

# RESEARCH SUPPORT SERVICES CONTACT LIST

Selected research committees, offices or functions for researchers, postdoctoral fellows & postgraduate students in the Faculty of Medicine & Health Sciences (FMHS), Stellenbosch University (SU), Tygerberg campus  
 Prepared by Research Development and Support, Tygerberg campus, February 2019

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## RESEARCH COMMITTEES:

	Key functions / Description	Contact person	Contact details
<b>Research committees</b>	<b>Advisory Committee of Laboratory Equipment (ALE)</b>	Central research equipment funding committee of SU	Maléne Fouche / mfouche@sun.ac.za
	<b>Central Analytical Facility Committee (CAF)</b>	Managing expensive multi-user research equipment available to researchers	Maléne Fouche / mfouche@sun.ac.za
	<b>Research Committee of Senate</b>	Combined research committee (Subcommittee A, B and C)	Maryke Hunter-Hüsselmann / mh3@sun.ac.za
	<b>Subcommittee A of the Research Committee</b>	Research committee of the Social Sciences faculties	Maléne Fouche / mfouche@sun.ac.za
	<b>Subcommittee B of the Research Committee</b>	Research committee of the Natural Sciences faculties & Engineering	Maléne Fouche / mfouche@sun.ac.za
	<b>Subcommittee C of the Research Committee</b>	Research committee of the Medicine and Health Science faculty	Tania Brodovcky / taniab@sun.ac.za
	<b>Western Cape Provincial Health Research Committee</b>	Approval of research at public hospitals or clinics	Charlene Roderick / Health.Research@westerncape.gov.za
<b>Research ethics committees</b>	<b>Animal Care and Use Committee</b>	Ethics committee for animal research	Winston Beukes / wabeukes@sun.ac.za
	<b>Biosafety and Environmental Ethics Committee</b>	Ethics committee for bio-safety and environmental protection; DAFF certificates	Winston Beukes / wabeukes@sun.ac.za
	<b>Health Research Ethics Committee 1 (HREC1)</b>	Ethics committee for health research (1 of 2 committees)	Melody Shana / melodys@sun.ac.za
	<b>Health Research Ethics Committee 2 (HREC2)</b>	Ethics committee for health research (1 of 2 committees)	Francis Masiye / fmasiye@sun.ac.za
	<b>Humanities (Human subject research)</b>	Ethics committee for non-health research	Clarissa Graham / cgraham@sun.ac.za
	<b>Senate Research Ethics Committee</b>		Maléne Fouche / mfouche@sun.ac.za
	<b>Undergraduate Research Ethics Committee (UREC)</b>	Ethics committee for undergraduate health research (FMHS only)	Debbie Marais / debbiem@sun.ac.za
	<b>Undergraduate Research Committee (URC)</b>	Committee for undergraduate health research (FMHS only)	Debbie Marais / debbiem@sun.ac.za

## RESEARCH SUPPORT OFFICES/FUNCTIONS:

	Key functions / Description	Contact person	Contact details
<b>General research support offices</b>	<b>Research Development and Support (Tygerberg campus)</b>	Nico Gey van Pittius	021 938 9643 / researchfhs@sun.ac.za
	Doctoral Office	Support to postdoctoral, doctoral and research masters students at FMHS	Jyothi Chabilall / chabilallj@sun.ac.za
	Health Research Ethics Office	Approval of all health-related research	Nicola Barsdorf / nbarsdorf@sun.ac.za
	Research Capacity Development and Funding Office		Tania Brodovcky / taniab@sun.ac.za
	<i>Capacity development</i>	Research training workshops & courses (health sciences-specific)	Tashwell de Wet / tashwell@sun.ac.za
	<i>Internal &amp; national health research funding</i>	Subcommittee C, FMHS, MRC, CANSA, NHLS, etc.	Vusi April / vpa@sun.ac.za
	Research Grants Management Office	Pre- and post-award functions for international grants	Eugene Baugaard / eugeneb@sun.ac.za
	<i>NIH grant writing support</i>	NIH funding opportunities, grant application coordination	Christa Coetsee / cdevries@sun.ac.za
	Undergraduate Research Office	Research ethics, capacity development & research funding	Debbie Marais / debbiem@sun.ac.za
	<b>Division for Research Development (Stellenbosch campus)</b>		Therina Theron / ttheron@sun.ac.za
	Research Contracts Office	Research contracts, MoU, material transfer agreements (MTA), etc.	Cornelia Malherbe / cvdm2@sun.ac.za
	International Funding and Capacity Development		Riana Coetsee / rjc@sun.ac.za
	<i>International funding</i>	Including bilateral funding, European funding	Lizél Kleingbiel / lizelk@sun.ac.za
	<i>Capacity development</i>	Research training workshops & courses (generic)	Fadwha Patel / fadwha@sun.ac.za
	<i>Postdoctoral Research Fellows</i>		Lee-Ann Seymour / leeanne@sun.ac.za
	<i>International Postdoctoral Research Fellows</i>	Practical assistance for international Postdoctoral Research Fellows	Izel Gordon-Rossouw / ize@sun.ac.za
	<i>Staff mobilisation / exchanges</i>	Practical assistance for staff mobilisation and/or international staff support	Lidia du Plessis / lidia@sun.ac.za
	<i>Emerging researcher programmes</i>	Early career researcher development and mentorship programmes	Riana Coetsee / rjc@sun.ac.za
	Research Information and Strategy		Maryke Hunter-Hüsselmann / mh3@sun.ac.za
	<i>Research outputs</i>	Research article and book publications & annual survey	Daléne Pieterse / mver@sun.ac.za
	<i>Research brochures and publications</i>	Annual Research Report and other publications	Maryke Hunter-Hüsselmann / mh3@sun.ac.za
	<i>Research information and statistics</i>		Maryke Hunter-Hüsselmann / mh3@sun.ac.za
	<i>Research information management system support</i>	Infonetica technical support and training	Xabiso Xesi / xabiso@sun.ac.za
	Research Integrity and National Grants		Maléne Fouché / mfouche@sun.ac.za
	<i>National research funding</i>	Including NRF, CANSA, MRC, etc.	Maléne Fouché / mfouche@sun.ac.za
	<i>Research integrity</i>	Research misconduct processes & issues	Natalie Harriman / nharriman@sun.ac.za
	<b>Consultus</b>	Conference organisation & administration services	Suné van Rooyen / sunevr@sun.ac.za
	<b>Continuous Professional Development (CPD) Office</b>	CPD accreditation of courses	Jenni Brand / jenni@sun.ac.za
	<b>Copyright &amp; Intellectual Property Office</b>		Carol Kat / carolk@sun.ac.za
	<b>Health Professions Council of South Africa (HPCSA) Office</b>		Estie Geldenhuys / hmg@sun.ac.za
	<b>InnovUS</b>	Research commercialisation, patents, etc.; SU short course registrations	Anita Nel / info@innovus.co.za
	<b>International Office (Tygerberg campus)</b>	International student matters and visas	Rachel Pullen / crp@sun.ac.za
	<b>Postgraduate Office (Stellenbosch campus)</b>	Postgraduate student support, skills development and bursaries	Dorothy Stevens / dstevens@sun.ac.za
	<b>Stellenbosch University International (Stellenbosch campus)</b>	Internationalisation and collaboration with international partners	Robert Kotzé / rk@sun.ac.za
	<b>StellMed</b>	Registration of short courses at the FMHS	Mariana Steenkamp / marianas@sun.ac.za

## RESEARCH SUPPORT OFFICES/FUNCTIONS:

	Key functions / Description	Contact person	Contact details
Research facilities for researchers	Animal Research Facility (Tygerberg campus)	Sven Parsons	021 938 9948 / sparsons@sun.ac.za
	Central Analytical Facility (CAF)	Expensive multi-user research equipment available to researchers	Gary Stevens 021 808 3127 / gs@sun.ac.za
	Library (Tygerberg campus)		Alvina Matthee 021 938 9367 / alvinam@sun.ac.za
	Stellenbosch Institute for Advanced Study (STIAS)	Senior academic/research fellowships	María Mouton 021 808 2963 / mmouton@sun.ac.za
Academic administration	Committee for Postgraduate Education (CPE/KNO)	Johan Coetzer	021 938 9204 / jco@sun.ac.za
	Committee for Postgraduate Research (CPR/KNR)	Jyothi Chabilall	021 938 9708 / chabilallj@sun.ac.za
	Graduation	Johan Coetzer	021 938 9204 / jco@sun.ac.za
	International postgraduate students	Academic related matters	Rachel Pullen 021 938 9086 / crp@sun.ac.za
	Oath taking ceremony		Salot Hanekom 021 938 9487 / salot@sun.ac.za
	PhD registration	Doctoral Office, also serving research Masters degrees	Jyothi Chabilall 021 938 9708 / chabilallj@sun.ac.za
	Postgraduate student administration (PAS/NAO) database	Real-time postdoctoral fellow & postgraduate student database	Cindi de Doncker 021 808 2566 / cnm@sun.ac.za
	Postgraduate student registration		Valerie Dietrichs 021 938 9235 / valeried@sun.ac.za
	Remuneration for external supervision		Johan Coetzer 021 938 9204 / jco@sun.ac.za
	Bursaries and Loans Office		Rochelle Sylvester 021 938 9129 / sylvester@sun.ac.za
	Student accounts		Lesanne Matthee 021 938 9208 / lm@sun.ac.za
	Visa or work permit issues		Rachel Pullen 021 938 9086 / crp@sun.ac.za
	Yearbook		Estie Geldenhuys 021 938 9284 / hmg@sun.ac.za
Research-related human resources	Appointment of external examiners / moderators	Johan Coetzer	021 938 9204 / jco@sun.ac.za
	Appointment of extraordinary staff	Contact your Department's Human Resource practitioner	Fides Claassens / Fawzia Allie 021 938 9670/9674/fides@sun.ac.za/fawzia@sun.ac.za
	Appointment of full time, part time / ad hoc research personnel	Contact your Department's Human Resource practitioner	Fides Claassens / Fawzia Allie 021 938 9670/9674/fides@sun.ac.za/fawzia@sun.ac.za
Research-related finances	European Union-related grant budgeting		Cornelia Jacobs 021 808 9018 / cornelijacobs@sun.ac.za
	Foreign payments - Financial services		Riana Wilson 021 808 2967 / rwilson@sun.ac.za
	Full cost budgeting		Eugene Baugaard 021 938 9126 / eugeneb@sun.ac.za
	Indirect cost recovery rate (ICRR) exemption	Requests to add funders to ICRR list	Ilse Griffiths 021 808 4539 / wilters@sun.ac.za
	International grant budget compilation support		Eugene Baugaard 021 938 9126 / eugeneb@sun.ac.za
	International grant post-award financial support		Eugene Baugaard 021 938 9126 / eugeneb@sun.ac.za
	National grant budget support		Tania Brodovcky 021 938 9150 / taniab@sun.ac.za
	Research-related requisitions		Debora Swart 021 933 9490 / dvisser@sun.ac.za
	Research finances	Research cost centres	Debora Swart 021 933 9490 / dvisser@sun.ac.za
	Research-related intellectual property	Copyright & Intellectual Property Office	
InnovUS		Research commercialisation, patents, spin-out companies, etc.	Anita Nel 021 808 3826 / ajnel@sun.co.za
Research capacity development / Research-related training events	African Doctoral Academy	Summer & winter schools in research methods	Corina du Toit 021 938 2858 / corina@sun.ac.za
	Biostatistics Unit	Consultations and workshops on biostatistics	Liesel Esterhuizen 021 938 9314 / lesterhuizen@sun.ac.za
	Capacity development: Division for Research Development	Research capacity development events for staff (including postdoctoral fellows)	Fadwha Patel 021 808 9325 / fadwha@sun.ac.za
	Capacity development: Postgraduate	Research capacity development events for SU postgraduate students	Dorothy Stevens 021 808 2932 / dstevens@sun.ac.za
	Capacity development: Research Development & Support (Tygerberg)	Research workshops and courses for staff and postgraduate students	Vusi April 021 938 9665 / vpa@sun.ac.za
	Central Analytical Facility (CAF)	Training workshops on CAF research equipment	Gary Stevens 021 808 3127 / gs@sun.ac.za
	Centre for Health Professions Education (CHPE)	Educational capacity development of staff	Lorraine Louw 021 938 9047 / lhl@sun.ac.za
	Centre for Medical Ethics & Law	Good Clinical Practice (GCP) courses, Ethics training programmes	Meagan Leukes 021 938 9600 / bioethics@sun.ac.za
	Centre for Teaching and Learning	Educational capacity development of staff	Jean Farmer 021 808 2956 / jeanlee@sun.ac.za
	Continuing Professional Development (CPD)	Registration and approval of CPD activities	Jenni Brand 021 938 9532 / jennie@sun.ac.za
	Information Technology (IT)	IT training courses	Petro Uys 021 808 4116 / puys@sun.ac.za
	Language Centre and Writing Laboratory	Academic writing support, consultations and training courses	Selene Delpoit 021 808 2947 / selene@sun.ac.za
	Library	Various research-related training courses	Alvina Matthee 021 938 9367 / alvinam@sun.ac.za
	StellMed	Registration of short courses at the FMHS	Mariana Steenkamp 021 938 9016 / marianas@sun.ac.za
	Undergraduate Research Office	Research capacity development & support to undergraduate FMHS students	Debbie Marais 021 938 9181 / debbiem@sun.ac.za
FMHS marketing & communication	Branding		Marketing and Communications 021 938 9202 / tygermar@sun.ac.za
	E-mail communication / Newsletters	Impromptu, Media Review, VIVUS	
	Media / News		
	Plasma screen advertising		
	Publications	<a href="http://www.sun.ac.za/FMHSpublications">www.sun.ac.za/FMHSpublications</a>	
	Social media channels	Facebook ( <a href="https://www.facebook.com/suhealthsci">www.facebook.com/suhealthsci</a> ), Twitter (@suhealthsci)	
Website development & support			

**RESEARCH SUPPORT OFFICES/FUNCTIONS:**

	Key functions / Description	Contact person	Contact details
<b>Research information support</b>	Community Research Opportunities Database	Mawethu Nyakatyia	021 8089142 / nyakatyia@sun.ac.za
	Institutional Research and Planning	Access to SU staff/student/alumni databases	Allison Mlitwa 021 808 9031 / amlitwa@sun.ac.za
	Research outputs & annual reporting of outputs		Daléne Pieterse 021 808 3557 / mver@sun.ac.za
	SU Knowledge Directory	Database of researcher expertise: www0.sun.ac.za/knowledge_directory/	Maryke Hunter-Hüsselmann 021 808 4623 / mh3@sun.ac.za
	SU Research Newsletters and Publications		Maryke Hunter-Hüsselmann 021 808 4623 / mh3@sun.ac.za
	SU Research Statistics	SU Research Information and statistics	Maryke Hunter-Hüsselmann 021 808 4623 / mh3@sun.ac.za
	SU Surveys	Web-based service provided to conduct online surveys	Magriet Treurnicht 021 808 4057 / magriet@sun.ac.za
<b>Research contracts &amp; legal issues</b>	Conflict of interest		Cornelia Malherbe 021 808 3546 / cvdm2@sun.ac.za
	Non-research contracts	Dealt with by Legal Services through Business Management	Eben Mouton ebenm@sun.ac.za
	Research Contracts Office	Research contracts, MoU, MTA, research-related legal issues	Marilyn Sikade 021 808 3949 / msikade@sun.ac.za
	Research Grants Management Office	Pre- and post-award handling of all international grants / grants >R500,000	Eugene Baugaard 021 938 9126 / eugeneb@sun.ac.za
<b>Research ethics &amp; integrity support</b>	Research Integrity Office	Research misconduct processes & issues	Natalie Harriman 021 808 2670 / nharriman@sun.ac.za
	Research Insurance Support	Insurance of Stellenbosch University research	Wium van Kerwel 021 808 2809 / wvankerwel@sun.ac.za
<b>Research-related information technology (IT)</b>	BITS & BYTES	Electronic newsletter on IT matters	Information Technology bits.bytes@sun.ac.za
	Enquiries or logging a problem	General IT enquiries and logging a call	Information Technology 021 808 4367 / help@sun.ac.za
	Figshare: SU research data repository	Research database storing and sharing software	Samuel Simango 021 808 9917 / ssimango@sun.ac.za
	InfoEd (Research Information Management System)	Research information management system technical help	Nicole Walker 021 808 4914 / nwalker@sun.ac.za
	Hardware quote / purchase	Getting quotes for computer hardware through IT	Information Technology quote@sun.ac.za
	Postgraduate student administration (PAS/NAO) database	Real-time postdoctoral fellow & postgraduate student database	Cindi de Doncker 021 808 2566 / cnm@sun.ac.za
	Redcap	Research data collection and management software	Kim Stanley / Tonya Esterhuizen kstanley / tonyae@sun.ac.za [https://redcap.sun.ac.za/]
	Sharepoint	Web-based platform used for various applications	Bernard Heesen 021 808 3812 / bernardh@sun.ac.za
	Software licences available to staff & students	Information on SU software licences & quotes for special licences	Mandy Wanza software@sun.ac.za
	Temporary username registration for visitors		Divisional Secretary
<b>Research collaboration support</b>	Africa collaborative partners		Nico Elema 021 808 9381 / nicoelema@sun.ac.za
	BRICS collaborative partners		Lidia du Plessis 021 808 2607 / lidia@sun.ac.za
	International staff exchange programmes		Lidia du Plessis 021 808 2607 / lidia@sun.ac.za
	South African-European collaborative partnerships		Lizél Kleingbiel 021 808 2105 / lizelk@sun.ac.za
	South African-International bilateral collaborative partnerships		Riana Coetsee 021 808 2580 / mjc@sun.ac.za
<b>General support</b>	Access control & card activation	Building access control and card activation	Lésanne Mathee 021 938 9208 / lm@sun.ac.za
	Campus Security	Campus security emergencies	Nikolaas Saal 021 938 9507/9500 / nsaal@sun.ac.za
	Facilities Management	Building, venue maintenance & repairs	Russel Athony 021 938 9433/9544 / fmhelpdesk@sun.ac.za
	Healthy and Safety Committee (FMHS)	Committee secretary	Bertha du Toit 021 938 9117 / bh1@sun.ac.za
	Purchasing and Provision services	Office removals and furniture transfers	Lucille Ras 021 808 4612 / lucillej@sun.ac.za
	Risk Management - Health and Safety	Risk Management - Health and Safety queries	Mahoney Viljoen 021 808 3553 / mahoney@sun.ac.za
	Vehicle Fleet Services	Vehicle fleet bookings, visitor parking reservation	Elzaan van der Merwe 021 938 9349 / meis@sun.ac.za