

CAPE HIGHER EDUCATION CONSORTIUM AND CITY OF CAPE TOWN COLLABORATION

ANNUAL JOINT RESEARCH PROGRAMME 2015/2016 INSTITUTIONAL AND COLLABORATIVE PROJECTS

CALL FOR PROPOSALS

AUGUST 2015

1. INTRODUCTION

This call for proposals arises from the 2015 Programme of Action (PoA) between the Cape Higher Education Consortium¹ (CHEC) and the City of Cape Town (CCT). The PoA is grounded in a Collaboration Protocol between CCT and CHEC (view the collaboration protocol on the CHEC website <http://www.chec.ac.za>).

The purposes of the collaboration, as stated in the Protocol include for the City and the universities to work together towards:

- “Achieving growth and development related to social, economic and environmental goals within the City’s areas of jurisdiction and to realize the full potential of the City;
- Building a more skilled and skilful citizenry, equipped to contribute effectively to the development of our democracy and the growth of the economy;
- Supporting the achievement of the City’s short, medium and long-term strategic objectives and long-term vision of a high skilled, innovation-driven, resource efficient, connected, high opportunity and collaborative society;
- Developing a plan to address the mutually agreed strategic objectives;
- Strengthening the contribution of higher education to the development of the City of Cape Town.”

The Joint CHEC/CCT Standing Committee, comprising representatives of the four member universities of CHEC and the CCT, is responsible for coordinating the implementation of the Protocol. In 2014, this Committee developed the PoA which sets out a number of areas of joint activity.

One of the key focus areas planned for 2015 is to implement an annual research programme which is jointly resourced. Accordingly, university researchers from all four universities are invited to submit research proposals, which may include contributions of

¹ CHEC is comprised of four universities in the Western Cape Province: The University of Cape Town (UCT), Cape Peninsula University of Cape Town (CPUT), the University of Stellenbosch (SU) and the University of the Western Cape (UWC).

postgraduate students, and which must be in line with the themes and sub-themes outlined below.

2. THEMATIC AREAS

The following overarching themes and sub-themes, which are of common interest to both CHEC and CCT, were identified through a joint consultative process:

- Youth (18 – 35 year old age groups) – Sport and Recreation; Peace and Security; Education and Skills Development; Youth Identity and Inclusion
- Economic Growth and Development – Employment; Entrepreneurship; Innovation and design; Informal sector; Poverty and Inequality
- Infrastructure and New Technologies – Water; New technologies including Green technology; Renewable and Alternative Energy; Transport; Connectivity and Disaster Risk Management
- Healthy Communities – Safety; Violence (gangsterism, gender-based violence); Substance Abuse; Informality (including, from the community perspective – the multifaceted aspects of urban informal activity, informal enterprises and informal settlement); Skills Development; Inclusion
- Citizenship and Democracy – (CHEC and the City working together with and for communities in Cape Town and its region) Engagement; Leadership; Social cohesion and integration.

3. PURPOSE AND OUTCOMES OF JOINT ANNUAL RESEARCH PROGRAMME AND PROJECTS

The main purpose of the programme is to stimulate research which supports the development goals of the CCT. While researchers engaged in existing research projects are welcome to submit proposals for this funding opportunity, the Standing Committee encourages submissions of new projects that will enhance inter-disciplinary efforts in assisting the City of Cape Town to better understand and address social, economic and development issues in Cape Town and its region.

Project outcomes should focus on both the interests of the universities and the City and encourage inter-disciplinary and inter-departmental collaboration. The City is particularly interested in the development of new knowledge, approaches and solutions to challenges faced, increased efficiencies and enhanced service to citizens.

Different forms of research and research outputs may be considered, including those that summarise the existing literature on problems / issues, action research, case studies and evaluations. Emphasis needs to be given to providing evidence and arguments that could be used to inform policy and practice – i.e. strategic uptake and implementation. The research approach taken could include methods that raise awareness of the issues under study in communities, and explore and compare benchmarks used in other studies. The recommendations made could also refer to existing and future curricula and short courses required for building capacity in the City.

It is envisaged that the projects selected for 2015/16 will provide the platform for enhanced development of a partnership between the universities and the CCT. To this end, each project must have a partner in the City to support the objective of building partnerships, to ensure alignment between research projects and City objectives, and the relevance and uptake of the outcomes. In the absence of existing linkages, the Standing Committee will assist in facilitating connections between university and CCT Departments and staff.

4. ALLOCATION OF JOINT FUNDING AND TYPES OF PROJECTS

A total of R 500 000 per annum has been allocated to the establishment and implementation of the joint research programme for three years. Of this, an annual allocation of R 300 000 has been provided by the City of Cape Town, while R 200 000 has been provided through CHEC.

Researchers are invited to submit proposals for two types of projects:

4.1 Single institutional projects

The intention is to allocate a total amount of R 100 000 to each of the four CHEC universities each year (i.e. R 400 000 in total). It is anticipated that the average amount per research project will be R 50 000; however, institutions may decide to allocate the full R 100 000 to one project.

4.2 A collaborative project

Each year, an amount of R 100 000 will be allocated to a collaborative project – where the requirement is that **at least two universities** work together in association with staff from the City of Cape Town.

5. APPLICATION FORMS

There are two different application forms, both attached here. Appendix 1 contains the application form for a single institutional project, while Appendix 2 contains the application form for a collaborative project.

Please note that the all sections of the forms need to be completed and that the submissions should not exceed 5 pages.

These forms provide for the following information:

- Researchers' details (name, university, contact details)
- Details of the project partner in the City of Cape Town
- Thematic area in which the project falls (tick relevant box)
- Title of the research project
- Background to the research project (rationale, motivation and explanation of how the project aligns with the call and its requirements)
- Project objectives
- Methods and activities
- Envisaged outputs and outcomes

- Roles of researchers and project partners
- Timeframe and work plan
- Budget (see note below)

Please note the following:

- The proposed budget needs to be justified in terms of project activities and outcomes / outputs. The costs of salaries, equipment and travel beyond the Western Cape cannot be funded.
- In the case of the collaborative project, which must involve more than one university, the details of all researchers and their envisaged roles in the project must be clearly indicated.
- Where necessary, requests to the Standing Committee to assist with facilitating connections between university and CCT Departments and staff should be sent to Eileen@chec.ac.za as soon as possible.
- Any additional funding received and / or expected from other sources (e.g. the NRF) must be fully declared in the application.

6. SELECTION PROCESS, CRITERIA AND TIMELINES

6.1 Single institutional projects

University researchers interested in applying for a single institutional project allocation should submit the completed application forms to their university's internal representative (see names and email addresses below) for initial selection by the latest end of business on **Monday 21 September 2015**.

CPUT – Shaun Pather (Pathers@cput.ac.za)

SU – Antoinette Smith-Tolken (asmi@sun.ac.za)

UCT – Judy Favish (Judy.Favish@uuct.ac.za)

UWC – Lois Dippenaar (ldippenaar@uwc.ac.za)

- The university representatives above, along with their colleagues, will foreground the following criteria in selecting applications to be sent to CHEC by the latest end of business on **28 September 2015**: alignment of the application with the themes and work of the City
- quality of the applications and
- viability of proposed approach and methods and alignment with objectives, outputs and outcomes.

The internally selected applications will be reviewed by members of the CHEC – CCT Standing Committee. Formal approval will take place at a meeting to be held in the first week of October 2015 after which all applicants will be notified of the outcome.

6.2 The collaborative project

The lead researcher of the proposed collaborative project should submit the completed application form to Eileen@chec.ac.za by the latest end of business on **Monday 28 September 2015**.

Selected proposals will be reviewed by members of the CHEC – CCT Standing Committee before formal approval in the meeting in the first week of October 2015. All applicants will be notified of the outcome following this meeting.

7. THE REPORTING PROCESS

In line with the reporting requirements of the City of Cape Town, its financial year and funding cycle, three reports will be required from grant recipients:

7.1 A progress report – 31 March 2016

A short report is required by **31 March 2016** to describe the progress made. This should focus on the activities completed in line with those listed in the application, and the budget utilised. Any challenges faced (and solutions) could be included.

7.2 An interim report – 30 June 2016

The interim report for **30 June 2016** requires an update on project progress in terms of activities and budget spend. Wherever possible, outcomes / outputs achieved by this date should be included. The report should also outline the activities to be completed before the final report in October 2016.

7.2 A final report – 30 October 2016

The most critical section of the final report will be the findings, conclusions and recommendations. These should indicate the value of the project both to knowledge generation in universities and the work of the City of Cape Town. A financial report is also required: this should reflect the actual spend against the budget included in the application. The deadline for this final report is latest **30 October 2016**.