RULES & REGULATIONS FOR THE UNDERGRADUATE RESEARCH PROJECT FUND

1. OBJECTIVE

The objective of the Undergraduate Research Project Fund is to provide partial or full funding for meritorious undergraduate research projects in the Faculty of Medicine and Health Sciences (FMHS), with a view to stimulating undergraduate research.

2. MANAGEMENT AND ADMINISTRATION

The Deputy-Dean (Research) is responsible for the management of the Fund. Allocations will be made on a competitive basis, based on merit and the available budget.

3. ELIGIBILITY

Any undergraduate student registered at the FMHS, Stellenbosch University who is conducting research as part of their undergraduate degree.

4. SUBMISSION AND CLOSING DATE FOR APPLICATIONS

Applications should be submitted for consideration to the Research Development and Support Division (FMHS) during two rounds per year, by the following deadlines[1]:

- 1 April
- 1 November.

5. GUIDELINES AND CONSIDERATIONS FOR ALLOCATIONS

a) All projects will require Health Research Ethics Committee (HREC) approval. Applications can be submitted while HREC approval is still being sought, provided that students submit a plan and estimated timeline for obtaining such. In such cases, payment of funds will be subject to confirmation of approval in the form of an HREC approval letter. If ethics approval has not been obtained within 3 months of the provisional award date, the award will be automatically cancelled.

b) The application must be supported by a supervisor who is an academic staff member or an accredited outside lecturer of the FMHS, as well as by the Head of Department / Division.

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[1] Calling for applications in these two phases will be at the discretion of the Fund manager. In cases where funds are limited, fewer calls for applications may be issued in a given year.

c) Only one application per project per year will be considered. In the case of group research projects, only one award per project will be made; in these cases the group should nominate a primary applicant from among the group, and list names of all other group members in the relevant space provided on the application form.

d) Students should apply for research project funding themselves. It is not permissible for supervisors to apply on students' behalf. In the event of an application being successful, no funds will be made available until proof of student registration is provided.

e) When an award is made, the supervisor needs to facilitate the nomination or opening of a suitable research (K) cost point in the relevant department/division into which funds will be paid.

f) Funds can be used to cover research-related expenses as outlined in the budget. All expenses should be approved by the supervisor. Allowable budget items include running expenses, field travel, printing, minor equipment. Non-allowable budget items include conference travel, salaries, and student fees.

g) Only one allocation is normally made to the same person during the period of her/his undergraduate training. More than one allocation can be made in cases where a previous allocation has led to a research publication in a Department of Higher Education and Training (DHET)-accredited journal, and provided a report relating to the previous research project award has been received and approved.

h) Applications should consist of a completed application form (URP-02-2020); a 2-page protocol synopsis; the Health Research Ethics Committee approval letter; and proof of student registration.

i) All other funds or grants in the applicant's name or that have been awarded for the specific project must be declared.

j) Any funds that have not been utilised at the end of a period of 1 year after the date of the award letter will be reverted back to the Fund.

k) Students who wish to publish their findings or present their research at a conference once the research has been completed, are eligible to apply for the Undergraduate Conference Presentation and Publication Incentive Fund. Such applications will only be considered once a full report on how the Research Project Fund was used (see section 8 below) has been received and approved.

6. MAXIMUM AWARDS

Research Project Fund: Students who choose to conduct research as part of their academic curriculum (e.g. for extra credit) may apply for the research project award to cover research-related expenses. The maximum allocation for an undergraduate research project award is set at R5 000. Requests for higher amounts will be considered in exceptional and meritorious cases and with strong motivation by the supervisor and/or Head of Division/Department.

7. SUBMISSION GUIDELINES

7.1. Applications should be submitted via email, on the latest version of the relevant application form (URP-02-2020). No hard copy applications are permitted.

7.2. Applications are expected to include all the required documentation (attachments) as stipulated on the application form.

7.3. Applications must be reviewed and signed off by the applicant's primary research supervisor.

7.4. Late, incomplete or incorrectly completed applications will not be considered.

7.5. The application form and required attachments as per the application form, should be received by the Undergraduate Research Office, Research Development and Support Division, Faculty of Medicine and Health Sciences, on or before the stated deadline for that call.

7.6. Applicants should receive an outcome notification within one month after the particular application due date. Funds will be transferred to the relevant cost point provided by the applicant and approved by the applicant's supervisor.

8. REPORTING REQUIREMENTS

8.1. A report should be submitted by every successful applicant receiving support from the Research Project Fund <u>within 6 months</u> following the date of award.

8.2. The report should be submitted on the latest URP(P)-04-2016 form, which requires a narrative report detailing progress with the relevant research project, feedback on research results where relevant, a budget report outlining how the funds were used, and a plan for dissemination of research results (e.g. conference presentation, publication). The narrative section of the report should not exceed two typed A4 pages and should be shared with students and staff within the respective research group / department / division / centre / unit. The narrative report may also be published on the Research Development and Support Division's Undergraduate Research Office's website.

8.3. Successful applicants are strongly encouraged to present their research at their annual departmental research day and/or the FMHS Annual Academic Day.

8.4. Successful applicants may also be requested to make themselves and/or their group members available for a short video speaking about their *experience of doing research*, which may be posted on the Undergraduate Research Office website.

9. CONTACT

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