

# FIRLT/Finlo Application Form

\* Required

\* This form will record your name, please fill your name.

## Submitting a proposal

### Please note:

**a) Consultation:** Discussing your proposal with the CTL advisor in your faculty prior to submitting your application, is compulsory. Visit the CTL website at <http://www.sun.ac.za/english/learning-teaching/ctl/professional-learning-opportunities-for-t-l/faculty-based-work> (<http://www.sun.ac.za/english/learning-teaching/ctl/professional-learning-opportunities-for-t-l/faculty-based-work>) for the contact details of advisors or find the information in the table on the next page.

**b) Ethics:** The primary investigator (PI) is responsible to know and manage the ethical risks when applying for a FIRLT/Finlo project. Applicants are responsible for obtaining the necessary ethical clearance before beginning the project. For more info on ethical clearance for the proposed FIRLT/Finlo project email [ethics@sun.ac.za](mailto:ethics@sun.ac.za) (<mailto:ethics@sun.ac.za>) and/or consult these webpages: <http://www.sun.ac.za/english/research-innovation/Research-Development/electronic-application-process> (<http://www.sun.ac.za/english/research-innovation/Research-Development/electronic-application-process>) and [http://www.sun.ac.za/english/faculty/healthsciences/rdsd/ethics\\_application\\_package](http://www.sun.ac.za/english/faculty/healthsciences/rdsd/ethics_application_package) ([http://www.sun.ac.za/english/faculty/healthsciences/rdsd/ethics\\_application\\_package](http://www.sun.ac.za/english/faculty/healthsciences/rdsd/ethics_application_package)).

**c) Communication:** All correspondence will be between FIRLT/Finlo and the key applicant **ONLY** (not co-applicants).

### d) Guidelines & Regulations:

- Consult the FIRLT/Finlo guidelines at <http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Guidelines%20and%20criteria%20for%20application%20for%20FIRLT%20funding.pdf> (<http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Guidelines%20and%20criteria%20for%20application%20for%20FIRLT%20funding.pdf>).
- Consult the FIRLT/Finlo regulations at [http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Regulation%20for%20Fund%20for%20Innovation%20and%20Research%20in%20Learning%20and%20Teaching%20\(FIRLT\).pdf](http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Regulation%20for%20Fund%20for%20Innovation%20and%20Research%20in%20Learning%20and%20Teaching%20(FIRLT).pdf) ([http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Regulation%20for%20Fund%20for%20Innovation%20and%20Research%20in%20Learning%20and%20Teaching%20\(FIRLT\).pdf](http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Regulation%20for%20Fund%20for%20Innovation%20and%20Research%20in%20Learning%20and%20Teaching%20(FIRLT).pdf)).

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Are you clear on your ethical duties as PI of this project? \*

☐ Yes

☐ No

Faculty	Advisor	E-mail
AgriSciences	Charmaine van der Merwe	<a href="mailto:cvandermerwe@sun.ac.za">cvandermerwe@sun.ac.za</a>
Arts and Social Sciences	Karin Cattell-Holden	<a href="mailto:kcattell@sun.ac.za">kcattell@sun.ac.za</a>
Economic and Management Sciences	Gert Young	<a href="mailto:gyoung@sun.ac.za">gyoung@sun.ac.za</a>
Education	Anthea Jacobs	<a href="mailto:jacobsa@sun.ac.za">jacobsa@sun.ac.za</a>
Engineering	Karin Wolff (Advisor: Teaching and Learning, Faculty of Engineering)	<a href="mailto:wolffk@sun.ac.za">wolffk@sun.ac.za</a>
Law	Claudia Swart-Jansen van Vuuren	<a href="mailto:claudias2@sun.ac.za">claudias2@sun.ac.za</a>
Medicine and Health Sciences	Gerda Dullaart	<a href="mailto:gdullaart@sun.ac.za">gdullaart@sun.ac.za</a>
Military Science	Nicoline Herman	<a href="mailto:nherman@sun.ac.za">nherman@sun.ac.za</a>
Science	Hanelie Adendorff	<a href="mailto:hja@sun.ac.za">hja@sun.ac.za</a>
Theology	Jean Farmer	<a href="mailto:finlo@sun.ac.za">finlo@sun.ac.za</a>

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Name of CTL advisor consulted - see names and contact details above. \*

3

Date of consultation/s. \*

4

Duration of the consultation time/s.

Note: A brief informal chat will not be regarded as a consultation, but a meeting will.

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5

Phase/s of the proposal at time of meeting. \*

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## Project Information

Please complete the sections below for the **key** applicant.

6

Surname \*

7

Name \*

8

Title \*

9

SU/UT Number \*

10

E-mail address \*

11

Department \*

12

Position \*

13

Faculty / Division \*

If the project involves **co-applicants**, please include their details below. One co-applicant per row (title, name, surname, e-mail address of each co-applicant). If no co-applicants, state not applicable. \*

Title of proposed project (must include direct link with T&L, e.g. curriculum renewal, assessment, classroom practice, etc.). \*

**Project description** (max 500 words) - Use the following headings:

- 1) Motivation/statement of problem & aim of project;
- 2) Short description of project;
- 3) How project outcome will be sustained.

Please demonstrate the **value of the project** for the relevant module, programme, faculty or the university, as well as the possible value for other lecturers, modules or programmes at the university. \*

Please indicate whether this project is Innovation or Research. \*

☐ Innovation

☐ Research



If you marked **Innovation** above, please indicate how the innovation will be **evaluated** (approximately 500 words). If Research, state not applicable. \*

If you marked **Research** above, please provide content according to the following headings:

- 1) Theoretical framing/Literature review for the research project;
- 2) Research design and questions (500 - 1 000 words).

If Innovation, state not applicable. \*

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Have you applied for **ethical clearance** for this project? As all FIRLT/Finlo projects must be presented at the SU SoTL conference, your project must be ethically cleared for such dissemination. \*

☐ Yes

☐ No

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Should ethical clearance not be required, please indicate reasons. If yes, state not applicable. \*

List the activities of the **Project Implementation Plan** (aligned with the budget items in the Budget section below).

- **Format:** Start each activity on a separate line and for each include the following:  
Activity / Responsible person(s) / Timeline. \*

## Budget details

### PLEASE NOTE:

- a) Proposals are funded up to a **maximum of R50 000**.
- b) Funds may only be utilised in respect of budget items **as approved by the committee**. Any **amendments** to budget items must be submitted to the committee for approval.
- c) Submitted applications cannot be edited. Please ensure that your **calculations** and budget total are correct BEFORE you submit your application. Incorrect calculations will require a resubmission of your application. Incomplete applications may delay consideration and require a new application for the following round (6 months).
- d) Ensure that the budget items adhere to stipulations of the **regulations** on what the FIRLT/Finlo funds may be used for ([http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Regulation%20for%20Fund%20for%20Innovation%20and%20Research%20in%20Learning%20and%20Teaching%20\(FIRLT\).pdf](http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Regulation%20for%20Fund%20for%20Innovation%20and%20Research%20in%20Learning%20and%20Teaching%20(FIRLT).pdf) ([http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Regulation%20for%20Fund%20for%20Innovation%20and%20Research%20in%20Learning%20and%20Teaching%20\(FIRLT\).pdf](http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Regulation%20for%20Fund%20for%20Innovation%20and%20Research%20in%20Learning%20and%20Teaching%20(FIRLT).pdf))).

I understand that funding may not be requested or used for the following items/activities and will not include any of these in the budget (please tick **ALL**): \*

- ☐ Editing of research output/papers
- ☐ Attendance, registration and travel to conferences
- ☐ Travel for class visits to other institutions
- ☐ Translation services
- ☐ Masters or doctoral studies
- ☐ Payment to the applicant for research work undertaken (full-time employed SU staff)
- ☐ Payment to the applicant or co-applicant for work undertaken during contracted time (contract staff)
- ☐ Journal page fees
- ☐ Design of short course i.e. courses which generate third-stream income
- ☐ Work considered as business-as-usual
- ☐ Retrospective applications or parts thereof

Give a detailed breakdown of the costs in the **Budget**.

- a) The budget must be **aligned with the activities** stated in the Project Implementation Plan above).
- b) **Format:** Start each item on a separate line and for each include the following: Line item / Who or what will be paid / Cost per unit / Number of units / TOTAL.
- c) Name and designation of all **individuals** involved and how they will be remunerated must be provided.
- d) Do not include "no cost" items.
- e) Please obtain **quotations** with providers of equipment, licenses and other necessary services.
- f) See **standard rates** per hour in item 32 below.
- g) Requests for **equipment** must be motivated and include quotations. The fund will cover such requests only when demonstrated that these are central to the success of the proposed project. After completion of the project, assets should be made available for wider use in the faculty and managed by the CUA manager. \*

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Total budget amount requested, not exceeding R50 000,00. \*

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Start date of project. \*

Format: M/d/yyyy

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End date of project. \*

Format: M/d/yyyy

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I acknowledge submission of an interim report 6 months after receipt of funding and every 6 months for the duration of the project. Follow this link to the report writing template: <http://www.sun.ac.za/english/learning-teaching/ctl/Documents/FIRLT%20FINLO%20report%20of%20project%20template.pdf> (<http://www.sun.ac.za/english/learning-teaching/ctl/Documents/FIRLT%20FINLO%20report%20of%20project%20template.pdf>). \*

☐ Yes

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Anticipated submission date for final report. \*

Format: M/d/yyyy

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I am aware that receipt of funding compels at least one presentation of the project at the annual SU SoTL conference. \*

☐ Yes

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In order for applications to be considered, the Head of Department / Dean / Director must submit an email (**NOT a pdf letter**) in support of the proposal to [finlo@sun.ac.za](mailto:finlo@sun.ac.za) (<mailto:finlo@sun.ac.za>) BEFORE the closing date for applications on 25 June 2021, failing which the application will be disqualified. The approver may not be a co-applicant. Indicate the name of the person who will send the email confirmation of approval for the project to be undertaken. \*



## Checklist

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The following guidelines for standard per hour rates are suggested. Indicate which of these are applicable to this application. (Please indicate estimated hours x rate in your budget costing above): \*

- ☐ Replacement lecturer (depending on level of seniority): R250 - R450
- ☐ Transcribing (per recorded hour): R350 - R550
- ☐ Post-graduate assistants (research): R70 - R90
- ☐ Undergraduate assistants (administration): R45 - R65
- ☐ Statistician services: a maximum of R1 200/hour
- ☐ Not applicable

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Indicate whether the proposal under review builds on similar/previous FIRLT/Finlo projects in the department/faculty. \*

- ☐ Yes
- ☐ No

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If yes, give the name of the project, leader and year and indicate how this project is different and/or evolves from the previous project. If no, state not applicable. \*

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Declare that all reports on previous projects have been submitted or are included in the proposal under review (**PLEASE NOTE:** No applications will be considered if any reports are pending.) \*

- ☐ Yes
- ☐ No
- ☐ Not applicable

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Date of last report submitted to [finlo@sun.ac.za](mailto:finlo@sun.ac.za) (<mailto:finlo@sun.ac.za>), otherwise state not applicable. \*

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Indicate whether this project follows on a previous PhD or Master's degree. \*

☐ Yes

☐ No

38

Indicate whether applicant has any other source of funding for the project. \*

☐ Yes

☐ No

39

Indicate whether applicant has unspent funds available from previous projects. \*

☐ Yes

☐ No

☐ Not applicable

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If yes, indicate the amount, otherwise state not applicable. \*

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I understand that I am responsible for obtaining the necessary ethical clearance and/or institutional permission before beginning the project (funding cannot be released until ethical clearance is obtained). \*

☐ Yes

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I understand that I need to submit 6-monthly progress reports and a final report at the end of the project. \*

☐ Yes

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**Intellectual Property:** Does this project have copyright implications? For more information, see <https://www.innovus.co.za/investing-with-innovus/intellectual-property-2/ip-policy.html> (<https://www.innovus.co.za/investing-with-innovus/intellectual-property-2/ip-policy.html>). \*

☐ Yes, we must get copyright clearance to use another party's material.

☐ Yes, we will make SU intellectual property available to a broader audience.

☐ No, we will not make use of another party's intellectual property, nor share SU intellectual property with another party.

**POPIA:** Please assess here whether your project protects the privacy of our students, employees, and partners, in line with the Protection of Personal Information Act 4 of 2013

(POPIA): <https://servicedesk.sun.ac.za/jira/plugins/servlet/theme/portal/1/create/338>  
(<https://servicedesk.sun.ac.za/jira/plugins/servlet/theme/portal/1/create/338>). \*

- ☐ Yes, I have done a self-assessment and there is no risk of compromising personal information.
- ☐ Yes, I have done a self-assessment and **there is potential risk** of compromising personal information.
- ☐ No, I have not done a privacy self-assessment.

Indicate key applicant's HR status. The PI should be a permanent SU staff member or, if contracted to SU, the contract should extend at least six months beyond the end of the project. \*

- ☐ Permanently employed
- ☐ Temporary
- ☐ Contract
- ☐ Other

If on contract, indicate end date of contract, otherwise state not applicable. The PI must be employed for at least 6 months after completion of the FIRLT/Finlo project to qualify. \*

I declare that I have familiarized myself with the guidelines/criteria for FIRLT/Finlo applications (<http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Guidelines%20and%20criteria%20for%20application%20for%20FIRLT%20funding.pdf>) (<http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Guidelines%20and%20criteria%20for%20application%20for%20FIRLT%20funding.pdf>) and regulations ([http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Regulation%20for%20Fund%20for%20Innovation%20and%20Research%20in%20Learning%20and%20Teaching%20\(FIRLT\).pdf](http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Regulation%20for%20Fund%20for%20Innovation%20and%20Research%20in%20Learning%20and%20Teaching%20(FIRLT).pdf)) ([http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Regulation%20for%20Fund%20for%20Innovation%20and%20Research%20in%20Learning%20and%20Teaching%20\(FIRLT\).pdf](http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Regulation%20for%20Fund%20for%20Innovation%20and%20Research%20in%20Learning%20and%20Teaching%20(FIRLT).pdf))). \*

☐ Yes

Submission date of application. \*



Format: M/d/yyyy

Initials and surname of key applicant (serving as electronic signature). \*

PLEASE NOTE: Submitted applications cannot be edited. Ensure that your application is complete and correct before you submit it.

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