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# DRIS

## Who's Who

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A matrix of the support services offered by the Department of Research and Innovation Support and the staff responsible for each of these services

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UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA



# Department of Research and Innovation Support

The Department of Research and Innovation Support (DRIS) provides the full spectrum of research support services to UP researchers and postgraduate students. This document indicates the divisions within DRIS, the research support services offered by each division, as well as the persons responsible for these services and the respective programmes. Note that, unless otherwise indicated, the person is responsible for pre- and post-award services.

Please view the DRIS organogram on the back of this pamphlet for an indication of the core staff in the Department and their responsibilities. This will help you determine who to contact regarding any of your queries.

Support provided by DRIS to:	PGS	PDF	ECR	ER	LR
PhD bursaries and postdoctoral fellowships	X	X			
NRF funding: pre-award and post-award	X	X	X	X	X
NRF rating			X	X	X
UP-funded programmes: pre-award and post-award	X	X	X	X	X
External funding: pre-award and post-award		X	X	X	X
Nominations for prizes and awards	X		X	X	X
Early-career training programmes		X	X		
Graduate Support Hub	X	X			
Grant agreements, contracts and Intellectual Property			X	X	X
Technology transfer and commercialisation			X	X	X
Agreements and collaboration			X	X	X
Capturing research output	X	X	X	X	X

\*PGS Postgraduate students \*PDF Postdoctoral fellows \*ECR Early-career researchers  
 \*ER Established researchers \*LR Leading researchers

## Glossary and definitions of terms

- Pre-award:** Research support provided for the identification of funding opportunities and the preparation of grant applications
- Post-award:** Research support provided after a grant has been awarded (including agreements and support)
- International partners:** International universities with which UP has signed institutional and faculty agreements
- Designated authority (DA):** Staff members responsible for reviewing and approving applications on the National Research Foundation (NRF) system

# Call schedule for DRIS services

Below is a list of UP-funded programmes coordinated by DRIS:

Programme	Description	Deadline	Contact person
Research Development Grant	This grant provides seed funding to new researchers seeking to establish their research careers. Financial assistance is granted annually on a competitive basis to academic staff members. Emerging researchers will be supported for a period of three years, subject to an annual review of progress.	<b>Closes:</b> 6 March 2016 9 September 2016	<b>Abigail Siwele</b> 012 420 4492 abigail.siwele@up.ac.za
Postdoctoral Fellowships	These grants aim to grow and sustain an environment that supports a vibrant research, scholarship, and innovation culture.	<b>Closes:</b> 28 April 2016 29 July 2016 4 October 2016	<b>Mpho Maithufi</b> 012 420 2847 mpho.maithufi@up.ac.za
Vice-Chancellor's Book Awards	These awards recognise the publication of scholarly books, monographs and collections by researchers.	<b>Closes:</b> 31 July 2016	<b>Adv Lawrence Baloyi</b> 012 420 5303 lawrence.baloyi@up.ac.za
Academic Staff Development Programme	This is an academic research bursary programme for researchers working in collaboration with an institutional partner.	<b>Applications are accepted all year round.</b>	<b>Dr Patricia Smit</b> 012 420 2848 patricia.smit@up.ac.za
Visiting Professor	This programme promotes and supports the presence, at the University, of distinguished academics from institutions abroad, whose research interests hold specific benefit for UP.	<b>Applications are accepted all year round.</b>	<b>Nivi Ragubeer</b> 012 420 3289 nivi.ragubeer@up.ac.za
Postgraduate Study Abroad	This programme allows candidates to study abroad at an institutional partner to conduct value-adding research to a registered master's or PhD programme.	<b>Closes:</b> 31 January 2016 30 April 2016 31 July 2016 31 October 2016	<b>Louise Bredenkamp</b> 012 420 6412 louise.bredenkamp@up.ac.za
Conference Funding	Researchers can indicate their intention to apply for conference funding directly to the relevant dean's office.	<b>Closes:</b> 30 March 2016 30 June 2016 30 September 2016 30 November 2016	<b>Louise Bredenkamp</b> 012 420 6412 louise.bredenkamp@up.ac.za
UP Exceptional Supervisors' Award	This award recognises excellence in supervision related to postgraduate training made by the University's academic staff members.	<b>Closes:</b> 31 July 2016	<b>Adv Lawrence Baloyi</b> 012 420 5303 lawrence.baloyi@up.ac.za
UP Staff Exchange	This programme promotes the international exposure of UP's academic staff and the exchange of expertise with their counterparts abroad.	<b>Closes:</b> 31 January 2016 30 April 2016 30 July 2016 30 October 2016	<b>Louise Bredenkamp</b> 012 420 6412 louise.bredenkamp@up.ac.za

# High-level organogram of DRIS



## Director's Office



## Research Support Division

NRF-designated authority

Research outputs

UP-funded programme

### Responsibilities

- Assists individual researchers with individual National Research Foundation (NRF) applications and reports
- Approves postgraduate student nominations and progress reports for the NRF bursary-linked programmes
- Assists researchers with funding applications and reports to the Cancer Association of South Africa (CANSA)
- Coordinates UP-funded programmes
- Facilitates the early-career development programme
- Coordinates peer-reviewed research outputs (i.e. books, articles, chapters in books and conference proceedings)



## Research Grants Management

### Responsibilities

- Promotes external research funding opportunities
- Assists researchers with pre- and post-award services for grants for all externally funded programmes, excluding individual NRF applications
- Coordinates institutional applications
- Builds relationships with representatives from funding agencies
- Nominates researchers for prizes and awards
- Maintains institutional registrations and compliance with international funding agencies
- Facilitates funding-related training



## International Programmes

### Responsibilities

- Assists with bilateral partnerships with other international higher education institutions
- Manages the UP staff and postgraduate student travel bursary programmes
- Manages European Union-funded staff and student mobility programmes



## Graduate Support Hub

### Responsibilities

- Collaborates with academic staff, the Client Service Centre and the Department of Library Services to develop and support postgraduate students and postdoctoral fellows
- Provides information on funding opportunities for students and fellows
- Facilitates research skills development and workplace readiness training
- Promotes scholarly exchange with peers
- Provides support to MasterCard Foundation postgraduate students



## Research Contracts and Innovation Office

### Responsibilities

- Drafts, reviews and negotiates research contracts on behalf of researchers to ensure compliance with UP policies and legislation
- Identifies, protects and commercialises UP-created intellectual property
- Reviews and negotiates intellectual property
- Coordinates industry and European funding programmes
- Assists with technology transfer
- Supports commercialisation activities
- Assists with the drafting of research contracts
- Assists with the drafting of non-disclosure agreements
- Assists with the Material Transfer Agreement (MTA)
- Provides innovation and commercialisation support
- Coordinates industry/EU funding

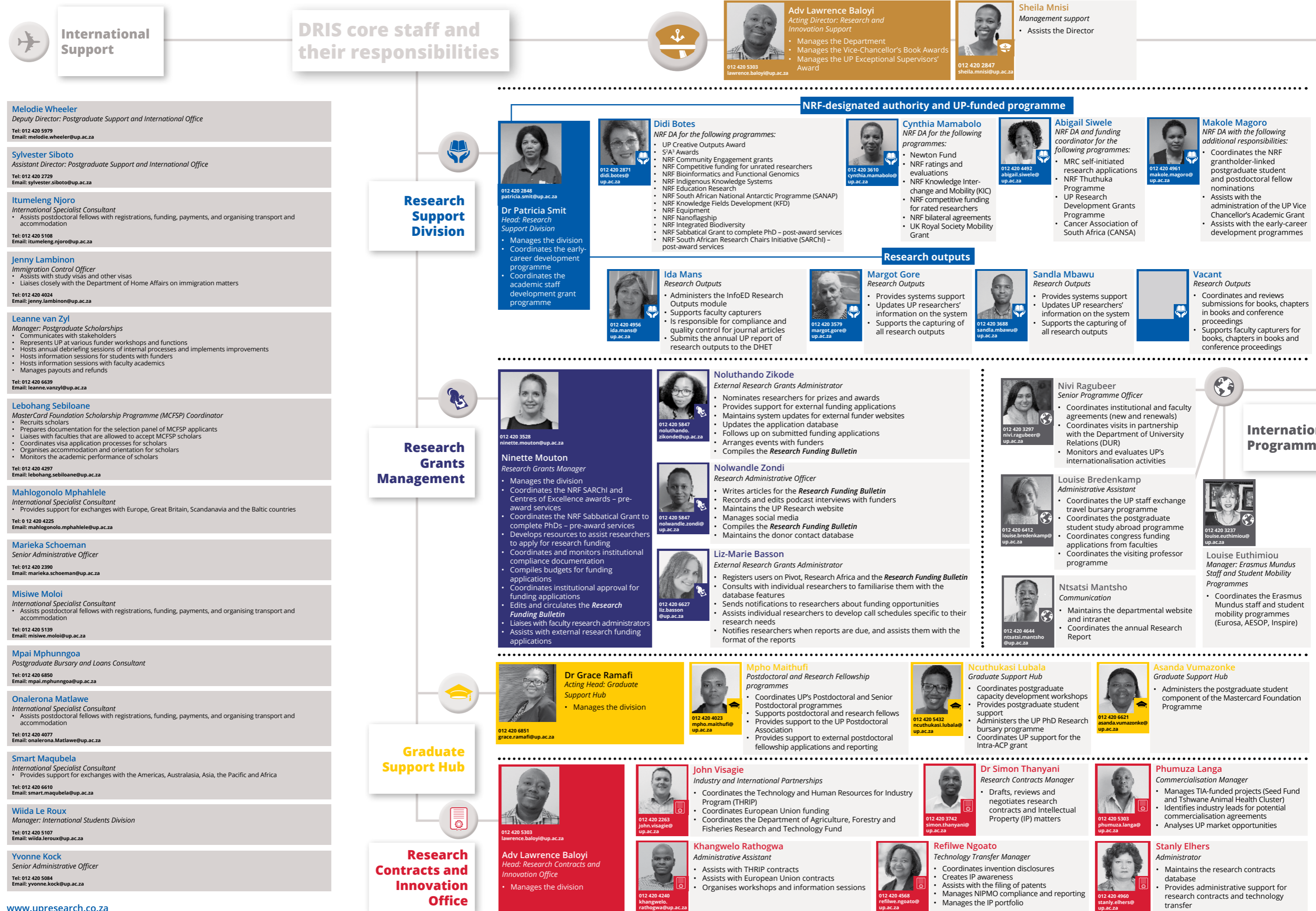


## International Support

### Responsibilities

- Assists with immigration issues such as study visas and medical aid cover
- Administers the exchange and study abroad programmes
- Assists elective students (Individuals) or elective groups coming to UP for short periods (up to twelve months, depending on the nature of the programme)
- Provides services to postdoctoral fellows
- Administers the MasterCard Foundation scholarship programme
- Hosts special orientation programmes, networking events and the Annual International Student's Day

# DRIS organogram: Who can help me with what?



## International Support

- Melodie Wheeler**  
Deputy Director: Postgraduate Support and International Office  
Tel: 012 420 5979  
Email: melodie.wheeler@up.ac.za
- Sylvester Siboto**  
Assistant Director: Postgraduate Support and International Office  
Tel: 012 420 2729  
Email: sylvester.siboto@up.ac.za
- Itumeleng Njoro**  
International Specialist Consultant  
Assists postdoctoral fellows with registrations, funding, payments, and organising transport and accommodation  
Tel: 012 420 5108  
Email: itumeleng.njoro@up.ac.za
- Jenny Lambinon**  
Immigration Control Officer  
Assists with study visas and other visas  
Liaises closely with the Department of Home Affairs on immigration matters  
Tel: 012 420 4024  
Email: jenny.lambinon@up.ac.za
- Leanne van Zyl**  
Manager: Postgraduate Scholarships  
Communicates with stakeholders  
Represents UP at various funder workshops and functions  
Hosts annual debriefing sessions of internal processes and implements improvements  
Hosts information sessions for students with funders  
Hosts information sessions with faculty academics  
Manages payouts and refunds  
Tel: 012 420 6639  
Email: leanne.vanzyl@up.ac.za
- Lebohlang Sebiloane**  
MasterCard Foundation Scholarship Programme (MCFSP) Coordinator  
Recruits scholars  
Prepares documentation for the selection panel of MCFSP applicants  
Liaises with faculties that are allowed to accept MCFSP scholars  
Coordinates visa application processes for scholars  
Organises accommodation and orientation for scholars  
Monitors the academic performance of scholars  
Tel: 012 420 4297  
Email: lebohlang.sebiloane@up.ac.za
- Mahlogonolo Mphahlele**  
International Specialist Consultant  
Provides support for exchanges with Europe, Great Britain, Scandinavia and the Baltic countries  
Tel: 012 420 4225  
Email: mahlogonolo.mphahlele@up.ac.za
- Marieka Schoeman**  
Senior Administrative Officer  
Tel: 012 420 2390  
Email: marieka.schoeman@up.ac.za
- Misiwe Moloi**  
International Specialist Consultant  
Assists postdoctoral fellows with registrations, funding, payments, and organising transport and accommodation  
Tel: 012 420 5139  
Email: misiwe.moloi@up.ac.za
- Mpai Mphunngoa**  
Postgraduate Bursary and Loans Consultant  
Tel: 012 420 6850  
Email: mpai.mphunngoa@up.ac.za
- Onalerona Matlawe**  
International Specialist Consultant  
Assists postdoctoral fellows with registrations, funding, payments, and organising transport and accommodation  
Tel: 012 420 4077  
Email: onalerona.matlawe@up.ac.za
- Smart Maqubela**  
International Specialist Consultant  
Provides support for exchanges with the Americas, Australasia, Asia, the Pacific and Africa  
Tel: 012 420 6610  
Email: smart.maqubela@up.ac.za
- Wiida Le Roux**  
Manager: International Students Division  
Tel: 012 420 5107  
Email: wiida.leroux@up.ac.za
- Yvonne Kock**  
Senior Administrative Officer  
Tel: 012 420 5084  
Email: yvonne.kock@up.ac.za

## DRIS core staff and their responsibilities

### Research Support Division

**Dr Patricia Smit**  
Head: Research Support Division  
Manages the division  
Coordinates the early-career development programme  
Coordinates the academic staff development grant programme

**Didi Botes**  
NRF DA for the following programmes:  
UP Creative Outputs Award  
S'A Awards  
NRF Community Engagement grants  
NRF Competitive funding for unrated researchers  
NRF Bioinformatics and Functional Genomics  
NRF Indigenous Knowledge Systems  
NRF Education Research  
NRF South African National Antarctic Programme (SANAP)  
NRF Knowledge Fields Development (KFD)  
NRF Equipment  
NRF Nanoflagship  
NRF Integrated Biodiversity  
NRF Sabbatical Grant to complete PhD – post-award services  
NRF South African Research Chairs Initiative (SARChI) – post-award services

**Ida Mans**  
Research Outputs  
Administers the InfoED Research Outputs module  
Supports faculty capturers  
Is responsible for compliance and quality control for journal articles  
Submits the annual UP report of research outputs to the DHET

**Adv Lawrence Baloyi**  
Acting Director: Research and Innovation Support  
Manages the Department  
Manages the Vice-Chancellor's Book Awards  
Manages the UP Exceptional Supervisors' Award

**Sheila Mnisi**  
Management support  
Assists the Director

### NRF-designated authority and UP-funded programme

**Cynthia Mamabolo**  
NRF DA for the following programmes:  
Newton Fund  
NRF ratings and evaluations  
NRF Knowledge Inter-change and Mobility (KIC)  
NRF competitive funding for rated researchers  
NRF bilateral agreements  
UK Royal Society Mobility Grant

**Abigail Siwele**  
NRF DA and funding coordinator for the following programmes:  
MRC self-initiated research applications  
NRF Thuthuka Programme  
UP Research Development Grants Programme  
Cancer Association of South Africa (CANSAs)

**Makole Magoro**  
NRF DA with the following additional responsibilities:  
Coordinates the NRF grantholder-linked postgraduate student and postdoctoral fellow nominations  
Assists with the administration of the UP Vice Chancellor's Academic Grant  
Assists with the early-career development programmes

### Research outputs

**Margot Gore**  
Research Outputs  
Provides systems support  
Updates UP researchers' information on the system  
Supports the capturing of all research outputs

**Sandla Mbawu**  
Research Outputs  
Provides systems support  
Updates UP researchers' information on the system  
Supports the capturing of all research outputs

**Vacant**  
Research Outputs  
Coordinates and reviews submissions for books, chapters in books and conference proceedings  
Supports faculty capturers for books, chapters in books and conference proceedings

### Research Grants Management

**Ninette Mouton**  
Research Grants Manager  
Manages the division  
Coordinates the NRF SARChI and Centres of Excellence awards – pre-award services  
Coordinates the NRF Sabbatical Grant to complete PhDs – pre-award services  
Develops resources to assist researchers to apply for research funding  
Coordinates and monitors institutional compliance documentation  
Compiles budgets for funding applications  
Coordinates institutional approval for funding applications  
Edits and circulates the *Research Funding Bulletin*  
Liaises with faculty research administrators  
Assists with external research funding applications

**Noluthando Zikode**  
External Research Grants Administrator  
Nominates researchers for prizes and awards  
Provides support for external funding applications  
Maintains system updates for external funder websites  
Updates the application database  
Follows up on submitted funding applications  
Arranges events with funders  
Compiles the *Research Funding Bulletin*

**Nolwandle Zondi**  
Research Administrative Officer  
Writes articles for the *Research Funding Bulletin*  
Records and edits podcast interviews with funders  
Maintains the UP Research website  
Manages social media  
Compiles the *Research Funding Bulletin*  
Maintains the donor contact database

**Liz-Marie Basson**  
External Research Grants Administrator  
Registers users on Pivot, Research Africa and the *Research Funding Bulletin*  
Consults with individual researchers to familiarise them with the database features  
Sends notifications to researchers about funding opportunities  
Assists individual researchers to develop call schedules specific to their research needs  
Notifies researchers when reports are due, and assists them with the format of the reports

**Nivi Ragubeer**  
Senior Programme Officer  
Coordinates institutional and faculty agreements (new and renewals)  
Coordinates visits in partnership with the Department of University Relations (DUR)  
Monitors and evaluates UP's internationalisation activities

**Louise Bredenkamp**  
Administrative Assistant  
Coordinates the UP staff exchange travel bursary programme  
Coordinates the postgraduate student study abroad programme  
Coordinates congress funding applications from faculties  
Coordinates the visiting professor programme

**Ntsatsi Mantsho**  
Communication  
Maintains the departmental website and intranet  
Coordinates the annual Research Report

### International Programmes

**Louise Euthimiou**  
Manager: Erasmus Mundus Staff and Student Mobility Programmes  
Coordinates the Erasmus Mundus staff and student mobility programmes (Eurosia, AESOP, Inspire)

### Graduate Support Hub

**Dr Grace Ramafi**  
Acting Head: Graduate Support Hub  
Manages the division

**Mpho Maitshufi**  
Postdoctoral and Research Fellowship programmes  
Coordinates UP's Postdoctoral and Senior Postdoctoral programmes  
Supports postdoctoral and research fellows  
Provides support to the UP Postdoctoral Association  
Provides support to external postdoctoral fellowship applications and reporting

**Ncutshukasi Lubala**  
Graduate Support Hub  
Coordinates postgraduate capacity development workshops  
Provides postgraduate student support  
Administers the UP PhD Research bursary programme  
Coordinates UP support for the Intra-ACP grant

**Asanda Vumazonke**  
Graduate Support Hub  
Administers the postgraduate student component of the Mastercard Foundation Programme

### Research Contracts and Innovation Office

**Adv Lawrence Baloyi**  
Head: Research Contracts and Innovation Office  
Manages the division

**John Visagie**  
Industry and International Partnerships  
Coordinates the Technology and Human Resources for Industry Program (THRIP)  
Coordinates European Union funding  
Coordinates the Department of Agriculture, Forestry and Fisheries Research and Technology Fund

**Khangwelo Rathogwa**  
Administrative Assistant  
Assists with THRIP contracts  
Assists with European Union contracts  
Organises workshops and information sessions

**Dr Simon Thanyani**  
Research Contracts Manager  
Drafts, reviews and negotiates research contracts and Intellectual Property (IP) matters

**Refilwe Ngoato**  
Technology Transfer Manager  
Coordinates invention disclosures  
Creates IP awareness  
Assists with the filing of patents  
Manages NIPMO compliance and reporting  
Manages the IP portfolio

**Phumuza Langa**  
Commercialisation Manager  
Manages TIA-funded projects (Seed Fund and Tshwane Animal Health Cluster)  
Identifies industry leads for potential commercialisation agreements  
Analyses UP market opportunities

**Stanly Elhers**  
Administrator  
Maintains the research contracts database  
Provides administrative support for research contracts and technology transfer