



EXECUTIVE SENATE RESEARCH & INNOVATION COMMITTEE

Checklist for Applicants/Faculty Research and Innovation Committee

Consulting Supervisor/Professor/Visiting Fellow/Post Doctorate 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?			
Are relevant documents attached? e.g. quotations			
Is the application signed by relevant persons?			
Have you tried to obtain other sources of funding (preferably external)?			
Procedures			
Application form must be submitted before the next closing date?			
Funding duration must be stated. Only funds for the current year may be applied for – an estimate for additional years should be included and stated as such.			
All applications must first be approved by the Faculty Research and Innovation Committee and a copy of the minutes must accompany the application form.			
Are all sections completed?			
International Relations Department need to be informed (If relevant)			

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

Executive Senate Research & Innovation Committee Application Form:

CONSULTING SUPERVISOR/PROFESSOR/SCHOLARSHIP/ VISITING FELLOW/POST DOCTORATE

General Information

Surname, Initials, Title Staff Number

Designation

Institute/niche/focus/centre

Mark with x

Consulting Supervisor	<input type="checkbox"/>
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Consulting Professor	<input type="checkbox"/>
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Post Doctoral	<input type="checkbox"/>
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Scholarship	<input type="checkbox"/>
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Visiting Fellow	<input type="checkbox"/>
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Duration

Date of commencement						
Y	Y	M	M	D	D	

Date:

Date of completion						
Y	Y	M	M	D	D	

Motivation

Incumbents particulars

Title

Name

Qualification

Affiliation

Field of specialization

Previous experience

Expected outcome

Budget

Item	Cost
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Total amount required

Applicant

Date

Line Manager

Date

Chairperson Faculty Research & Innovation Committee

Date

Executive Dean

Date

Executive Director: Research

Date

Approved Not Approved

Comments
Comments