

# Stellenbosch-Warwick Seed Fund Guidelines

## Background

In 2022, Stellenbosch University and the University of Warwick signed an agreement with the aim of combining expertise and engaging in collaborative activities.

One of the aims of the agreement is to support collaboration between the two universities. The Stellenbosch-Warwick Seed Fund aims to strengthen or initiate exchange between Stellenbosch and Warwick academics and professional services staff by enabling them to jointly undertake preliminary research and education projects, and organise meetings, conferences or workshops.

## Objectives

The Stellenbosch-Warwick Seed Fund is designed to flexibly support Stellenbosch and Warwick researchers and professional service staff to establish new links and advance existing collaborations, by enabling activities such as:

- organisation of virtual, hybrid or in-person workshops, conferences, symposia;
- preliminary research, experiments and pilot studies;
- meetings to facilitate planning and development of external funding proposals;
- reciprocal or non-reciprocal visits to establish new collaborations.

Proposals should address the following points:

- Research projects should articulate the challenge the team is seeking to address, and how they are placed within the broader research landscape to do this;
- Education projects should outline ways that the project will help to internationalise teaching and learning at Stellenbosch and Warwick
- Clear definition of the objectives, outcomes and impact – including external funding targets;
- Demonstrate why neither university could tackle the challenge alone – or the additionality achieved through collaboration;
- Articulate what the funding will enable and why it is an appropriate funding source for the activity;
- Be balanced in benefit and be of strategic interest to both Stellenbosch and Warwick;
- Reflect the most efficient and effective means to achieve the project objectives.

## Funding amount and duration

The Stellenbosch-Warwick Seed Fund provides funding of up to **ZAR R100,000**, for expenses incurred by Stellenbosch and **GPB £5,000**, for expenses incurred by Warwick.

We welcome proposals that offer most effective means of achieving the objectives, including those below the maximum funding threshold.

Proposals to this funding round must be submitted **26 April 2024**.

Successful projects will have a maximum duration of **24 months**. Projects can commence from **1 August 2024** and must complete activities by **31 July 2026**

As part of the application, a budget will be requested for each **financial** year of the project.

At Warwick, all costs for FY 24/25 should be incurred before 31 July 2025 and all costs for FY 25/26 (if applicable) should be incurred between 1 August 2025 and 31 July 2026.

Warwick funds cannot be carried over from one financial year into another and any unspent funds will no longer be available to award holders; applications should seek to itemise costs per financial year so that the budget can be allocated accordingly.

Stellenbosch funds are allocated for the entire duration of the project, with 75% of the award made available during the first year, and the remaining 25% after the successful completion of the project and reporting requirements.

## Applicant Eligibility

The Stellenbosch-Warwick Seed Fund is open to staff from **all** academic departments and research units as well as all professional service staff.

Applicants must be permanent or fixed-term, full or part-time staff. For applicants on fixed-term contracts, the duration of contract must extend beyond the project completion date.

## Eligible costs

Eligible costs will typically include:

- Reasonable travel and visa costs;
- Accommodation and subsistence costs (it is expected that Stellenbosch staff participating in activities located at the University of Warwick will stay in on-campus accommodation. Warwick staff visiting Stellenbosch will be provided with a list of accommodation options on campus or in town.
- Reasonable event/workshop costs (activities should be held on campus or justification provided for alternative locations);
- Research/educational support (e.g. access charges, virtual platforms, consumables, transcription costs, research assistant hourly rates), not typically exceeding 20% of the total project budget.

The Seed Fund will **not** typically fund:

- Infrastructure and equipment;
- Overhead/central support charges;
- Non-Stellenbosch or Warwick staff expenses (including travel and accommodation);
- Salaries and honoraria of permanent and fixed term staff
- Conference registrations and related travel/accommodation costs
- Costs already incurred prior to submission of the proposal.

**N.B. Both Universities have committed to reducing our carbon footprint. Applicants are encouraged to consider the carbon cost of the proposed activities and use virtual alternatives to travel where feasible.**

Please note that the University of Warwick has recently made changes to its [travel policy](#), including an expectation that air travel should be in economy class and a “Green Levy” of £60 is charged to departments for all non-European flights.

## Evaluation Criteria

Proposals will be assessed against the following criteria:

- **Joint capacity:** applicants’ academic credentials, joint ability to carry out the project, complementarity of the partners (including why the initiative could not occur at either university on its own, or the additionality achieved through collaboration)
- **Innovation and excellence:** the novelty of the project must be articulated for a non-specialist audience, clearly demonstrating how the proposed project will contribute to disciplinary innovation. The project must demonstrate its relevance and potential to make a meaningful contribution to tackling the challenges it seeks to address.
- **Strategic focus:** the proposal should state how the initiative advances the interests of both Warwick and Stellenbosch, and the impact of the proposed activity and expected benefits for the Schools/Departments and the collaboration.
- **Impact and potential:** clear pathway to impact and/or external funding; Applicants are advised to clearly indicate:
  - how they envisage the collaboration developing beyond this project (e.g. student opportunity, building links with industry, using preliminary data collected to scale-up the project)
  - which external funding sources are available, or in development, to sustain the collaboration

## Budget Planning and Distribution

Please note that Stellenbosch and Warwick operate different financial years - Warwick financial year runs from August to July, and Stellenbosch financial year runs from February to February. Your project budget may span more than one financial year, as illustrated below. In your application, you will be asked to specify both Stellenbosch and Warwick budget, and the amount of the award you will spend per financial year. In particular, the Warwick budget should be accurately allocated to financial years since this budget cannot be carried from one financial year to the next. Applicants can consult their local Finance Officer or for advice on preparing their budgets.

### **Example:**

*A project funded at maximum funding threshold of GBP5,000 and ZAR100,000 commencing on 1 August 2024 and completing on 31 July 2026.*

<b>Warwick, £GBP</b>		<b>Stellenbosch, \$ZAR</b>		
<b>FY 2024/25</b>	<b>FY 2025/26</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
2,500	2,500	25,000	50,000	25,000

Please note that **at Warwick** awards to successful applicants are made as a 'budget virement' which is an agreed increased spend to the departmental budget. This will negatively impact both the budgeted and actual gross surplus and gross margin percentage of the Department/School. It is **recommended** that applicants clarify this with their Heads of Department/School when obtaining

the Statement of Support (see also Section 8). **Stellenbosch** funding is transferred to the cost centre that is provided by the successful applicant. SU International will transfer 75% of the award during the first year, and the remaining 25% after the successful completion of the project and reporting requirements.

## Statement of Support

All applications must be endorsed to ensure activities align with Faculty/Department priorities and that sufficient resourcing is available.

An e-mail from respective Heads of Department/School is sufficient as statement of support.

The statement of support must confirm the following:

*The Department/School agrees to provide necessary facilities and confirms that the project would not entail a significant increase in the use of any University services; that any health and safety and ethical requirements have been considered; and that any relevant approvals will be sought before the project begins.*

*At Warwick, the Head of Department/School must additionally confirm their understanding that any award received under this scheme represents a budget virement of actual expenditure and not a cash award. Bids for expenditure will adversely impact both the budgeted and actual gross surplus and gross margin percentage of their department.*

## Research Integrity and Ethics

### Ethics

Research projects that involve human participants, their data or tissue, or animals **will** require appropriate ethical review. Research involving secondary analysis of publicly available data e.g. systematic reviews does **not** require ethics review, but secondary analysis of other data that are not publicly available does. Please note, data taken from social media, does **not** count as publicly available.

Ethics approval does not need to be applied for until funding has been awarded but **must** be obtained **before** projects can begin. Further information about ethics and other approvals, and how to apply for these is available on the [Research & Impact Services](#) webpages (Warwick) and the [Research Integrity and Ethics](#) webpages (Stellenbosch).

Please note that it is the researcher's responsibility to ensure the ethics application is submitted and approved before the project begins.

Warwick researchers are advised to complete a Research Integrity online training module: [www.warwick.ac.uk/ritraining](http://www.warwick.ac.uk/ritraining).

### Export Control Due Diligence

As part of your application **at Warwick**, you are strongly encouraged to undertake the Epigeum Research Integrity Training, including the Export Control Training Module, which can be accessed [here](#).

The PI is responsible for ensuring that the research complies with the UK Export Control Legislation. Follow [the guidance](#) by R&IS to determine whether export controls apply to your proposed research.

## Submission of applications

An Application Form template is available from:

[warwick.ac.uk/global/africa/fundingopportunities/stellenboschwarwickseedfund/applicationform/](http://warwick.ac.uk/global/africa/fundingopportunities/stellenboschwarwickseedfund/applicationform/)

Not more than ONE application will be considered from each Principal Applicant.

- A single application should be submitted to:  
[warwick.ac.uk/global/africa/fundingopportunities/stellenboschwarwickseedfund/applicationform/](http://warwick.ac.uk/global/africa/fundingopportunities/stellenboschwarwickseedfund/applicationform/)

Submissions must include:

- Completed application form and budget tables;
- Short CVs of Principal Applicants;
- Statements of Support (an e-mail from Head of Department/School)

## Reporting

A final report must be submitted within **one** month following the end of the project and will be reviewed by members of the International Strategy and Relations team and International Strategy Group at Warwick and members of SU International team at Stellenbosch. A template will be provided. For projects running for more than one year, a mid-term report may also be required.

## Further Information & Contacts

### University of Warwick

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### Stellenbosch University

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