



EXECUTIVE SENATE RESEARCH & INNOVATION COMMITTEE

Checklist for Applicants/Faculty Research and Innovation Committee

Research Expenditure Application

Checklist	Yes	No	Comments
Are the duration dates correctly given on the application form?			
Are amounts indicated in the budget correct?			
Is a budget attached?			
If applicable any currency conversions must be indicated in S.A. currency			
Are relevant documents attached? e.g quotations			
Is the application signed by relevant persons?			
Application forms must be submitted before the next closing date?			
Applications for funding for research expenditure towards qualifications must attach the original Senex proposal			
Funding applications for equipment must motivate the continuity of the projects e.g. will be used for future projects			
Applications must be done anew – no old applications must be submitted.			
Has the applicant tried to obtain other sources of funding (preferably external)? Co-funding to be indicated in budget.			
Are all sections completed?			
Procedures			
Before submitting applications for equipment. TTI must be contacted to determine whether this equipment is already available on campus. Secure a signature from TTI.			
Project duration must be stated. Only funds for the current year may be applied for – an estimate for additional years should be included.			
All applications must first be approved by the Faculty Research and Innovation Committee and a copy of the minutes must accompany the application form.			

Incomplete checklists and application forms will not be accepted for submission to the Executive Senate Research and Innovation Committee. All sections are to be completed.



RESEARCH EXPENDITURE

General Information

Surname, Initials, Title Staff Number

Designation

Department

Faculty

Project Information

Project title

Mark with x													
Qualification		Post-graduate studies at another University				Non degree purposes							
MTEch	DTech												
Date of Senex approval		Degree				Enrolled at:							
Date:		Commencement date				Date of Senex approval							
Date:	Y	Y	M	M	D	D	Date:	Y	Y	M	M	D	D
Student name:													
Student number													

Project duration Date of commencement Date of completion

External collaboration

Previous funding															
SRIC		External													
Amount:	Date:	Y	Y	M	M	D	D	Amount:	Date:	Y	Y	M	M	D	D
Amount:	Date:	Y	Y	M	M	D	D	Amount:	Date:	Y	Y	M	M	D	D
Amount:	Date:	Y	Y	M	M	D	D	Amount:	Date:	Y	Y	M	M	D	D

Did you apply for/source external funding (Supply proof): Yes No

Details of Study

Motivation for this funding

Expected outcome

Travel schedule

Date	From	To	Explanatory notes

Total amount required

Capital	Operational

CONDITIONS

In terms of funding approved and received for postgraduate studies, the applicant hereby acknowledges:

- an institutional obligation to remain in the employ of the VUT for a minimum period of 2 years from the date of obtaining the qualification. Should the staff member leave the employ of the VUT within this 2-year period, reimbursement will be calculated on a *pro-rata* basis.
- that if the qualification is not obtained within a reasonable time period (3 years for a masters' degree and 4 years for a doctoral degree) from the date of awarding the funds, the VUT reserves the right to sequester reimbursement of allocated funding.

In terms of funding approved and received for international conferences, the applicant hereby acknowledges:

- an institutional obligation to remain in the employ of the VUT for a minimum time period of 1-year from the date of the conference. Should the staff member leave the employ of the VUT within this 1-year period, reimbursement will be calculated on a *pro-rata* basis. However, should the staff member provide proof of at least a 0,5 research output unit, the 1-year obligation will be null-and-void.

Applicant

Y	Y	M	M	D	D
---	---	---	---	---	---

Date

Line Manager

Y	Y	M	M	D	D
---	---	---	---	---	---

Date

Chairperson Research Committee

Y	Y	M	M	D	D
---	---	---	---	---	---

Date

Executive Dean

Y	Y	M	M	D	D
---	---	---	---	---	---

Date

Executive Director: Research

Y	Y	M	M	D	D
---	---	---	---	---	---

Date

Approved Not Approved

Comments
Comments

Budget

Item	Cost											
1												
2												
3												
4												
5												
6												
7												
8												
Co-funding:												

TOTAL

--	--	--	--	--	--	--	--	--	--	--	--	--

Final Cost

--	--	--	--	--	--	--	--	--	--	--	--	--