



FMHS REGULATIONS FOR HARRY CROSSLEY FOUNDATION FUNDING FOR 2018

ELIGIBILITY:

1. Researchers*, postdoctoral fellows and postgraduate students from the Faculty of Medicine and Health Sciences are invited to apply for financial assistance for research projects.
2. Staff enrolled for further qualifications (Masters or Doctoral) that require financial support, should indicate both their employment status and qualification enrolled for on the application form.
3. Only ONE application per person may be submitted.
4. Students should apply for financial assistance themselves; it is not permissible for supervisors to apply on students' behalf, except for 1-year Honours or new Masters projects for which students have not yet been identified. This should be clearly indicated on the form and only one application per supervisor will be allowed. In the event of an application being successful, no funds will be made available until proof of student registration is provided.
5. Only the following types of applications will be considered:
 - *newly appointed researchers (within 2 years following appointment) in need of start-up funds;
 - postdoctoral fellow research;
 - postgraduate student research.

GUIDELINES AND CONDITIONS:

1. Application forms must be completed electronically.
2. Applications should be submitted on the most up-to-date application form.
3. Applications that are incomplete or incorrectly completed will not be considered.
4. Applications of which the funding request exceeds the maximum Harry Crossley Foundation fund allocation will not be considered (exceeding R50,000). You are encouraged to secure co-funding for a project with a larger budget and may apply for Harry Crossley Foundation funds for a subsection of a project.

BUDGET REQUIREMENTS AND CONSIDERATIONS:

1. The budget may not include any conference travel or any human resource costs (for the applicant or research assistance on the project) or statistical consultation fees.
2. A small allocation for equipment is permissible but this item will not have a high priority should limited funds be available.
3. It is essential that all other funds or grants in the applicant's name or that have been awarded for the specific project be declared.
4. It is advisable to plan carefully when the budget is compiled. The allocated funds may only be used for its intended purpose. Should a researcher want to utilise allocated funds for valid items that fall outside of the original budget, a *HARRY CROSSLEY FOUNDATION REQUEST FOR BUDGET CHANGE FORM* should be obtained from the Research Development and Support Division (RDS) and duly completed, with the supervisor's (*if applicable*) and the Head of Department's (*compulsory*) approval and signature. The request will then have to be submitted by the RDS to the Harry Crossley Foundation for approval. This is a time consuming process and will only be permitted in exceptional cases.

5. Awarded funds must be spent by **30 November** of the year for which the funds were allocated. If not, the balance will be returned for reallocation.

ETHICS APPROVAL:

1. The ethics approval number of the particular project should be supplied, as well as the expiry date. It is the obligation of the researcher to ensure that ethics approval is renewed and does not lapse.
2. If the project for which financial assistance is required is new and has not yet been approved by the appropriate research ethics committee, a clear indication of plans to submit for ethics approval should be given with a provisional date.
3. Please note that allocated funds will not be released without valid ethics approval and/or permissible renewal status.
4. If ethics approval has not been obtained by **31 July** of the award year, the award will automatically be cancelled.

RE-APPLICATION CONSIDERATIONS:

1. A re-application will not be considered without an attached progress report of satisfactory standard and outputs.
2. It should be clearly indicated for what duration a specific project has received previous support from the Harry Crossley Foundation.

SUBMISSION PROCEDURE:

1. **THREE hard copies** (ONE original and TWO copies will suffice) and **ONE electronic copy** should be submitted to RDS before or on the deadline.
2. No late or incomplete applications will be considered.
3. Applicants should receive an outcome notification by December of the year in which they applied. Funds will be transferred to the relevant cost point during February of the funding year, provided ethics approval and student registration (where applicable) are in place.