

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 2018

Version 2018-02

RESEARCH COMMITTEES:

	Key functions / Description	Contact person	Contact details
Research committees	Advisory Committee of Laboratory Equipment (ALE)	Central research equipment funding committee of SU	Maléne Fouche 021 808 4622 / mfouche@sun.ac.za
	Central Analytical Facility Committee (CAF)	Managing expensive multi-user research equipment available to researchers	Maléne Fouche 021 808 4622 / mfouche@sun.ac.za
	Research Committee of Senate	Combined research committee (Subcommittee A, B and C)	Maryke Hunter-Hüsselmann 021 808 4623 / mh3@sun.ac.za
	Subcommittee A of the Research Committee	Research committee of the Social Sciences faculties	Maléne Fouche 021 808 4622 / mfouche@sun.ac.za
	Subcommittee B of the Research Committee	Research committee of the Natural Sciences faculties & Engineering	Maléne Fouche 021 808 4622 / mfouche@sun.ac.za
	Subcommittee C of the Research Committee	Research committee of the Medicine and Health Science faculty	Tania Brodovcky 021 938 9150 / taniab@sun.ac.za
	Western Cape Provincial Health Research Committee	Approval of research at public hospitals or clinics	Charlene Roderick 021 483 9319 / Health.Research@westerncape.gov.za
Research ethics committees	Animal Care and Use Committee	Ethics committee for animal research	Winston Beukes 021 808 9003 / wabeukes@sun.ac.za
	Biosafety and Environmental Ethics Committee	Ethics committee for bio-safety and environmental protection; DAFF certificates	Winston Beukes 021 808 9003 / wabeukes@sun.ac.za
	Health Research Ethics Committee 1 (HREC1)	Ethics committee for health research (1 of 2 committees)	Franklin Weber 021 938 9657 / fweb@sun.ac.za
	Health Research Ethics Committee 2 (HREC2)	Ethics committee for health research (1 of 2 committees)	Francis Masiye 021 938 9207 / fmasiye@sun.ac.za
	Humanities (Human subject research)	Ethics committee for non-health research	Clarissa Graham 021 808 9183 / cgraham@sun.ac.za
	Senate Research Ethics Committee		Maléne Fouche 021 808 4622 / mfouche@sun.ac.za
	Undergraduate Research Ethics Committee (UREC)	Ethics committee for undergraduate health research (FMHS only)	Debbie Marais 021 938 9181 / debbiem@sun.ac.za

RESEARCH SUPPORT OFFICES/FUNCTIONS:

	Key functions / Description	Contact person	Contact details
General research support offices	Research Development and Support (Tygerberg campus)	Nico Gey van Pittius	021 938 9643 / researchfhs@sun.ac.za
	Doctoral Office	Administration and support to doctoral and research masters students at FMHS	Jyothi Chabilall 021 938 9708 / chabilallj@sun.ac.za
	Health Research Ethics Office	Approval of all health-related research	Nicola Barsdorf 021 938 9075 / nbarsdorf@sun.ac.za
	Research Capacity Development and Funding Office		Tania Brodovcky 021 938 9150 / taniab@sun.ac.za
	Capacity development	Research training workshops & courses (health sciences-specific)	Tashwell de Wet 021 938 9056 / tashwell@sun.ac.za
	Internal & national health research funding	Subcommittee C, FMHS, MRC, CANSAs, NHLS, etc.	Vusi April 021 938 9665 / vpa@sun.ac.za
	Research Grants Management Office	Pre- and post-award functions for international grants	Eugene Baugaard 021 938 9126 / eugeneb@sun.ac.za
	NIH grant writing support	NIH funding opportunities, grant application coordination	Christa Coetsee 021 938 9838 / cdevries@sun.ac.za
	Undergraduate Research Office	Research ethics, capacity development & research funding	Debbie Marais 021 938 9181 / debbiem@sun.ac.za
Division for Research Development (Stellenbosch campus)	Contract Research Office	Research contracts, MoU, material transfer agreements, etc.	Therina Theron 021 808 4604 / ttheron@sun.ac.za
	International Funding and Capacity Development		Cornelia Malherbe 021 808 3546 / cvdm2@sun.ac.za
	International funding	Including bilateral funding, European funding	Riana Coetsee 021 808 2580 / mjc@sun.ac.za
	Capacity development	Research training workshops & courses (generic)	Lizél Kleingbiel 021 808 2105 / lizelk@sun.ac.za
	Postdoctoral Research Fellows		Fadwha Patel 021 808 9325 / fadwha@sun.ac.za
	International Postdoctoral Research Fellows	Practical assistance for international Postdoctoral Research Fellows	Lee-Ann Seymour 021 808 2909 / leeanne@sun.ac.za
	Staff mobilisation / exchanges	Practical assistance for staff mobilisation and/or international staff support	Izel Gordon-Rossouw 021 808 4985 / izel@sun.ac.za
	Emerging researcher programmes	Early career researcher development and mentorship programmes	Lidia du Plessis 021 808 2607 / lidia@sun.ac.za
	Research Information and Strategy		Riana Coetsee 021 808 2580 / mjc@sun.ac.za
	Research outputs	Research article and book publications & annual survey	Maryke Hunter-Hüsselmann 021 808 4623 / mh3@sun.ac.za
	Research brochures and publications	Annual Research Report and other publications	Daléne Pieterse 021 808 3557 / mver@sun.ac.za
	Research information and statistics		Maryke Hunter-Hüsselmann 021 808 4623 / mh3@sun.ac.za
	Research information management system support	InfoEd technical support and training	Maryke Hunter-Hüsselmann 021 808 4623 / mh3@sun.ac.za
	Research Integrity and National Grants		Nicole Walker 021 938 4914 / nwalker@sun.ac.za
	National research funding	Including NRF, CANSAs, MRC, etc.	Maléne Fouché 021 808 4622 / mfouche@sun.ac.za
	Research integrity	Research misconduct processes & issues	Maléne Fouché 021 808 4622 / mfouche@sun.ac.za
Consultus	Conference organisation	Natalie Harriman 021 808 2670 / nharriman@sun.ac.za	
Continuous Professional Development (CPD) Office	CPD accreditation of courses	Suné van Rooyen 021 938 9238 / sunevr@sun.ac.za	
Copyright & Intellectual Property Office		Jenni Brand 021 938 9532 / jenni@sun.ac.za	
Health Professions Council of South Africa (HPCSA) Office		Carol Kat 021 808 2992 / carolk@sun.ac.za	
InnovUS	Research commercialisation, patents, etc.; SU short course registrations	Estie Geldenhuys 021 938 9284 / hmg@sun.ac.za	
International Office (Tygerberg campus)	International student matters and visas	Anita Nel 021 808 3826 / info@innovus.co.za	
Postgraduate Office (Stellenbosch campus)	Postgraduate student support, skills development and bursaries	Rachel Pullen 021 938 9086 / crp@sun.ac.za	
Stellenbosch University International (Stellenbosch campus)	Internationalisation and collaboration with international partners	Dorothy Stevens 021 808 2932 / dstevens@sun.ac.za	
StellMed	Registration of short courses at the FMHS	Robert Kotzé 021 808 4615 / rk@sun.ac.za	
		Mariana Steenkamp 021 938 9016 / 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)	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	Maria 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/KNN)	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 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	
	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	Carol Kat	021 808 2992 / carolk@sun.ac.za	
	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 Stellenbosch University 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	Carmen Gabriels 021 938 9362 / carmena@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 / puy@sun.ac.za	
	Language Centre and Writing Laboratory	Academic writing support, consultations and training courses	Selene Delport 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			
	E-mail communication / Newsletters	Impromptu, Media Review, VIVUS		
	Media / News			
	Plasma screen advertising		Marketing and Communications	021 938 9202 / tygermar@sun.ac.za
	Publications	www.sun.ac.za/FMHSpublications		
	Social media channels	Facebook (www.facebook.com/suhealthsci), Twitter (@suhealthsci)		
	Website development & support			

RESEARCH SUPPORT OFFICES/FUNCTIONS:

	Key functions / Description	Contact person	Contact details
Research information support	Community Research Opportunities Database	Mawethu Nyakatya	021 8089142 / nyakatya@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/	Nicole Walker 021 808 4914 / nwalker@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
Research contracts & legal issues	Conflict of interest	Cornelia Malherbe	021 808 3546 / cvdm2@sun.ac.za
	Research Contracts Office	Research contracts, MoU, MTA, research-related legal issues	Mark Mulder 021 808 2187 / mmulder@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
Research ethics & integrity support	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 / vwankerwel@sun.ac.za
Research-related information technology (IT)	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
	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 Academic Support (PAS)	Postgraduate student information database	Rita de Jager 021 808 4621 / rd@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
Research collaboration support	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
General support	Access control & card activation	Building access control and card activation	Lésanne Matthee 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