

GREATZIMBABWEUNIVERSITY

RESEARCH BOARD

PROCEDURES AND

GUIDELINES FOR APPLICANTS

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RESEARCH BOARD

PROCEDURES AND GUIDELINES FOR APPLICANTS

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1. TERMS OF REFERENCE AND MEMBERSHIP

1.1 Terms of Reference

To assist the prosecution of research in the Great Zimbabwe University and to act as a channel of communication for research matters.

To be responsible for:

- a) The initial administration of and, where appropriate, allocation of general funds having to do with the research activities of the University, (e.g. Student research assistantships and fellowships) and support of research projects of members of the academic staff, research students and research fellows.
- b) External travel connected with research and participation at national and international conferences.

1.2 Membership

- Chairman (academic staff elected by the Research Board)
- Vice Chairman (academic staff elected by the Research Board)
- Librarian
- A member of Council appointed by the Council
- A representative of each Faculty
- Secretary-Assistant Bursar

Ex-officio Members

- Pro-Vice Chancellor
- The outgoing chairman of the Research Board

2. GENERAL GUIDELINES AND DATES OF MEETINGS

- 2.1 The Research Board will meet on the dates as published in the University diary at the beginning of each academic year. The secretary with the consent of the Chairman may call for additional meetings, if considered necessary.
- 2.2 The application should be filed with the Board well in advance to allow for processing. The Board will not consider incomplete applications or reports, or those where the Faculty Representative has not been adequately briefed by the applicant before the closing date.
- 2.3 The onus is on the applicant to submit the originals of:
 - 2.3.1 Progress reports on Research grants at 3 months intervals;

- 2.3.2 Block Allocations Reports;
 - 2.3.3 Applications for Travel grants, a fortnight after returning to station;
 - 2.3.4 Applications for Research grants, and
 - 2.3.5 Applications for students Research Assistance to the Secretary of The Research Board. A copy of the report and/application together with any supporting documentation should be given to the Faculty representative to enable him/her to present the paper to the Research Board.
- 2.4 The Research Board will only consider applications from permanent lecturers. Research fellows, staff development fellows, teaching assistants, research students, technicians, nonacademic staff and temporary fulltime staff may apply through permanent lecturers. Permanent lecturers, who apply on their behalf, shall retain full responsibility for reporting and accounting.
- 2.5 Applications and reports must be completed in conformity with the attached profomas A, B, C, D: see Section 16.

All applications and reports must be typed on A4 paper and be sufficiently dark for satisfactory reproduction.

Each application and report should conform with the limitations below:

| Report/Application | Maximum No of A4 Pages |
|--|---------------------------|
| a) Progress report on a grant | One |
| b) Block Allocation Report | Two |
| c) Application for an External Grant | One |
| d) Application for a Research Grant | Two |
| e) Application for Student Research Assistance | Two |

Any paper exceeding these limits in pages will be rejected and returned to the applicant by the Secretary.

- 2.6 The applications must have been approved and signed by the Chairperson of the relevant department or Dean of the relevant Faculty if the Chairperson is the applicant, and also signed by the Faculty Representative.
- 2.7 Funds allocated by the Research Board may not be used for any purpose other than that for which they are granted-unless specific authority is given by the Research Board.

- 2.8 The Research Board will NOT sanction retrospective grants in respect of work or travel undertaken in advance of obtaining approval.
- 2.9 The Research Board administers votes which are only set annually. Thus the Board will not normally authorize grants for subsequent years. However, anticipated further claims on the Board's funds in subsequent years should be clearly indicated in any application.

2.10 **Faculty Representatives**

The principal link between members of staff and the Research Board is through elected Faculty Representative. Their role is to advise on the preparation of all papers, which will be submitted, to the board and to present those submissions when they are considered at a Research Board meeting.

Copies of any support documents e.g. Acceptance letters from conference organizers, travel agents quotations, costing of equipment or consumables, travels itineraries should be given to the Faculty Representative before the deadline for submissions.

It is important that the Faculty Representative is adequately briefed by the authors of reports and applications so that the representative can answer to queries raised at the Research Board Meeting.

The signature of the Faculty Representative is required on each application or report submitted to the Board.

If no Faculty Representative is present at the Board meeting, applications from that faculty are deferred to a later meeting. Hence it is vital that every Representative is present for the duration of each Board Meeting.

2.11 **Chairman's Action**

Any Chairman's action is reviewed at a subsequent meeting of the Research Board. The Chairman is authorized to consider applications which would have been turned down due to minor errors.

3. **BLOCK ALLOCATION**

- 3.1 Each department receives a Block Allocation for Research based on the number of establishment academic posts. Consequently the Research Board will not entertain any applications for amounts less than or equal to the annual allocation for the applicant see Appendix (x) (Notes 3).

- 3.2 Block Allocation funds can be used for research requirements such as consumables stores, small items of equipment, adhoc temporary research assistance, travel, typing of research papers, payment of conference registration fees, telexes, email and faxes related to research and for books, membership of learned societies (which must be registered with the Library).
- 3.3 Two or more members of staff may combine their block allocations to purchase items of equipment. The purchased items are the properties of the Research Board.
- 3.4 The secretary of Research Board will prepare a report on block allocation expenditure and issue it to all department Chairpersons for confirmation.
- 3.5 The application should state the level of utilization anticipated for the equipment.
- 3.6 A department which carries forward a balance of more than its annual allocation will not normally be granted its allocation for the following year even though a satisfactory report might have been received.
- 3.7 **Support for Publication**
The Research Board will also consider applications for funds for publication in the following circumstances:
 - I. For University Journal
 - II. For subvention of publication of books
 - III. For payment of subscription for scholarly journals
 - IV. Publication of journal articles from independent research not supported by the Research Board will not normally be prioritized for funding.

4. **RESEARCH GRANTS AND EQUIPMENT**

- 4.1 In considering whether an application for Research Grant is worthy of support, the Research Board has regard to the following criteria:
 - (i) The application should be supported by the Faculty Planning Committee.
 - (ii) The Application should be accompanied by supporting statements from other researchers who can use the equipment or benefit from its use.
 - (iii) The discovery of patentable products
- 4.2 Where an application is being made for a major capital grant for an amount more than specified in the Appendix, it is desirable that the application should satisfy the following further requirements:
 - (i) The application should be supported by the Faculty Planning committee.
 - (ii) The application should be accompanied by supporting statements from other researchers who can use the equipment or benefit from its use.

- (iii) If applicable that application should detail all similar equipment owned by the University and should certify that such equipment is fully utilized or is not suitable;
- (iv) The application should state the level of utilization anticipated for the equipment.

Guidance should be obtained from Faculty representative as to whether an application falls into this category. It is desirable that such applications should be submitted to the second meeting of the year: see Appendix (note2).

- 4.3 Funds granted for capital equipment but not utilized within two years will automatically revert to the Board.
- 4.4 Faculty Representatives can appeal to the Board when such funds are repossessed by the Board.
- 4.5 Applications for new grants will only be considered subject to satisfactory appraisal of previous grants.
- 4.6 The board does not normally award grants for clerical assistant`s salaries, stationery, typing, etc. conditions governing employment of research assistants and students research assistants are covered in Sections 8,9 and 10.
- 4.7 All equipment, books and journals purchased with a Research grant or block allocations are the property of the Research Board.
- 4.8 Research Equipment Register
 - 4.8.1 Research equipment includes all non-consumables equipment as well as motor vehicles used to facilitate research.
 - 4.8.2 The Research Board maintains a database of all research equipment in the University whether acquired with Research Board or other (e.g. Donor agency) funds.
 - 4.8.3 When new equipment is received the Chairperson of the department should fill in a special form obtained from the secretary of the Research Board.
 - 4.8.4 Each year the secretary to the research board will sent a printout to each department and request (a) confirmation that the equipment is still in the department and (b) an update of equipment and possible corrections for equipment on the database.
 - 4.8.5 The circular accompanying the printout will also be sent to departments with no equipment registered on the database. In the event that those departments still have no research equipment a memorandum indicating the fact should be sent to the secretary of the Board.
 - 4.8.6 Books and journals purchased from research board funds, including the block allocation funds, are the property of the University Library.

5 PROGRESS REPORTS ON RESEARCH GRANTS

5.1 It is a condition of the grant of funds for Research Board kept informed on an annual basis of the progress and eventual completion of the research project for which each grant has been made.

5.2 Progress reports should include the following:

- a) Grant account number, month and year of grant.
- b) Research Board paper number (s) for the original and supplementary application, and any previous progress report (s).
- c) Brief description of progress to date
- d) Amount granted
- e) Expenditure to date under the following headings:

Capital

Consumables

Travel and subsistence

Research assistance

Other-Specify

- f) Balance in the Account
- g) Anticipated use for any remaining funds
- h) Details of any publications, with copies if possible
- i) Signature of Faculty Representative, and date

6. SUPPLEMENTARY RESEARCH GRANTS

6.1 An application for a supplementary research grant can be considered after a progress report has been submitted .However; the progress must be separate from any application for supplementary grant to continue a research project, which should clearly indicate the research grant vote number of the original project.

6.2 Supplementary reports should be made using profoma A, adapted where necessary.

7. RESEARCH REGISTER

7.1 Form RR1 is required for all new projects for the University research register which is a database of all projects funded by the Research Board.

7.2 Every applicant must fill in this form RR1, obtainable from the Faculty representative. The completed form should be submitted to the faculty representative who in turn will submit it to the secretary.

8. **RESEARCH ASSISTANCE FOR CHAIRPERSON OF DEPARTMENTS AND DEANS OF FACULTIES**

8.1 The Research Board will fund research assistants for chairpersons of department and deans if faculties provided that a positive recommendation comes from the Research Board supporting the viability of the proposed research project.

8.2 The Research Board will be guided by the following criteria:

- | | |
|---|------------|
| 1. the applicant`s past research output (30 points) | í í í |
| 2. the nature of the research project (10 points) | í í í |
| 3. the size of the research project (10 points) | í í í í |
| 4. the academic staffing position in the department (10 points) | í í í í |
| 5. the number of research assistants already awarded to the department (5 points) | í í í í |
| 6. whether or not all the research fellowships in the relevant faculty are filled (5 points) | í í í í . |
| 7. The duration of the project vis-avis the period of Chairpersonship or Deanship (10 points) | í í í í . |
| 8. Special circumstances (e.g. ill health, clinical Load, etc) (10 points) | í í í í . |
| 9. Department teaching commitments (10 points) | í í í í . |
| Total number of points | í í í í . |

8.2.1 The cut off point for awarding the research assistants to Chairpersons or Deans be set at seventy points.

8.3 Applications should take the following steps:

1. Make an application stating their need for a research assistant.
2. Brief the faculty board representative about the application.
3. Submit the application to the secretary of the research board together with :
 - a) Copies of past annual reports if applicable
 - b) List of publications for the last three years
 - c) Outlines of all current research projects.

9. **RESEARCH ASSISTANTS**

9.1 **Specific projects**

The board will award funds for research assistants on specific projects only if that assistance is an essential part of the project. Situations where a research is committed on other duties is not sufficient justification for an assistant except in the case of chairpersons of departments and deans.

9.2 Duration of Employment

The Board will only award grants for research assistants for short pre- defined periods. Only in exceptional circumstances will a grant be made to permit employment, or extension of appointment, beyond one year.

9.3 Grade, Costing and Appointment

- a) There are several grades and possible rates of pay for research assistants. Applicants should, in their submission to the research board, indicate the grade and rate of pay of the proposed research assistant, and give reasons why appointment to such a grade is required. For some grades there are other costs to be provided for on top of basic salary, and applicants should ensure that the correct total cost is presented to the research board. Salary scales may be obtained from the bursar, department offices or the appointment and personnel office.
- b) Research assistants funded from a grant by the research board may be employed in a temporary capacity only. In most cases salaries will be paid automatically, but only after the issue of a formal letter of appointment.

9.4 Existing technical establishment

The university already supplies personnel to many departments who may legitimately be used by members of staff to aid them in their research activities (technicians, secretaries and cleaners).The Board will scrutinize closely the establishment of such departments when considering applications for research assistance.

9.5 New Member of staff

The Board will not consider sympathetically applications from new members of staff for short óterm research assistance particularly when a new line of research is being established.

9.6 Secretarial Assistance

The board will not normally award grants for clerical assistance. This is provided by the university in each department.

10. EMPLOYMENT OF STUDENTS RESEARCH ASSISTANTS DURING THE LONG VACATION

10.1 Purpose

The most obvious purpose of student research assistant (SRA`s) is to provide research assistance during vacation when members of staff should be able to devote the greater part of their time to research assistance during

vacation when members of staff should be able to devote the greater part of their time to research activities.

Another purpose is to introduce selected students to research techniques, thereby deepening their understanding of a particular area of their chosen subject and perhaps attracting the students into post graduate studies.

10.2 Programme design and supervision

Members of staff shall design a programme which benefits the student as much as possible. The programme should not consist entirely of routine tasks. Members of staff should be available during most of the period of employment to supervise and discuss the progress of the research with the student.

10.3 Time of application

At the last meeting of the academic year (see appendix (note 2), the board considers applications from full time members of staff for grants to employ SRA`s during vacation and only in exceptional circumstances at any other time.

10.4 Period of employment

Employment will normally be limited to a period of ten weeks. For payout purposes, a working week consists of five working days. SRA`s not working on public holidays will be for payment include only the days actually worked ,up to the maximum figure of the grant.

10.5 Recruitment of students' research assistants

The recruitment of student research assistants should be done through the departmental Chairperson`s office after advertising on the departmental notice board. The researchers would then choose their student research assistants from the applicants.

10.6 Choice of student

- a) Only in exceptional circumstances will grants be given to students of universities other than the Great Zimbabwe University.
- b) Vacation employment on a research project is to be regarded as a privilege. Students should thus be chosen on merit, i.e., on the academic ability, performance and interest during the year.

Recommendations for appointment should not normally be made when only grade students (who are unlikely to benefit from the programme are available for employment.

- c) The Board will consider an application for a Student Research Assistant Grant even before the student has been identified.
- d) Each student appointed for vacation work as an SRA should not be employed if he/she is required to write any supplementary examinations.

Another student may only be employed in his/her place with prior consent of the Chairman of the Research Board, who will consult with the Dean of the Faculty concerned and the appropriate faculty representative.

10.7 Remuneration for student research assistants

- a) The scale of pay for SRA`s is based on the year of study last completed as laid down by Council.
See Appendix (note 4) for the current rate.
- b) Formal letters of appointment are not issued by the appointments personnel department and payment is not automatic.
- c) Payment is made against a cheque requisition issued by the member of staff concerned duly authorized by the Chairperson of the Department.

The cheque requisition should include:

- (i) Year of study last completed by the SRA and year of completion, and.
- (ii) Period of employment of the SRA for which payment is claimed.

10.8 Coursework

The Research Board will not award a research grant for a SRA where the work to be carried out by the SRA in effect constitutes a project required by his/her degree course which would be undertaken during an academic term.

10.9 Additional Expenditure

The Research Board does not award funds for consumable materials, subsistence or travel grants for students research assistants, except when the consumables subsistence and /or travel is an integral part of the research project ,and for which applicant has made a special case.

11. EXTERNAL TRAVEL GRANTS

11.1 Object of the vote

The external travel vote intended to finance travel by member of staff outside Zimbabwe which may be for several purposes. External travel

connected with conferences, research (field trips, visits to archives, libraries, laboratories, etc) and research visits to other organization all fall within its purview.

11.2 Eligibility to apply

11.2.1 Academic staff

All full time permanent academic members of staff are eligible to apply and all full time temporary staff in their second or subsequent years of service (even if this results from two legally separate, but otherwise similar and subsequent appointments).

Research fellows are eligible to apply for external travel grants through full time academic members after one year of service with the university.

No member of staff can normally expect to receive an external travel grant during their first year of service.

11.2.2 Non Academic Staff

The Board expects that external travel by non-academic staff will normally be only at the request of the Chairperson, with special benefit to the university being confirmed by the Vice Chancellor or Dean of the faculty or whoever is more appropriate.

11.2.3 Resignation

A member of staff whose resignation (as opposed to normal retirement) has been accepted by the university is not normally eligible to apply for a grant from the external travel vote.

11.3 Criteria for award of an external travel grant

The general criterion that is applied in assessing an application is beneficial to the university.

a) Research trips

The Board uses the same criterion as that used in assessing an application for a research grant, viz the proposed project is expected to make a distinct contribution to the knowledge of the subject by either:

- (i) the discovery of new facts ,or
- (ii) the exercise of originality and scholarship
- (iii) the discovery of patentable products

b) Visit to archives, libraries, laboratories, research institutes or other centre of learning

It will need to be convinced that the project cannot be completed without the travel requested.

c) Attendance at a conference ,symposium or workshop

It is normally required that this will entail the presentation of paper, either orally or by a poster, or chairing of a session at the conference.

Documentary evidence from the conference organizers confirming such participation must be provided to the secretary of the Research Board via the faculty representative.

d) A conference registration fee and airport departure taxes are legitimate charge against the external travel vote.

e) Application for grants in excess of one-third of the maximum grant

In such cases the Board will expect to be satisfied on at least two of the following grounds:

- (i) that the visit concerns the applicant`s own special field of study;
- (ii) that the applicant is a research worker of repute in that field as indicated by his published work;
- (iii) that the applicant has been formally invited to chair a session;
- (iv) that the applicant will present a paper (either orally or as a poster) that has officially been accepted;
- (v) that the applicant intends to visit other centres of learning that will be of particular benefit to the university;
- (vi) that the university authorities require the visit.

11.4 Level of Assistance

11.4.1 The Board will make for the accepted as the reasonable and necessary cost of the proposed visit. The external travel grant will normally be made up of the cheapest combination of airfares (preferably excursion or apex fares) and subsistence allowance. These grants are reviewed from time to time and approved by Great Zimbabwe University Council from time to time

11.5 Constrains on external travel votes and caveats

The external vote is set at a relatively modest level and a member of staff cannot expect to obtain substantial amounts at frequent intervals.

11.5.1 Two year caveat

A grant (or grants in any 12 months period) of more than two thirds of the maximum grant will normally make a member of staff ineligible for a further grant for at least two years.

11.5.2 18 Months caveat

A grant (or grants in any 12 months period) of more than a half but less than two thirds of the maximum grant ,will normally make a member of staff ineligible for further grant for at least eighteen months.

11.6 Quotation for airfares

Each applicant has to submit written quotations from three different travel agents or airlines, each indicating the cost of an apex and execution tickets. In the event that the applicant does not choose the lowest of these quotations, he/she has to indicate the reasons in the applications.

Only one quotation will be required from an applicant, for travel within the SADC region.

11.7 Subsistence allowances for external travel and research grants

The current subsistence rates as approved by the University Council from time to time. Rates can be obtained from the Bursar`s office.

11.8 Application for exchange control authority to buy foreign currency

Normally the research board considers and awards grants in Zimbabwe dollars. Since the grantee will be going out of the country he/she needs to apply for authority to purchase foreign currency in Zimbabwe.

The research board criterion for award external grants is clear and to a large extent an application should be able to judge the outcome of the application to Bursar`s office in good time to avoid any inconveniences.

This application is submitted through the Bursar`s office and normally requires a minimum of one week. It is advisable that the applicants contact the Assistant Bursarø office for more information.

11.9 Contact Visits And Sabbatical Leave

Application in respect of journeys by members of staff going on contact visits, or Sabbatical leave are subject to all the foregoing. Normally such

applications should only be a purpose, which is outside the applicant's Contact or Sabbatical programme, such as travelling to a conference at some distance from his/her base.

In a case where an applicant wishes in effect to supplement his/her visits or leave allowance in order to spend that visit or leave at a more distant place or extend its duration, the Board will require evidence of special benefit to the University from the Chairperson of a Department (or Dean in the case of an application by a chairperson of a department) confirmed by the Vice Chancellor. The Board believes that if a member of staff wishes to attend a conference while on contact visit should meet expenses from such conferences from normal contact visit allowances.

However, if the location of the conference is at such an assistance from the Contact Visit allowances form fares, then that balance of fares can be a legitimate charge against the external travel vote.

11.10 Travel arrangement on Approval of Travel Grant

Members to check with travel within agents about their travel requirements.

12. LOCAL TRAVEL AND SUBSISTENCE

Some researchers need to travel within Zimbabwe during the course of their research and the following are the Research Board guidelines:

12.1 For local destinations where there is no air travel is available, staff can use their own transport or hire University vehicles. The rate of charge out for University vehicles and boats and reimbursement for the use of private motor vehicles are stipulated by the University Council. These rates can be obtained from the Bursar's office.

12.2 Subsistence Rates for Local Travel

The current subsistence rates as approved by the University Council from time to time.

13. FOREIGN CURRENCY

13.1 Normally any application which if successful will result in the importation of goods from outside Zimbabwe should state the Zimbabwe Dollar equivalent of the amount of foreign currency requested, together with an estimate of shipping costs and any duty payable.

13.2 A Research Board grant does not carry with it any implication of priority or specific allocation as regards to foreign currency that must be sought through normal channels.

13.3 Foreign currency for subsistence to attend a conference and resignation fees are discussed in detail under External travel Grants. (Section 11.8)

14. Travel and Other Advances

14.1 Advances will only be made available to staff in whose name the Research Board has granted funds. Under no circumstances will advances be granted to Research Students or any other persons who are not full-time staff of Great Zimbabwe University.

14.2 The advance should be accounted for within 7days of incurring expenditure or at the latest within 60 days of the date of the cheque.

14.3 If no expenses form is received by the Bursar within 60 days period, the Bursar`s department will have no option but to recover the money from the employee. This will be done without further reference and in order to ensure that one is acquainted with this condition, the grantee will be asked to sign an acknowledgement form when collecting the cheque.

14.4 Advance cheques can only be collected from the Cashier`s Office by the grantee since the acknowledgement form mentioned in 14.3 above needs to be signed.

15. APPENDIX

Note 1

Current Membership of the Research Board with effect from 1 January 2006 is as set out below:

Note 2

Members are required to use their block allocation for research activities. Rates are to be reviewed from time to time.

Note 2

The scale of pay for student Research Assistants will be as approved by the University Council.

16. APPLICATION PRO FORMS

PROFOMA: A

1. Name of department;
2. Name of Applicant;
3. Position of Applicant;

4. Assumption of Duty
 5. Expiry Date of contract:
 6. Previous Grants:
 7. Name of project:
 8. Amount being requested:
- Total

- a) Capital equipment
- b) Consumables Materials.
- c) Student Research Assistants.
- d) Amount of Foreign exchange required
- e) Local travel and subsistence.

9. Project

The following information must be given in all cases:

- a) Brief description and estimates of viability
- b) Whether a new project or the continuation of an existing project, in which case vote number has to be quoted.
- c) Expected commencement and completion dates.
- d) Whether a project is expected to provide material for higher degree, and if so, for whom.
- e) Whether publication is envisaged as a direct result of the project.
Where appropriate the following information should also be given to assist the Board.
- f) Relevance of project to Zimbabwe circumstances.
- g) Indication of how the project amplifies current knowledge in the field.
- h) Further research methodology
- i) Information necessary for major capital items.

10 Amount of Financial Available

- a) Unless specified in a recent Progress Report (in which case the Research Board paper number should be quoted) this should include a list of current grants made by the research board to the applicant in the past 5 years, with the following details:
 - (i) Name of project and grant number
 - (ii) Amount granted and current balance
 - (iii) Publication arising and/or state of progress of the research, with reference to any Progress Reports submitted.
- b) Details of how the applicant's block Allocation has been, or will be spent.
- c) Possibility of any external support: if so give details.

17. **Statements by Chairperson of Department**(or Dean appropriate)

This must include:

- 17.1 Comments and recommendations to the Board.
- 17.2 Certification that none of the requests can be met from existing departmental resources (including the applicant`s block Allocation)or other sources within the University.
- 17.3 Certification that prices is realistic and economical.

| | | |
|----------------------------------|-----------------------|---|
| ----- | ----- | ----- |
| Date | Applicant`s Signature | Chairperson of Department`s Signature |
| ----- | ----- | ----- |
| Faculty Representative Signature | | Date |

- Note: (i) All applications for Research Grants should be set out in the above format
- (ii) The application should be typed or printed clearly on not more than Two A4 pages
 - (iii) Before the closing date for the Research board meeting the application should be sent to the Secretary of the Research Board after adequate discussion with the Faculty Representative.

Applications for funds to continue a research project should be set out in the above format, with the word SUPPLEMENTARY inserted in the title.