

**From:** [Fouche, Malene, Mrs \[mfouche@sun.ac.za\]](mailto:mfouche@sun.ac.za)  
**To:** [Fouche, Malene, Mrs \[mfouche@sun.ac.za\]](mailto:mfouche@sun.ac.za)  
**Subject:** CSIR: Call for ALC Research Collaboration proposals for the 2022/23 funding year  
**Date:** Tuesday, 28 September 2021 12:20:06  
**Attachments:** [ALC new research application form 2022.docx](#)  
[ALC RC Manual 2022 ver 1.pdf](#)  
[Call for African Laser Centre Research Collaboration grant applications for 2022 - final.pdf](#)

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**Let asb daarop dat hierdie inligting aan 'n verspreidingslys van alle US-navorsers gestuur word. Dit mag dus wees dat hierdie spesifieke oproep nie van toepassing is op u studieveld nie. Ons vertrou dat toekomstige oproepe wel relevant mag wees./ Please note that this information is sent to a distribution list of all SU researchers. It may, therefore, be possible that this specific call is not applicable to your specific research field. We trust that future calls will be relevant.**

Dear colleagues

Please take note of this call for funding of collaborations between South African and African researchers **in laser and laser related research fields**. The grant scheme focusses on the promotion of laser and laser-related research on the African continent, with the purpose to stimulate and grow laser research programs within the African continent. The main aim of this program is to establish research capabilities on the African continent and to support human capacity building in laser-based sciences. The fund will allow research collaborations and student/researcher exchanges for participating institutes. The fund also makes provision for limited support for consumables required for research projects. **The research collaborations supported under this Grant Scheme should be between a South African research team and an African research team, outside the borders of South Africa.**

The internal deadline for applications is **26 October 2021**. Completed and signed applications must be submitted to Ms Venita Januarie ([venita@sun.ac.za](mailto:venita@sun.ac.za)) before or on this date.

For general queries, proposal guidance and institutional approval, please contact Maléne Fouché ([mfouche@sun.ac.za](mailto:mfouche@sun.ac.za)) or Venita Januarie ([venita@sun.ac.za](mailto:venita@sun.ac.za)). Applicants are encouraged to direct technical queries to Mr Thomas du Plooy, at the CSIR National Laser Centre ([nlcrentalpool@csir.co.za](mailto:nlcrentalpool@csir.co.za)).

Regards

Maléne

Hierdie kennisgewing is aan u gestuur deur die Afdeling Navorsingsontwikkeling (ANO) van Universiteit Stellenbosch.

**[Sit my by](#) | [Haal my af](#)**

die verspreidingslys van kommunikasie rakende befondsingsgeleenthede en werksinkels.

This notice was sent to you by the Division for Research Development (DRD) of Stellenbosch University.

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me to communication regarding funding opportunities and workshops.

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Dear recipient,

On behalf of the DSI the CSIR National Laser Centre herewith invite proposals for the African Laser Centre research collaboration support program for 2022/23. The program supports research collaborations between South African and African researchers in laser and laser related research fields.

The following documents are attached for your information and convenience:

1. Call for ALC R&D Collaboration applications 2022

2. ALC R&D Collaborations Manual for 2022
3. ALC Application form 2022 - NEW projects

Researchers with continuation ALC research collaboration projects needs not to reapply, but only submit a detailed annual progress report for evaluation and approval. The Call for Annual Progress Reports will be issued later in September 2021. In the light of travel restrictions and other lock down measures which are in place due to COVID-19, applicants are encouraged to consider how virtual collaboration platforms can be established to support their ongoing research endeavours with their collaboration partners.

Please note that the call closes on Friday 29 October 2021. No late submissions will be considered. All submissions must be made electronically to [nlcrentalpool@csir.co.za](mailto:nlcrentalpool@csir.co.za) and [tiduplooy@csir.co.za](mailto:tiduplooy@csir.co.za)

For more information, please contact myself or Mr. Thomas du Plooy at the CSIR National Laser Centre.

Good luck with your submissions.

Hardus Greyling  
Manager: National Programs  
National Laser Centre  
CSIR Manufacturing Cluster  
PO Box 395  
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0001  
Tel +27 12 841 2713  
Cell 082 445 4057  
<https://www.csir.co.za/csir-national-laser-centre> [hgreyling@csir.co.za](mailto:hgreyling@csir.co.za)

Best regards,  
Thomas



¶  
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Manufacturing Cluster  
National Programmes  
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African Laser Centre  
CSIR Campus  
CSIR-National Laser Centre  
Building 46  
Room 348  
Meiring Naude Rd  
Scientia

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Pretoria  
0001  
South Africa



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[Vrywaringsklousule](#)

**CSIR NATIONAL LASER CENTRE / DSI  
 ALC RESEARCH GRANT APPLICATION  
 2022 APPLICATION FORM**

How to complete this template:

1. Complete all sections as comprehensively as possible. Not that the review of the project will only be conducted on the written information provided in this proposal.
2. Do not change any of the formatting of the tables in this template.
3. If necessary, tables and figures can be inserted in the text blocks
4. Final proposals needs to be signed and scanned as pdf documents.
5. Follow the instructions provided meticulously and do not replicate information from one section to a next unnecessarily.
6. The CSIR require a Microsoft Word version as well as a scanned pdf version of the proposal.

Please submit documents as per point 5 above by return email to [nlcrentalpool@csir.co.za](mailto:nlcrentalpool@csir.co.za) and to [tiduplooy@csir.co.za](mailto:tiduplooy@csir.co.za) by 30 October 2022.

|                       |
|-----------------------|
| <b>PROJECT TITLE:</b> |
|                       |

|  |  |
|--|--|
| TYPE OF APPLICATION (Indicate with an X):<br>Support may be requested for periods up to 3 years, with continuation application yearly. |  |
| Period of Support:   |  |
| Date of this New Application   |  |

|  |  |          |                      |
|--|--|----------|----------------------|
| <b>PRINCIPAL INVESTIGATOR DETAILS:</b> |  |          |                      |
| Please include a CV in Appendix G-2.   |  |          |                      |
| Title                                  |  | Initials |                      |
| Surname                                |  |          |                      |
| First Name                             |  |          | Gender               |
| Department                             |  |          | I.D./Passport Number |
| Institution                            |  |          | Home Country         |
| Address                                |  |          | Telephone            |
| Postal Code                            |  |          | Fax                  |
| Field of Research                      |  |          | e-mail               |
| Contribution to the project            |  |          |                      |

|  |  |          |                      |
|--|--|----------|----------------------|
| <b>COLLABORATING INVESTIGATOR DETAILS:</b> |  |          |                      |
| Please include a CV in Appendix G-2.       |  |          |                      |
| Title                                      |  | Initials |                      |
| Surname                                    |  |          |                      |
| First Name                                 |  |          | Gender               |
| Department                                 |  |          | I.D./Passport Number |
| Institution                                |  |          | Citizenship          |
| Address                                    |  |          | Telephone            |
| Postal Code                                |  |          | Fax                  |

|   |  |          |                      |
|---|--|----------|----------------------|
| Field of Research   |  | e-mail   |                      |
| Contribution to the project   |  |          |                      |
| COLLABORATING INVESTIGATOR DETAILS:<br>Please include a CV in Appendix G-2. |  |          |                      |
| Title   |  | Initials |                      |
| First Name  |  |          | Surname              |
| Department  |  |          | Gender               |
| Institution   |  |          | I.D./Passport Number |
| Address   |  |          | Citizenship          |
| Postal Code   |  |          | Telephone            |
| Field of Research   |  |          | Fax                  |
| Field of Research   |  |          | e-mail               |
| Contribution to the project   |  |          |                      |

|   |  |          |                      |
|---|--|----------|----------------------|
| COLLABORATING INVESTIGATOR DETAILS:<br>Please include a CV in Appendix G-2. |  |          |                      |
| Title   |  | Initials |                      |
| First Name  |  |          | Surname              |
| Department  |  |          | Gender               |
| Institution   |  |          | I.D./Passport Number |
| Address   |  |          | Citizenship          |
| Postal Code   |  |          | Telephone            |
| Field of Research   |  |          | Fax                  |
| Field of Research   |  |          | e-mail               |
| Contribution to the project   |  |          |                      |

## TRACK RECORD

Since this is a new application, please use the tables to indicate your general academic track record over the past three years under the headings of each category.

|   |
|---|
| <b>REFEREED JOURNAL PAPERS/BOOKS (Reference using the Harvard Referencing style):</b> |
|   |

|  |
|--|
| <b>CONFERENCE PROCEEDINGS (Reference using the Harvard Referencing style):</b> |
|  |

|  |
|--|
| <b>OTHER OUTPUTS (Patents (Names, Creator, Patent title, Patent number, and year of filing), technology transfer, popular articles, technical highlights etc):</b> |
|  |

|  |
|--|
|  |
|--|

| Completed Students in the last three years (Fill in exactly as requested in the table): |             |                  |                 |        |
|---|-------------|------------------|-----------------|--------|
| Name  | Nationality | Degree completed | Graduation Date | Gender |
|   |             |                  |                 |        |
|   |             |                  |                 |        |
|   |             |                  |                 |        |
|   |             |                  |                 |        |

## PROJECT DETAILS

### ABSTRACT

|  |
|--|
| Briefly summarise the proposed research project. Mention what is state-of-the-art and what your contribution will be to the field. |
|  |

### OBJECTIVES

|  |
|--|
| List the main objectives of the project. |
|  |

### MANAGEMENT PLAN:

|   |
|---|
| Give a detailed plan of how the project will be executed. Including time frames for each of the major tasks to be undertaken. List the activities, resources (eg. assign students to activities), start and end dates. Specify a deliverable for each of the activities. The detailed management plan can be in the form of a Gantt chart or spreadsheet. It is compulsory to provide a separate project plan in the form of a Gantt chart. Please note that projects with no detailed management plan, or of an unacceptable level will be disqualified. |
|   |

### PROJECT TEAM:

|  |
|--|
| List all the members of the research team who form this collaboration. Be sure to highlight staff involvement, student involvement, post docs, technical support and external collaborations (Nationally and Internationally). Please also indicate the expertise and experience that the main collaborators bring to the project and specifically highlight their contribution to the project. Expand on joint supervision of students, joint publications, and specific expertise that they bring to the project. Note that collaborators provide specific capabilities and competencies to the project. Technical support staff are not considered collaborators. |
|--|

| Collaborator name | Institution | Role and contribution in the collaboration project | Co-author on publications? (YES / NO) |
|-------------------|-------------|--|---------------------------------------|
|                   |             |  |                                       |
|                   |             |  |                                       |
|                   |             |  |                                       |
|                   |             |  |                                       |

## PROJECT OVERVIEW

Give a detailed overview of the project, including scientific and technical aims, expected challenges, planned experimental set-ups and equipment available. Please include diagrams where appropriate.

**FUNDING:**  
List all expected sources of funding for the research to be undertaken.

## EXPECTED IMPACT, BENEFITS AND OUTPUTS BENEFICIARIES and IMPACT:

Why is this research relevant to the country, the African continent and the world? List and expand on who will benefit from this research; e.g., explain social, environmental or economic impact and the beneficiaries of this impact. Also mention if this support will result in significant human capital development etc at your institution.

|  |
|--|
|  |
|--|

### SCIENTIFIC OUTPUTS:

List all expected scientific outputs from this project and indicate any expected scientific impact (e.g., publications in highly rated journals, Nobel prizes etc).

|  |
|--|
|  |
|--|

### HUMAN CAPITAL DEVELOPMENT:

List all the students and staff who will be working towards higher degrees as part of this project. This weighs high in assessment of this application. Indicate if the staff is studying towards a higher degree.

| Name | Nationality (specify home country) | Where is the student based | Degree Registered for | Staff Member / Student | Gender | Thesis title |
|------|------------------------------------|----------------------------|-----------------------|------------------------|--------|--------------|
|      |                                    |                            |                       |                        |        |              |
|      |                                    |                            |                       |                        |        |              |
|      |                                    |                            |                       |                        |        |              |
|      |                                    |                            |                       |                        |        |              |

### TRANSFER OF KNOWLEDGE / SKILLS:

Provide a short description of actions that are planned to support transfer of knowledge and skills between the collaboration partners. This can for example be in the form of training sessions, workshops, reports, student supervision.

|  |
|--|
|  |
|--|

### FINANCIAL DETAIL – PROVIDE DETAILED BUDGET

Support from the ALC can only be considered if complete details on the project funding sources are made available.

Total budget

Note that this project supports own project therefore it is vital that you leverage other funding elsewhere to make it work!

|   | Total |
|---|-------|
| Requested from ALC  |       |
| Requested from other sources (specify source)   |       |
| Estimate value of your existing research equipment that this research team has access to. |       |
| Total Required  |       |



## Budget breakdown

| Item   | Name of participant (researcher/student) | Date and number of days* | Amount** | Requested from ALC | Requested from other sources |
|--|--|--------------------------|----------|--------------------|------------------------------|
| S&T (As per the guideline)   |  |                          |          |                    |                              |
| Accommodation Maximum R6000p/m (trip > 2 weeks) or maximum R850 p/d (trip < 2 weeks) |  |                          |          |                    |                              |
| Mobility (only 2 trips p/a per researcher or student)                                |  |                          |          |                    |                              |
| Consumables (max R50k) ***   |  |                          |          |                    |                              |
| Total  |  |                          |          |                    |                              |

\* Research visits are limited to 10 days and 60 days per project for senior staff and junior staff respectively.

\*\* Please provide a rationale on how this amount was calculated. (e.g. 25 participants x R100.00/participant)

\*\*\* It is recommended that quotations are submitted with the application to support the budget requested.

**APPROVALS**

I declare that the information supplied is correct and complete

|                     |      |
|---------------------|------|
| Applicant Signature | Date |
|                     |      |

|                        |      |
|------------------------|------|
| Co-applicant Signature | Date |
|                        |      |

|                        |      |
|------------------------|------|
| Co-applicant Signature | Date |
|                        |      |

|                        |      |
|------------------------|------|
| Co-applicant Signature | Date |
|                        |      |

APPROVAL BY DESIGNATED AUTHORITY/RESEARCH ADMINISTRATION or Equivalent Executive

|       |  |          |  |           |  |
|-------|--|----------|--|-----------|--|
| Title |  | Initials |  | Telephone |  |
|-------|--|----------|--|-----------|--|

|                                |  |        |      |
|--------------------------------|--|--------|------|
| Surname                        |  | Fax    |      |
| Department                     |  | Mobile |      |
| Institution                    |  | e-mail |      |
| Designated Authority Signature |  |        | Date |
|                                |  |        |      |

Please scan as a pdf and submit by return email to [nlcrentalpool@csir.co.za](mailto:nlcrentalpool@csir.co.za)

## APPENDICES

### G-1. Details of team members

Please copy and paste the tables below as required.

|                   |  |          |  |                      |  |
|-------------------|--|----------|--|----------------------|--|
| RESEARCHER:       |  |          |  |                      |  |
| Title             |  | Initials |  | Surname              |  |
| First Name        |  |          |  | Gender               |  |
| Department        |  |          |  | I.D./Passport Number |  |
| Institution       |  |          |  | Citizenship          |  |
| Address           |  |          |  | Telephone            |  |
| Postal Code       |  |          |  | Fax                  |  |
| Field of Research |  |          |  | e-mail               |  |

|                   |  |          |  |                      |  |
|-------------------|--|----------|--|----------------------|--|
| RESEARCHER:       |  |          |  |                      |  |
| Title             |  | Initials |  | Surname              |  |
| First Name        |  |          |  | Gender               |  |
| Department        |  |          |  | I.D./Passport Number |  |
| Institution       |  |          |  | Citizenship          |  |
| Address           |  |          |  | Telephone            |  |
| Postal Code       |  |          |  | Fax                  |  |
| Field of Research |  |          |  | e-mail               |  |

|                   |  |          |  |                      |  |
|-------------------|--|----------|--|----------------------|--|
| SAFETY OFFICER:   |  |          |  |                      |  |
| Title             |  | Initials |  | Surname              |  |
| First Name        |  |          |  | Gender               |  |
| Department        |  |          |  | I.D./Passport Number |  |
| Institution       |  |          |  | Citizenship          |  |
| Address           |  |          |  | Telephone            |  |
| Postal Code       |  |          |  | Fax                  |  |
| Field of Research |  |          |  | e-mail               |  |

### G-2. CVs of Investigators

Please note that no applications will be considered unless CVs of the Investigators are attached.



# CSIR

Touching lives through innovation



african laser centre

## Application Manual

2022 African Laser Centre Research Collaboration program (ALC)

May 2021

Supported by the



## science & innovation

Department:  
Science and Innovation  
**REPUBLIC OF SOUTH AFRICA**

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## **PART 1: Introduction**

### **1.1 Purpose**

This manual provides information on opportunities for funding within the CSIR's African Laser Centre program for Research Collaboration support.

The manual is intended to be an easy reference guide to the CSIR NLC ALC Research Collaboration Grant Scheme and to assist potential participants in accessing the available funding. It does not, however, constitute a complete set of policy, procedure or systems supporting the programme.

### **1.2 Background**

The ALC is an open non-exclusive partnership to stimulate innovation, research and technology development in lasers and the application thereof, across the African continent. To enable this objective the ALC has an active research collaboration support program, a conference, workshops and topical schools program, a scholarship program for African students to enrol and do post graduate degrees at South African Tertiary Institutions in a laser-related research field, and a Knowledge Exchange Program which support projects to transfer knowledge and capabilities between different institution on the African continent.

The CSIR National Laser Centre is managing the funding allocation from the Department of Science and Innovation in support of the objectives of the Africa Laser Centre (ALC).

The Department of Science and Innovation has again made funding available which will be used to support collaborative research between South African and African researchers active in laser-related research in 2021.

### **1.3 African Laser Centre program - Strategic intent**

The purpose of the programme is to support laser-based research in Africa, especially between South African researchers and African researchers. The program is designed to develop, encourage and support a unique programme of building and growing a sustainable corps of expert laser researchers across Africa. The objectives of the program are:

- To promote research and training in lasers, optics and photonics.
- To promote and foster technological innovation in the use of lasers, optics and photonics.
- To promote collaboration among laser researchers:
  - Between African laser institutions and their international counterparts ;
  - To enhance the efforts of any other laser-driven initiatives in Africa.
- To reverse the brain drain of researchers from the African continent.
- To improve the quality of life of all African peoples.

## 1.4 The ALC Research Collaboration Program

The ALC Research Collaboration Program seeks to:

- Increase continental research collaborations;
- Increase the number of postgraduate research students (doctoral students are expressly targeted);
- Increase research fellowships and visitorships.

## PART 2: Call, Eligibility, Funding and Time lines

### 2.1 Call for Applications

The Call for the CSIR African Laser Centre Research Collaboration funding is facilitated through the ALC program office which is hosted by the National Programs group at the CSIR National Laser Centre. A template for new applications are distributed by this office to the ALC database of contacts, as well as to the research offices of all South African universities and university of technologies.

Proposals must be forwarded to the CSIR National Laser Centre's National Program's project office, at the e-mail address [nlcrentalpool@csir.co.za](mailto:nlcrentalpool@csir.co.za).

The scientific and technical contents of the project will be refereed through a peer review mechanism to assess quality of the research plan proposed, human capital development potential and impact of the proposed research. Applications must be substantial and comprehensive to allow proper assessment of the research proposed.

Applicants are encouraged to approach the CSIR NLC for assistance with completion of the application.

Projects can be funded for up to three calendar years. Contracting with successful applicants happens on a yearly basis, and continuation funding for a second or a third year of approved projects can only be considered based on the submission of a comprehensive progress report at the end of each year of the project. Continuation beyond the first three years can be considered if a new funding application is submitted to support a new research collaboration on existing programs.

Under the present COVID-19 pandemic situation which impacts and limits the ability to travel internationally applicants are encouraged to consider how research collaborations can continue using virtual collaboration platforms.

## 2.2 Funding

The program supports research collaboration between South African and African researchers, with a special emphasis on researcher mobility. The ALC research collaboration program funding covers the following aspects of the research collaboration:

- Costs related to the exchange of personnel between collaborating institutes in South Africa and Africa, up to a maximum of 2 visits in total per year.
- A daily allowance of R300 per day per person is allowed for senior team members and R250 for junior team members. Senior team members are defined as full time employees of research institutes. At the current funding level, research visits are limited to 10 days and 60 days per project for senior staff and junior staff respectively.
- Accommodation allowed per person according the following guidelines:
  - R 850 per day for senior staff, stay duration of 10 days or less
  - R 6 000 maximum per month for junior staff on extended visits (maximum stay duration of 60 days)
- Flights – realistic costs to be included in the proposal. Applicants are encouraged to get quotations for flights during the preparation of the proposal budget.
- Consumables to be used in the project (lifetime < 1 year), up to a maximum of R50 000. For the proposal budget it is recommended that the Principal Investigator obtain quotes and provide a good estimate.
- Costs associated with setting up equipment to support a virtual collaboration platform to enable continued collaboration due to travel limitations imposed by COVID-19 will also be considered and supported in the 2022 funding cycle. An additional R 20 000 can be motivated under this condition.

## 2.3 Time line

The time lines for the CSIR's ALC Research collaboration program are shown in **Table 1**.

| <u>Event</u>                     | <u>Date</u>      |
|----------------------------------|------------------|
| Call Open                        | 17 August 2020   |
| Call Close                       | 30 October 2020  |
| Expected announcement of results | 28 February 2021 |

Table 1: Call & outcomes announcement

\*See call document for actual due date.

## 2.4 Eligibility criteria

- All researchers in Africa engaged in laser-based research, in any study field in the natural sciences, health sciences or engineering may apply.
- Full time employees of research institutes may apply for grant funding. It is preferred that the Principal Investigator (PI) or main applicant be based at a South African research institution.
- Funding presently available to support ALC projects dictates that research collaborations needs to involve at least one South African entity. Applications for research collaboration support between only South African entities will not be considered.
- The grant may not be used for training alone, but should be based on a project with a strong research component.
- Applicants should hold at least a Masters degree and have a reasonable research track record.
- Students may not apply directly for a grant, but student involvement in projects are strongly encouraged.

## 2.5 Duration of the Grant

- Projects will be funded for up to three calendar years. Support after the first year, and in the subsequent years is not automatic. A **comprehensive annual progress report** must be submitted in response to an official call for progress reports. Continuation will be dependent on the quality of the Annual progress report as well as satisfactory progress during the previous year of the project.
- A Call for Proposals will be sent out each year, with a submission deadline specified. Application forms will be available from the NLC Rental Pool office [nlcrentalpool@csir.co.za](mailto:nlcrentalpool@csir.co.za)

## 2.6 Assessment process

All applications and progress reports received by the CSIR National Laser Centre will be submitted to an independent review panel appointed by the CSIR National Laser Centre. The purpose of the review panel is to provide an assessment of the quality of the proposals and the progress reports received, and to make a recommendation to the CSIR National Laser Centre on whether the project should be funded. The panel will consist of experts from industry, universities and international members. The assessment will primarily focus on the research project plan, scientific merit, capacity building, output, and equity and redress. Continuation funding will also be assessed based on the progress report.

**Applicants are encouraged to ensure all the necessary information is captured in the proposal that is required for the review panel to do a fair assessment of the proposed work.**



The following aspects are important to consider when submitting an ALC application.

### 2.6.1 Quality of the Application

*Applicants are STRONGLY discouraged from copying and pasting large section of text from previous applications or progress reports. The peer review panel notices this and feel that this is an indication that applicants are not respecting the peer review process. Applicants and document authors are encouraged to rather keep the inputs and discussion short and relevant to the section that they are completing, without the necessity to generate large amounts of text.*

*Applicants are also encouraged to follow the instructions as provided in the proposal or the annual progress report meticulously, to ensure that the review panel has the correct information available when assessing the information provided.*

### 2.6.2 Management plan

The research project plan or management plan submitted as part of the application must be a clear execution-able plan for the project. The plan must include defined major project tasks, broken down to activities that will be executed as part of the project plan. For each activity, a start and end date must be provided, and resources (such as for instance students) needs to be assigned to each of the activities defined. Each of the activities should also **have a clearly defined deliverable**. The detailed management plan can be in the form of a Gantt chart and should be available with the project proposal. Applications with no management plan or a management plan that does not meet the basic criteria listed above will be disqualified.

The Management plan should also specifically address laser safety or any other Safety, Health and Environmental plans necessary to conduct the project safely. For laser safety, it is expected that a Laser Safety Officer is identified, and named in the proposal. The Laser Safety Officer should be a staff member in the primary research team, and not a student appointment. Applicants can also refer to the CSIR for information regarding laser safety training available for staff and students involved in the operation of laser equipment to be used in the project.

### 2.6.3 Scientific Merit

Preference will be given to proposals that have the potential for high quality scientific outputs.

This section should clearly articulate the scientific background, and demonstrate through the proposed research a high level of scientific and technical excellence. Scientific outputs and impact needs to be quantified.

In progress reports grant holders and applicants are encouraged to also list publications which have been submitted, but not yet accepted for publication to provide the review panel with an accurate view of progress on the project.

#### **2.6.4 Collaborations**

The proposal format request information on collaborations. For the purposes of this program the following definitions are included in this manual.

- Applicant: This is the researcher at a South African research institution that will be the main applicant, and whose institution will be the contracting party with the CSIR if the application is successful
- Co-applicant(s): These are researchers at other research institutions, notable from outside South Africa that are the main collaborators on the project.
- Collaborators: These are researchers that are contributors to the research program, and who bring specific research field expertise or domain expertise to a multi-disciplinary research project.
- Technical support staff and technicians working in support of a project is not considered as collaborators.

A list of collaborators should be included, which clearly articulates the contribution of each of the collaborators to the program. The information provided must be presented in such a way that will allow reviewers to assess the expertise and experience of the listed collaborators. One of the main objectives of the ALC Research Collaboration program is to support and foster strong multinational collaborations, and projects which does not provide detailed information on the collaboration network will be disqualified.

It is important to also list all the members of the research team who constitute this collaboration. Be sure to highlight the PI track record, staff involvement, student involvement, post docs, technical support and external collaborations (institutional, regionally, nationally and internationally).

Continuation projects will specifically be evaluated based on evidence of a functioning collaboration. Applicants should demonstrate that there are joint work, as reflected in joint publications, joint supervision of students, or other events jointly arranged.

#### **2.6.5 HR Development**

Preference will be given to proposals that include a strong human capacity building program. In the section on HR development the applicant needs to list all students that will work on the project. It is important to identify the main supervisor and co-supervisor if applicable, as

well as provide the thesis or research project title on which the student is working. Generic thesis titles or research project titles are not acceptable.

A clear indication should also be provided of present staff members who are busy with further studies.

The proposal must include information of how Knowledge Transfer will happen between research groups active in the collaboration. Evidence should be provided on activities planned or executed to support knowledge or skill transfer between the collaboration partners. This can be training schools, joint workshops, and supervision of students, reports or any other evidence of transfer.

### 2.6.6 Relevance & Impact

The proposal should clearly articulate the scientific, social, economic and environmental relevance and impact of the proposed work.

### 2.7 Laser safety

Laser safety is of utmost importance. The proposal should clearly nominate a Laser Safety Officer and plans around laser safety should be included in the management plan section of the proposal. For successful applicants, it will be expected that

- The nominated laser safety officer needs to be trained;
- That all users of the equipment used of experimental work to support the ALC research Collaboration are provided with laser safety training.
- It should be noted that it is preferred if permanent members of the research team be assigned the role of laser safety officer.

### 2.8 Proposal and report assessment criteria

Assessment criteria will be used to maintain consistency during assessment of research proposals and reports, each criterion is assigned a weight (see [Table 2](#) and [Table 3](#)).

For NEW applications

| Criterion                     | Details  | Weight |
|-------------------------------|--|--------|
| <b>Management Plan [10%]</b>  | Feasibility & Efficiency of management Plan  | 10%    |
| <b>Scientific Merit [30%]</b> | Scientific/technical excellence  | 15%    |
|                               | Scientific impact/outputs  | 15%    |
| <b>Collaboration [20%]</b>    | The impact and evidence of collaboration needs to be provided. This includes joint publications, joint supervision, and contribution of ideas. | 20%    |
| <b>HR Development [30%]</b>   | Knowledge transfer   | 5%     |
|                               | Research students (Masters)  | 10%    |
|                               | Research students (Doctorate)  | 10%    |

|                                     |                                    |     |
|-------------------------------------|------------------------------------|-----|
| <b>Relevance &amp; Impact [15%]</b> | Social, Economic and Environmental | 15% |
|-------------------------------------|------------------------------------|-----|

**Table 2: Assessment criteria – New Projects**

For Continuation projects – Annual Progress Report evaluation criteria

| <b>Criterion</b>                    | <b>Details</b>   | <b>Weight</b> |
|-------------------------------------|--|---------------|
| <b>Project progress [10%]</b>       | Progress on execution of the work as judged by progress against objectives, milestones and outputs   | 10%           |
| <b>Scientific Merit [30%]</b>       | Scientific/technical excellence  | 15%           |
|                                     | Scientific impact/outputs  | 15%           |
| <b>Collaboration [10%]</b>          | The impact and evidence of collaboration needs to be provided. This includes joint publications, joint supervision, and contribution of ideas. | 10%           |
| <b>HR Development [30%]</b>         | Knowledge transfer   | 5%            |
|                                     | Research students (Masters)  | 10%           |
|                                     | Research students (Doctorate)  | 10%           |
| <b>Relevance &amp; Impact [10%]</b> | Social, Economic and Environmental   | 25%           |

**Table 3: Assessment criteria - Continuation projects**

## 2.9 General comments

It is important that proposals submitted are concise, and only provide information relevant to what is requested in the proposal template. Information provided needs however to be comprehensive, to allow the reviewers an opportunity to accurately assessment the potential of the proposal. The review team will only assess proposals on what is written in the proposal document.

Applicants and grant holders should also respect the review process, and the CSIR appointed review panel. Applicants and grant holders are encouraged to not copy and paste sections from one part of the proposal or annual progress report to another.

For the annual progress report, the grant holder is requested to **ONLY** report on work conducted in the past year of funding.

Based on the recommendations from the review panel, the CSIR NLC will do budget allocations, rank the proposals received and make a decision on the projects which will be funded in the next funding cycle.

## **PART 3: MANAGEMENT OF GRANT**

### **3.1 Contracting**

A CSIR ALC contract will be established that contains the clauses and requirements for the management of the grant. The contract addresses responsibilities, intellectual property issues, as well as the financial arrangements associated with the project. The contract is between the CSIR National Laser Centre and the host institution of the applicant.

At least one of the applicants on the proposal must be a South African citizen, and must be based in South Africa. From a contracting perspective the requirement is that the South African researcher submits the application as the principal investigator (PI) to ease the contracting process.

The contract will be an annual contract, and will be renewed on an annual basis **subject to the submission of an annual progress report, as well as a favorable review of the progress report.**

### **3.2 Reporting requirements**

On accepting the award (signing the contract), the grant-holder will be required to deliver on the annual research plan that formed part of the accepted application.

At the end of the calendar year the grant-holder will be required to prepare and submit an annual report to the CSIR NLC. The annual report must address project progress, delivery on milestones, project outputs and outcomes as presented in the research plan. In instances where the original project application was a multi-year proposal, the annual progress report will be used in an evaluation process to determine whether the project will continue in the next FY.

For annual progress reports the following important points needs to be considered and followed:

- Projects that does not report progress will be not funded in the following year.
- All publications titles should be included in the reporting. Only publications directly related to the work funded should be reported. Submitted publications including titles should also be reported, to demonstrate progress.
- In the annual progress report, an accurate assessment needs to be provided on work completed during the reporting period. Grant holders are encouraged to not just copy and paste information from the proposal, or to retain reporting from previous years in the proposal. Only up to date and relevant project related information should be

included in the report to enable a smooth and productive review of the progress on the project

### **3.3 Payment of Grants**

Claims for payments of travel costs and consumables approved as part of the project should be submitted to the CSIR NLC for payment. Claims should be submitted for attention of Mr. Thomas du Plooy ([tiduplooy@csir.co.za](mailto:tiduplooy@csir.co.za)).

Invoices for payments should be addressed to:

The CSIR National Laser Centre  
PO Box 395  
Pretoria  
0001.

All invoices should reflect the CSIR's VAT no. 4470114283

All invoices should also reflect the unique reference number assigned to the project, and available on the ALC Grant contract, or from the CSIR NLC.

No payments will be processed unless proof of expenses accompanies the invoice submitted to the NLC.

### **3.4 Assistance**

Should you require clarification on any of the processes, criteria or plans presented in this manual please do not hesitate to contact Thomas du Plooy at 012 841 3511 or 082 443 1128, e-mail [nlcrentalpool@csir.co.za](mailto:nlcrentalpool@csir.co.za) or [tiduplooy@csir.co.za](mailto:tiduplooy@csir.co.za)



## **CALL FOR PROPOSALS AFRICAN LASER CENTRE 2022 RESEARCH COLLABORATION PROGRAM**

The African Laser Centre is a NEPAD flagship initiative and is funded by the Department of Science and Innovation through their Africa Multilateral Cooperation program. CSIR National Laser Centre (NLC), a key node of the African Laser Centre (ALC), and the Department of Science and Innovation (DSI) would like to take this opportunity to introduce the ALC Research Collaboration program and to invite proposals from South African researchers planning to collaborate with partners on the African continent to apply for support from the ALC Research Collaboration program.

The grant scheme focusses on the promotion of laser and laser-related research on the African continent, with the purpose to stimulate and grow laser research programs within the African continent. The main aim of this program is to establish research capabilities on the African continent and to support human capacity building in laser-based sciences. The fund will allow research collaborations and student/researcher exchanges for participating institutes. The fund also makes provision for limited support for consumables required for research projects. The research collaborations supported under this Grant Scheme should be between a South African research team and an African research team, outside the borders of South Africa.

Under the present COVID-19 pandemic situation which impacts and limits the ability to travel internationally applicants are encouraged to consider how research collaborations can continue using virtual collaboration platforms.

The program has Masters, Doctoral and Post-doctoral studies as key drivers and focus on laser related research. Applications will be evaluated in line with the approved ALC research guidelines.

A guideline document is available from [nlcrentalpool@csir.co.za](mailto:nlcrentalpool@csir.co.za) which provide eligibility criteria, as well as information on what can qualify for funding support.

Please extend this invitation to all researchers active in laser-related research in the natural sciences, health, and engineering fields within your institution.

**Important dates are:**

Opening of the call: **20 September 2021**

Closing of the call: **29 October 2021**

The following documents are available for prospective applicants:

- ALC Research Collaboration Manual for 2022
- For NEW projects: ALC R&D Collaboration application form for 2022

Applicants must submit their proposals in MsWord format as well as a signed PDF to the CSIR National Laser Centre by e-mail, using the following e-mail address [nlcrentalpool@csir.co.za](mailto:nlcrentalpool@csir.co.za) or [tiduplooy@csir.co.za](mailto:tiduplooy@csir.co.za)

**Please direct all queries to:**

Mr Thomas du Plooy

CSIR National Laser Centre

Tel: [012 841 3511](tel:0128413511)

Cell: [082 443 1128](tel:0824431128)

Email: [nlcrentalpool@csir.co.za](mailto:nlcrentalpool@csir.co.za) or [tiduplooy@csir.co.za](mailto:tiduplooy@csir.co.za)