

**UNIVERSITY OF PRETORIA
FACULTY OF HEALTH SCIENCES**



SCHOOL OF HEALTH SYSTEMS AND PUBLIC HEALTH

SHSPH RESCOM – GUIDELINES FOR FUNDING

A: Aim of RESCOM:

- Stimulate research and to help students and staff to increase their research output to the benefit of SHSPH.
- Supply funding to assist students and staff in the successful completion and communication of their research projects.

B: Function of RESCOM:

- Support academic staff with their submission/application for internal and external research funding.
- Support supervisors (on request) to guide/assist students.
- Budgeting responsibility for research equipment.
- Quality Assurance of research output.
- Produce annual research (RIS/NIS) report.
- Any research outputs: posters/publications, etc. to be sent to RESCOM office for record keeping, subsidy, annual report, etc.
- Facilitation of Protocol defences of MSc, MMed and PhD students.
- Represented on the Faculty RESCOM.

C: Requirements for application for all research related funding (internal, external & contract)

For students:

- The applicant must be a registered student at the SHSPH with no outstanding fees.
- Applications will only be considered by RESCOM if it is supported by the supervisor / promoter
- SHSPH must be acknowledged on all articles, posters & presentations.
- RESCOM will evaluate the applications on their scientific merit.
- Money will be allocated for preparation of posters, congress registration fees, paper fees for publication, field workers (if other research funds have been exhausted) or editorial cost of a manuscript resulting from the research.
- No travelling costs or accommodation will be supported by this fund.

For staff:

- SHSPH must be acknowledged on all articles, posters & presentations.
- RESCOM will evaluate the applications on their scientific merit.
- Money will be allocated for preparation of posters, congress registration fees, paper fees for publication, field workers (if other research funds have been exhausted) and editorial cost of a manuscript resulting from the research.
- No funds will be allocated as running expenses of the research project.
- No travelling costs or accommodation will be supported by this fund.
- Applications for research assistants will be considered. All organisational arrangements remain the responsibility of the applicant, with support from the Faculty HR department.

D: Grant amount

- Research grant:
A maximum of R 8000 will be allocated per application.
- Voucher:
A maximum of R 5000 will be allocated per application.

E: Sources of funds for the SHSPH Research Committee

- SHSPH Operational Fund
- Income generated from publications (subsidy).
- Proportion from Faculty
- Donations

F: Application procedure and forms

- I. Virtual Vouchers (report to paper) – Form G1F1**
 - Supervisor identifies student report for conversion to journal article and applies on their behalf.
 - Staff can apply directly to RESCOM for editing of their own work.
 - All applications must be in writing and must be addressed to the Chair of the Research Committee, Prof C de Jager.
 - All applications will be reviewed at the monthly meeting of this Committee.
 - The applicant is responsible to enquire about the outcome of the meeting by sending Prof de Jager an e-mail.
 - The draft article must be submitted by the supervisor to the SHSPH RESCOM. This should be done no later than 8 weeks after the edits have been completed.
 - Supervisors with outstanding submissions will not be considered for other applications.

II. Research Grants (projects) – Form G1F2 & G1F3

- Students apply to RESCOM.
- RESCOM sends *Supervisor Motivation for financial support: Research Project – G1F2* to the Supervisor for completion.
- Supervisor returns G1F2 form to RESCOM to serve at meeting
- Guidelines for applications:
 - Complete protocol
 - A budget with quotations must be included
 - Short motivation
 - Approval and recommendation by Supervisor
- Funded projects must submit quarterly progress report (**G1F3**) to RESCOM. This is the responsibility of the supervisor and student.
- In order to claim back expenses incurred, students need to complete an UP General Claim form and attach documentary proof.
- This is submitted to the RESCOM secretary who will submit this on the students behalf to the Finance department after the authorization of payment (**G1F4**)

III. Conference support

- Students can apply for poster costs & conference registration
- Staff can apply for poster costs
- Guidelines for applications:
 - Nomination and support from supervisor
 - Accepted abstract
 - Conference information
 - A budget with quotations must be included
 - Short motivation
 - Report for annual RIS report after
- Staff & supervisors are responsible for submitting this information for the annual Research Report (RIS).

Also see:

Flow charts on Guidelines for Funding & Approval

C de Jager

20 September 2004 (Revised: 15 February 2007) (Revised: 6 March 2008)
(Revised: 23 April 2008)