# Pg1 Guidelines and Regulations

Primary Investigator (Surname, name)

I declare I have read the Finlo Regulations

# Pg2 Consultation with advisor

Name of CTL advisor consulted – see names and contact details above.

Date of consultation(s).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Consultation 1** | **Consultation 2** | **Consultation 3** |
| Enter date(s) |  |  |  |
| Duration of consultation(s) in hours |  |  |  |

Phase(s) of the proposal at time of meeting.

# Pg3 Support and Ethical

For the application to be considered, the relevant line manager (e.g. Head of Department/Dean/Director) must provide a letter of support of the proposal. Fill in the name of the person who provides the support letter.

Upload the letter of support here.

Upload file

I understand that, as PI, I am responsible for obtaining the necessary ethical clearance and institutional permission before beginning the project and that funding cannot be released until ethical clearance is obtained.

Have you applied for ethical clearance for this project? As all FIRLT/Finlo projects must be presented at the SU SoTL conference, your project must be ethically cleared for such dissemination. Yes or No

# Pg4 Copyright, POPIA and Reports

Does this project have implications for copyright and intellectual property? For more information, see the SU policy on intellectual property here.

Please assess here whether your project protects the privacy of our students, employees, and partners, in line with the Protection of Personal Information Act 4 of 2013

I understand that I need to submit a progress report 6 months after receiving the funding and every 6 months after that, for the duration of the project, as well as a final report at the end of the project.

Anticipated submission date for final report.

I am aware that, should I receive funding, I must give at least one presentation of the project at the annual SU SoTL conference.

I declare that all reports on previous Finlo projects have been submitted or are included in this proposal.

# Pg5 Applicant Information

Surname

Name

Title

SU/UT Number

Email address

Department

Position

Faculty/Division

Indicate the PI's employment status. This person should be a permanent member of staff at SU or, if contracted to SU, the contract should extend at least six months beyond the end of the project.

If the project involves co-applicants, please include their details below – one co-applicant per row.

1

Co-applicant details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Title** | **Name** | **Surname** | **Email address** |
| Person 1 |  |  |  |  |
| Person 3 |  |  |  |  |
| Person 4 |  |  |  |  |
| Person 5 |  |  |  |  |
| Person 6 |  |  |  |  |
| Person 7 |  |  |  |  |
| Person 8 |  |  |  |  |

# Pg6 Project Information

Title of proposed project (16 words or less. Must include TLA aspect of the project)

Project description

## Motivation/statement of problem and aim of project

## Short description of project

## How project outcome will be sustained

Is this an Innovation or Research project?

If you marked Research above, please provide content according to the following headings:

## Theoretical framing and/or literature review for the research project

## Research design and questions

Example:

This is an exploratory qualitative research study …

A qualitative research design is appropriate for this study …

*Participant recruitment*:

*Data collection*:

For objective 2, 3 and 4 we will conduct a …

The interview will be guided by an interview schedule.

Indicate whether the current proposal builds on similar/previous Finlo projects in the department/faculty.

Indicate whether this project forms part of master’s or doctoral studies.

Indicate whether this project will receive third-stream funding. (Short courses or any project receiving third-stream funding is not allowed)

Start date of project.

End date of project.

List the activities of the Project Implementation Plan. It must be aligned with the budget items in the budget section below.

Project Implementation Plan

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Actions** | **Responsible person(s)** | **Timeframe** | **Is it in the budget?** |
| Activity 1 | Ethical approval, institutional approval, approval to use measures | PI |  | No |
| Activity 2 | Hire research assistant (funding depended) | PI |  | Yes |
| Activity 3 | Participant recruitment (information session about study, emails, scheduling of interview appointments). | Research assistant |  | Yes |
| Activity 4 | Conduct Interviews | Research assistant | November 2022 (after completion of M1 training year) | Yes |
| Activity 5 | Participant refreshments | Research assistant | November 2022 (after completion of M1 training year) | Yes |
| Activity 6 | Lecturer replacement | Name of who replacement is for and name of replacement | November 2022 | Yes |
| Activity 7 | Transcription | Research assistant | Jan-Feb 2023 | Yes |
| Activity 8 | Data analysis (qualitative) | PIResearch assistant | January – March 2023 | Yes |
| Activity 9 | Drafting of paper | PI and co-investigator | April – June 2023 | No |
| Activity 10 | Abstract for SOTL conference 2023 | PI and co | June 2023 | No |
| Activity 11 | Submission of paper to journal (No APCs journal) |  | June -August 2023 | Yes |
| Activity 13 |  |  |  |  |
| Activity 14 |  |  |  |  |
| Activity 15 |  |  |  |  |
| Activity 16 |  |  |  |  |
| Activity 17 |  |  |  |  |
| Activity 18 |  |  |  |  |
| Activity 19 |  |  |  |  |
| Activity 20 |  |  |  |  |

# Pg7 Budget details

I understand that funding may not be requested or used for the following items/activities, and I will not include any of these in the budget.

* Attendance, registration and travel to conferences,
* Travel for class visits to other institutions,
* Translation services for business as usual,
* Master’s or doctoral studies,
* Payment to the PI or co- applicant for research work undertaken if it is for a full-time SU employee, Payment to the applicant or co-applicant for work undertaken during contracted time if the applicant or co-applicant is a contract employee at SU,
* Design of a short course or other course that generates third-stream income,
* Work considered as business-as-usual,
* Retrospective applications or parts them

The following guidelines for standard per hour rates are suggested.

* Replacement lecturer (depending on level of seniority): R250–R450,
* Transcribing (per recorded minute): R6,67 – R14,75,
* Post-graduate assistants (research): R70–R115

Detailed budget 4

Budget items

Example:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name: who or what will be paid** | **Cost per unit** | **Number of units** | **Total** | **Is the Finlo standard rate applied?** | **Is it an Asset?** | **Upload quote for assets and for external services** |
| Budget item 1 | Research assistance | 115.00 | 90 | 10350.00 | Yes | No | Not applicable |
| Budget item 2 | Transcriptionist | 14.75 | 480 | 7080.00 | Yes | No | Not applicable |
| Budget item 3 | Participant refreshments | 100.00 | 8 | 800.00 | Yes | No | Not applicable |
| Budget item 4 | Lecturer replacement | 350.00 | 42 | 14700.00 | Yes | No | Not applicable |
| Budget item 6 |  |  |  |  |  |  |  |
| Budget item 7 |  |  |  |  |  |  |  |
| Budget item 8 |  |  |  |  |  |  |  |
| Budget item 9 |  |  |  |  |  |  |  |
| Budget item 10 |  |  |  |  |  |  |  |
| Budget item 11 |  |  |  |  |  |  |  |
| Budget item 12 |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Budget item 13 |  |  |  |  |  |  |  |
| Budget item 14 |  |  |  |  |  |  |  |
| Budget item 15 |  |  |  |  |  |  |  |
| Budget item 16 |  |  |  |  |  |  |  |
| Budget item 17 |  |  |  |  |  |  |  |
| Budget item 18 |  |  |  |  |  |  |  |
| Budget item 19 |  |  |  |  |  |  |  |
| Budget item 20 |  |  |  |  |  |  |  |

Enter URLs for budget items

|  |  |
| --- | --- |
|  | **URL** |
| Budget Item 2 |  |
| Budget Item 3 |  |
| Budget Item 4 |  |
| Budget Item 5 |  |
| Budget Item 6 |  |
| Budget Item 7 |  |
| Budget Item 8 |  |
| Budget Item 9 |  |
| Budget Item 10 |  |
| Budget Item 11 |  |
| Budget Item 12 |  |
| Budget Item 13 |  |
| Budget Item 14 |  |

|  |  |
| --- | --- |
| Budget Item 15 |  |
| Budget Item 16 |  |
| Budget Item 17 |  |
| Budget Item 18 |  |
| Budget Item 19 |  |
| Budget Item 20 |  |

Total budget amount requested, but not exceeding R60 000,00 for local projects. Additional funding may be made available by SU International for international projects (subject to consultation).

Fill in final amount here:

If the budget includes equipment and other assets, they must be motivated and quotations must be provided. (Assets are budget items which provide a future benefit to SU. They have to be reported and managed through standard SU financial procedures because they increase SU value.)

Indicate whether you have any other source of funding for the project. A "yes" response will not negatively impact this application.

Indicate whether you have unspent funds available from previous Finlo projects.

# Pg8 Final checklist

Please make sure that you have attended to each of the following and tick them off:

* I have read the guidelines for submitting proposals,
* I have consulted with a CTL advisor,
* A letter of support for the project from the relevant manager has been uploaded,
* I have completed or am in the process of completing the ethical clearance, intellectual property and POPIA sections for the project,
* All reports for my previous Finlo projects have been submitted, if applicable
* I have filled in my applicant details,
* I have completed the project information section,
* I have completed the budget details for the project,
* I have inserted the submission date and electronic signature below

Submission date of application.

Initials and surname of PI (serving as electronic signature).

Select YES to receive a copy of your submission via email.