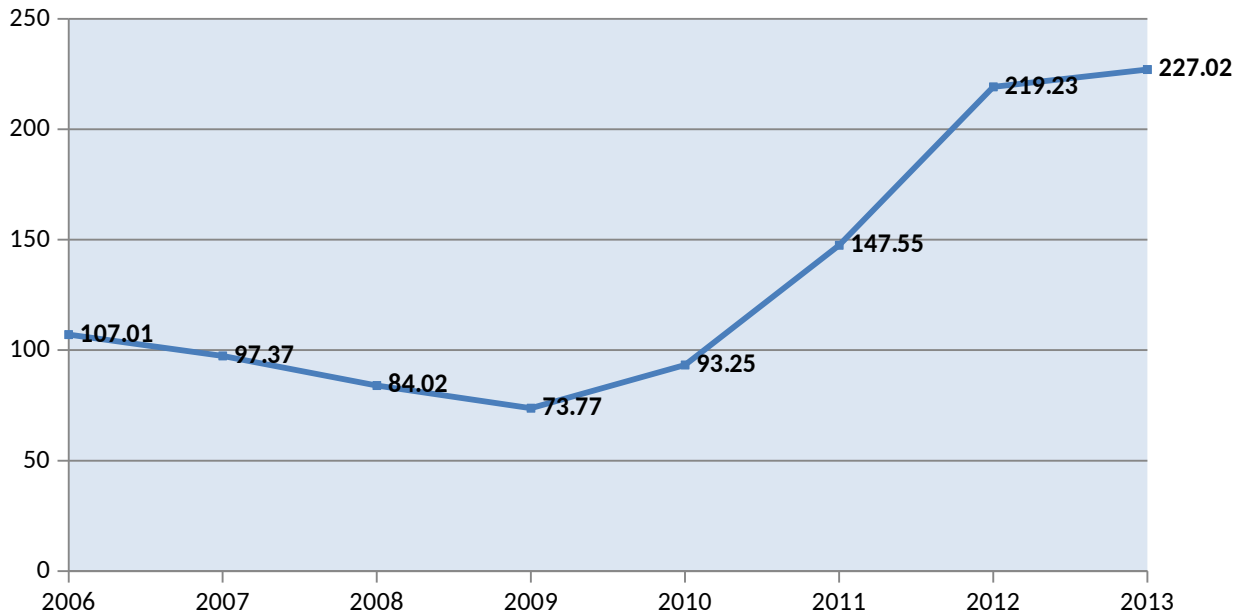
University of Limpopo (UL) submitted a claim for research outputs amounting to **244.19** units for books, conference proceedings and journals for 2013 publications. Following the assessment by the DHET and the Research Output Panel, the final outcome was an allocation of **227.02** units.

This is an increase of **7.79 units** (3%) from the **219.23** units awarded for 2012 publications. The Institutional publication trend for all publications (books, journals and conference proceedings) over the past five years (2009-2013) is shown in Figure 1. Research output for 2014 will be audited and submitted on 15 May 2015.

Figure 1: UL total research output units by type of publication, 2009-2013



Research Output Graph (2006-2013)



The weighted per capita research output for UL for 2013 (including Masters and Doctorates) was **0.54**. The sector average was 1.26. UL was placed 16/23.

7.2 Research Equipment Database

- The following departments reported purchase of equipment in 2014:
 - Physiology and Mental Health
Finometer – (€27 000) R396 147
 - Physics and Geology
X-Ray Diffraction (XRD) – R350 000
X-Ray Diffraction (XRD) – R850 000
X-Ray Fluorescence (XRF) – R850 000
X-Ray Diffraction (XRD) – R800 000
Thin section trim and cutoff saw – R500 000
Total = R3 350 000

7.3 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.

Research Office Administration & Management – Ms Shai-Ragoboya

- Circulated updated Research Office Forms to staff members, these were put on the research website as well.
- Circulated the minutes of all Research Office meetings, colleagues take note of the action list and drafting the Research Office meeting's agenda.
- Planning of the Research Excellence Awards (REA), drafted the proposed activity list for circulate to the organising committee; arranging REA meetings and taking minutes.
- For REA - all activity schedules were done accordingly e.g. draft budget, quotes for venues, invitation to UL community, update of the proposal.
- Meeting on 31 January 2014 with two staff members to address their unprofessional behaviour.
- Reminders to staff about the submission date of the 1st Quarterly Reports and Annual Report.
- Doing follow ups with Mr Lekalakala on the research output capturing and internal auditing.
- Meeting with Mr S Mavhina from Finance to discuss issues concerning submissions.
- Submitted leave query for Research Office staff to HR, leave taken vs. leave recorded.

7.4 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 2015.

- 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 at Medunsa and other institutions concerning arrangements and appointments.
- Sending out invitations to meetings and research office forms.
- SARIMA membership payment and acknowledgement received.
- Send the names of members who will attend NHREC meeting in Pretoria on 14 May 2014. Circulate the agenda for the meeting to members.

8. Research Ethics Committee 2014

Date of the meeting	New Proposals	Approved	Ratified	Conditional Approval	SR EC	Total
29 January 2014	5	2	1	3	3	6
06 March 2014	3	1	4	3	5	7
07 May 2014	8	2	1	5	3	9
08 July 2014	10	4	1	6	5	11
03 September 2014	23	15	8	8	23	31
06 November 2014	Meeting postponed due to lack of quorum					

- TREC received notice from NHREC in 2014 that there are no longer levels in REC committees. This means that TREC may now give ethical clearance for both biomedical and non-biomedical protocols.
- TREC received a full accreditation certificate in 2014 subject to annual reporting.
- The University has successfully registered an Animal Ethics Committee (AREC) with NHREC. All documents will be sent to Senate for approval in early 2015.

9. Financial resource management – Ms Kellermann

9.1 Systems, monitoring and controls

- Drafting of 2014 'Incentives' budget was done by Ms Kellermann.
- Recalculation and resubmission of National Survey of Research & Experimental Development Inputs to Higher Education: 2013 Academic Year ("CeSTII Report").
- Preparation of NUFFIC Project Expense Statement for 2013 (Prof D. Norris). Finalised 30 April 2014.
- Submission of year to date (2014) Expense Statement and detail documentation to Dr. Driek Enserink for NUFFIC Project (Prof D. Norris).
- Preparation and submission of final project Financial Statement for 'PREPARE' Project to EU (Dr H. Onya).
- Submission of Cost Projections for IP Protection and Maintenance Costs to NIPMO on 2 October 2014.
- Submission of National Survey of Research & Experimental Development Inputs to Higher Education: 2013/2014 Academic Year ("CeSTII Report").
- Attended Water Research Commission workshop for Research and Finance Offices, Pretoria, 2 December 2014.

9.2 Audits

- Preparation and submission of audit file for externally funded project (Dr M. Mokhonoana) i.r.o. 2013. Statement submitted to c*change on 20 March 2014.
- Preparation and submission of audit file for MRC-funded project (Prof L.J. Mampuru) i.r.o. 2013. Statements submitted to MRC on 14 February 2014.
- Self-audit of Research Output submission for 2013 articles + preparation of split between MEDUNSA and Turfloop campuses as per special request from DHET.
- Preparations of audit file for Intellectual Property Fund Rebate Application, and submission of application to NIPMO on 9 September 2014.

9.3 International Conferences Approved

NAME	GENDER	DEMOGRAPHICS	FACULTY	NAME OF CONFERENCE	AMOUNT
Chauke HR	Male	Black	Science and Agriculture	World Congress of Advanced Materials 2014, Chongqing, China	R 20 000
Coetzee BC	Female	White	Health Sciences	3rd Eunephydis International Conference on ADHD, Istanbul, Turkey	R 20 000
Nel K	Female	White	Humanities	28th International Congress of Applied Psychology (ICAP), Paris, France	R 20 000
Nkealah NE	Female	Black	Humanities	Conference of the African Studies Association (VAD), Bayreuth University, Germany	R 20 000

SG Mulamattathil	Female	Indian	Science and Agriculture	International Union of Microbiological Societies Conference, Montreal, Canada	R 20 000
Rammutla KE	Male	Black	Science and Agriculture	12th Euriphysical Conference on Defects in Insulating Materials, Canterbury, England	R 20 000
Nikolova RV	Female	White	Science and Agriculture	29th International Horticultural Congress 2014, Sydney, Australia	R 20 000

9.4 Post-Doctoral Fellowships (None)

9.5 SREC Emerging Researcher Project Support

RESEARCH ASSOCIATES APPROVED IN 2014

NAME OF RESEARCH ASSOCIATE	DEPT.	FACULTY	DEMO.	APPOINTMENT
Dr PJ Botha	Biodiversity	Science and Agriculture	White	01 Jan 2014 – 31 Dec 2016
Dr IG Gaigher	Biodiversity	Science and Agriculture	White	01 Jan 2014 – 31 Dec 2016
Mr OO Animashaun	Public and Environmental Law	Management and Law	Black	01 Oct 2014 – 30 Sep 2017

RESEARCH ASSISTANTSHIPS APPROVED (R180 000 per annum)

NAME OF STAFF MEMBER ALLOCATED ASSISTANTSHIP	DEPT	FACULTY	NAME OF ASSISTANT	GENDER OF ASSISTANT	DEMO.
Prof D Engelbrecht	Biodiversity	Faculty of Science and Agriculture	Ms ML Mashao	Female	Black
Prof PW Mashela	Plant Production, Soil Science and	Faculty of Science and Agriculture	Mr ZP Dube	Male	Black

	Agricultural Engineering				
Prof P Masoko	Biochemistry, Microbiology and Biotechnology	Faculty of Science and Agriculture	Mr V Nemudzivhadi	Male	Black
Dr TM Matsebatlela	Biochemistry, Microbiology and Biotechnology	Faculty of Science and Agriculture	Mr RT Makola	Male	Black

9.6 NRF Rating Incentives

NAME OF RESEARCHER	G	DEMO.	DEPT.	FACULTY	AMOUNT
Prof J.W. Ng'ambi	Male	Black	Animal Production	Science and Agriculture	R 50 000
Prof D. Norris	Male	Black	Animal Production	Science and Agriculture	R 50 000
Prof I. Cook	Male	White	Educational Studies	Humanities	R 50 000
Prof S.M. Dippenaar	Female	White	Biodiversity	Science and Agriculture	R 50 000
Prof P.W. Mashela (2013)	Male	Black	Plant Production, Soil Science and Agricultural Eng	Science and Agriculture	R 50 000
Prof T. Sodi	Male	Black	Psychology	Humanities	R 50 000
Prof P. Masoko	Male	Black	Biochemistry, Microbiology & Biotechnology	Science and Agriculture	R 10 000

NRF-RATED RESEARCHERS - 2014	
1. Prof P Masoko	Y2
2. Prof PH Demana	Y2
3. Dr KD Monyeki	C3
4. Prof D Norris	C3
5. Prof PW Mashela	C3
6. Prof T Sodi	C3
7. Prof JW Ng'ambi	C3
8. Prof I Cook	C2
9. Prof AO Ayo-Yusuf	C2
10. Prof SM Dippenaar	C2
11. Prof PE Ngoepe	C1

9.7 VC'S Research Excellences Awards

Name	Category	School	Award Value	Results
Dr TM Mothiba	Female	Health Sciences	R50 000.00	Best Overall Researcher
Prof O Chabaya	Female Established	CAE - DVC	R10 000.00 R10 000.00	1 st Prize Best Established Researcher in CAE Best Female Researcher
Dr I Govender	Established	Family Medicine & Primary Health Sciences	R50 000.00	Best Established Researcher
Prof I Kibirige	Established	Education	R10 000.00	1 st Prize Best Established Researcher in the School
Prof MJ Mphahlele	Established	Pathology and Pre- Clinical Sciences	R10 000.00 R10 000.00	1 st Prize Best Established Researcher in the School Researcher who generated the largest research income
Prof T Sodi	Established	Social Sciences	R10 000.00	1 st Prize Best Established Researcher in the School
TOTAL			R160 000.00	

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

- Seed funding to kick-start research: Dr D.B. Afful – R 50 000.
- Seed funding to kick-start research: Dr T. Chitura – R 50 000.
- Seed funding to kick-start research: Dr I.B. Oluwatayo – R 50 000.

- Seed funding to kick-start research: Dr A.A. Ambushe – 49 980.
- Seed funding to kick-start research: Dr M.J. Hato – R 49 440.
- Seed funding to kick-start research: Mrs L. Prigge (MEDUNSA) – R 3 285, 89.
- Seed funding to kick-start research: Dr K.D. Modibane – R 40 340.

FINANCIAL ASSISTANCE TO IMPROVE QUALIFICATION

- Staff Qualification Improvement Grant: Ms M.A. Modiba – R 97 494, 40.

SUPERVISOR'S INCENTIVE

- Supervisor Incentive: Prof G.D. Engelbrecht – R 20 000.
- Supervisor Incentive: Prof K.G. Phago – R 10 000.
- Supervisor Incentive: Prof W.J. Basson (Medunsa) – R 20 000.
- Supervisor Incentive: Prof A. Belete – R 19 600.
- Supervisor Incentive: Dr O.R. Chauke – R 32 000.
- Supervisor Incentive: G. Matheba – R 6 000.
- Supervisor Incentive: Prof S.O. Mmusi – R 30 000.
- Supervisor Incentive: Dr K.L.M. Moganedi – R 10 000.
- Supervisor Incentive: Prof.N.A.G. Moyo – R 20 000.
- Supervisor Incentive: Prof K. Nel – R 24 000.
- Supervisor Incentive: Prof D. Norris – R 4 800.
- Supervisor Incentive: Prof G. Pelsler – R 16 000.
- Supervisor Incentive: Prof K.G. Phago – R 16 000.
- Supervisor Incentive: Prof M.P. Sebola – R 16 000.
- Supervisor Incentive: Prof J. Tsheola – R 30 000.

- Supervisor Incentive: Prof W.J. Luus-Powell – R 14 000.
- Supervisor Incentive: Dr U.U. Alberts (Medunsa) – R 8 000.
- Supervisor Incentive: Dr Y. Havenga (Medunsa) – R 6 000.
- Supervisor Incentive: Mrs M. Madumo (Medunsa) – R 3 200.
- Supervisor Incentive: Dr. T.P. Mafeo – R 9 600.
- Supervisor Incentive: Mr. ND Mamphiswana – R 6 400.
- Supervisor Incentive: Dr M.M. Matla – R 6 000.
- Supervisor Incentive: Dr B. Nzanza – R 4 000.
- Supervisor Incentive: Prof K.O. Odeku – R 8 000.
- Supervisor Incentive: Prof A.G. Pistorius (Medunsa) – R 16 000.
- Supervisor Incentive: Prof S.M. Seeletse (Medunsa) – R 17 600.
- Supervisor Incentive: Prof N.P. Taukobong (Medunsa) – R 8 000.
- Supervisor Incentive: Prof E.J. Van Aswegen (Medunsa) – R 12 000.
- Supervisor Incentive: Prof A.G.S. Gouws (Medunsa) – R 8 000.
- Supervisor Incentive: Dr J.C. Meyer (Medunsa) – R 4 800.
- Supervisor Incentive: Adv L.T. Nevondwe – R 16 000.
- Supervisor Incentive: Prof C.C Ngwakwe – R 6 000.
- Supervisor Incentive: Mr O.A. Oni – R 4 000.
- Supervisor Incentive: Prof M. Potgieter – R 12 000.
- Supervisor Incentive: Dr M.S. Thomas – R 6 000.
- Supervisor Incentive: Adv R. Letseku – R 8 000.

- Supervisor Incentive: B.S. Nkosi – R 8 000.
- Supervisor Incentive: Prof S.L. Sithole – R 20 000.

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 Texas A&M AgriLife Research, Texas A&M University System, Texas, USA	Science and Agriculture	Texas A&M AgriLife Research	USD\$ 24 265
Prof K.K. Ayisi	Building of a Large EverGreen Agricultural Network in Southern Africa	Risk and Vulnerability Science Centre	The Mvula Trust	EUR 76 575/ R 1 150 157
Prof M. Alberts	Genomic and environmental risk factors for cardio metabolic diseases in Africans	Health Sciences	WITS Health Consortium (NIH, USA)	US\$ 100 000
Prof P. Msweli	Corporate Community Engagement in the Extractive and Energy Generation Industries	Management Sciences and Law	Eskom	R 280 000
Prof P.W. Mashela	Green Technologies, Reel Gardening Project	Science and Agriculture	TIA Through LATS	R 250 000
Prof P.W. Mashela	ARC/Institution Collaboration Centre	Science and Agriculture	Agricultural Research Centre (ARC)	R 644 600
Dr S.A. Dseagu	DST-NRF Centre in Indigenous Knowledge Systems (CIKS)	Multi-disciplinary	UKZN Lead Institution	R 750 000

9.9 Table of total funding

Funding Source: University of Limpopo

Projects funded by UL	UL Incentive: Staff Master & Doc	UL Contribution towards NRF funded projects	UL Incentive: NRF-Rated Researchers	UL Incentive: Supervisors	UL Research Equipment
R 281 760	R 20 500	R 707 535	R 260 000	R 502 000	R 2 989 443
UL Research Assistantship	UL Research Excellence Ceremony	UL Research Excellence Awards	UL Assistance: Int Conf Attendance (Staff)	UL Incentive: Staff Qualification Improvement	
R 855 835	R 98 974	R 162 000	R 140 000	R 97 494	

Funding Source: External - National

National Research Foundation	AgriSETA	Medical Research Council	Landbank	University of Cape Town	Council for Scientific and Industrial Research
R 21 419 829	R509 250	R 95 760	R 250 000	R 38 301	R 2 155
Mvula Trust	Wits Health Consortium (NIH)	TELKOM	Eskom	Limpopo Agro-Food Technology Station (TIA)	The Marine Living Resources Fund-DAFF
R481 901	R 456 000	R60 000	R 280 000	R 250 000	R 268 050

Funding Source: External - International

NUFFIC	EQUINET (Africa)	Texas University
R 640 154	R 156 802	R 317 611

Total Funding

Funding Source: University of Limpopo

R 6 115 541

Funding Source: External - National

R 24 111 246

Funding Source: External - International

R 1 114 567

R 31 341 354

10. Branding and Marketing the Research Office and its Services

- The Research Office website displays all latest calls and announcements. It is also a source of all research forms, policies and publications.

- Email advertising of services and support eg. services rendered by the statistician, postgraduate course, funding calls, capturing of research output data, writing retreats, supervision and publication workshops.
- Noticeboards display relevant research information to Research Office visitors.

11. Physical Space Improvement

- Currently the Research Office does not have enough office and storage space.
- The Research Office hosts a number of workshops and the boardroom can only cater for 20 people, there is a dire need for more rooms for meetings and workshops.
- The statistician, research developer and NRF administrator do consultations with staff and students on a daily basis, currently this is done in a cramped space in their small offices.
- Installation of blinds in the offices and tinting of windows due to direct morning sunlight in the offices.

12. Research Tools

- There were no new programmes purchased in 2014.

13. Human Resource Management

Name of staff members:

Prof RJ Singh – Director, Research Developer and Technology Transfer

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 intern was beneficial to the Research Office, she assisted all members of staff.
- The intern was welcomed and office furniture was arranged for her. She shared an office with the secretary due to unavailability of office space.

- Completion of contract for intern, annual work plan detailing daily activities, database forms and register, these were submitted to the NRF.
- Staff was assisted with management of leave through the use of an internal recording system.

14. Organisational issues and monitoring and control

- External auditing of projects, NRF and publication capturing.
- Internal auditing of publication output.
- 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

- All staff attended the Customer Care Training workshop organised by the University, they have submitted their portfolios for assessment.
- Prof Singh, Ms Shai-Ragoboya and Mr Lekalakala attended the training and development for the RIMS Ethics Module during 2014. They also attended the Ethics Workshop on 18 November 2014.
- Prof Singh published 2 articles in 2014.
- Mrs Mushwana has registered for a National Diploma in Admin Management. She has completed nine modules of the first level, six modules for the second level and one module from third level.
- Mr Netshidzivhani has registered in the 2nd year MBA programme for 2014 at Turfloop Graduate School of Leadership at Edupark.
- Mr Lekalakala is currently registered for a masters degree in English; he has completed his coursework.

16. Challenges

- Demand for advanced qualitative support from research staff.
- There is a physical space challenge for offices and venue for workshops and consultations.

- Communication challenges with Finance Section concerning submission requirements which change without notice, loss of cheques, email queries go unanswered, SARS tax clearance certificate required for accessing external funding, purchase requests for flights for 2014 were not captured – affects deadlines for reporting to funders, capturing of claims without being first processed by the Research Office, non-compliance with SARS regulations concerning payment of subsistence for international conference travel.
- The Secretary experiences difficulty in minute writing.
- TREC complaints and queries directed to Research Office by staff and students.
- Staff is needed for certain functions, for example, there has to be a dedicated secretariat for TREC, the research manager is currently doing this job.
- Students and staff have poor writing skills; affects proposal approval.
- Challenges with testing of the Ethics Module.

Suggestions for improvement of the Research Office and its services

- The statistician will attend advance NVivo training in 2015 so that he can assist staff with qualitative data analysis using NVivo.
- A submission was made to the Vice Chancellor in 2014 to acquire new office space for the Research Office. This will be followed up in 2015.
- To address the problems with the Finance Section, individual problems were addressed by directors in Finance and the CFO. The Research Office finance staff has also volunteered to assist with capturing of flights to assist with the backlog.
- The secretary will attend a course on minute-taking arranged by the Organisation Development and Talent Office at UL.
- The TREC secretariat has benchmarked with other RECs and come up with a complaints procedure for TREC applicants, this is in the discussion and approval process.
- Succession planning for the Research Office staff. For example, a post needs to be created for TREC secretariat; funding for research is rapidly increasing and another person is required to work with the finances; due to demand and workload two statisticians are required, one for quantitative and one for qualitative data analysis.
- Establishing a collaborative programme with the NRF to establish a writing workshop for Thuthuka grant holders and working with the CAE to assist students with academic writing skills.

- For testing of the Ethics Module for ethics clearance, special training days will be earmarked so that the module can be fully implemented.

Concluding Comments

The Department of Research Administration and Development was at the centre of research administration, development, collaboration and service delivery during the 2014 academic year. This annual report has outlined the various activities undertaken by all members of the department. As a result of intense training, collaborations (internal and external) and research communication, the University was able to attract a substantial increase in research funding. Research funds administered by the Research Office rose from R 23 055 757 in 2013 to R 31 341 353 in 2014. This has resulted in a substantial increase in workload by all Research Office staff. Overall, the Department functioned efficiently in 2014. There were a few challenges that were identified during the course of the year. Some have been addressed already; others will be addressed in 2015 with the intention of improving research administration and development at the University as a whole.



Signature

30 January 2015

Date