Sentrum vir Onderrig & Leer
Centre for Teaching & Learning
Iziko lokuFundisa nokuFunda

FINLO
FONDS VIR INNOVASIE EN NAVORSING
IN LEER EN ONDERRIG

FIRLT
FUND FOR INNOVATION AND RESEARCH
INTO LEARNING AND TEACHING

FIRLT/Finlo Application Form

Please complete this form according to the instructions. Remember that you cannot edit the form once it has been submitted, so make sure that everything is complete and correct before you click "Submit".

1. The first part of this form addresses preparations required for Finlo proposals, including the relevant regulations, consultations, reports, ethical clearance, support and reporting.
2. The next part of this form requests applicant information.
3. The form then collects information about the proposed Finlo project and its implementation plan and budget.
4. The last part of the form is a checklist and an opportunity to submit.

Questions marked with an asterisk (*) are required.

Tip: The system will require all questions on one page to be completed before moving to the next page. If you want to page back and forth in the form meanwhile, you may consider using placeholders e.g. "*****" at questions you want to return to.

Remember to save before you exit.

Part 1: Preparation

Guidelines and regulations for submitting a proposal

- Consult the **Finlo guidelines**
- Consult the **Finlo regulations**

*1. Primary Investigator (Surname, name)

_____

*2. I declare I have read the Finlo regulations

☐ Yes

Consultation with an advisor

You must discuss your proposal with the [CTL](#) advisor in your faculty before submitting your Finlo proposal. Find the contact details of advisors in the table below.

Faculty	Advisor	E-mail
AgriSciences	Charmaine van der Merwe	cvandermerwe@sun.ac.za
Arts and Social Sciences	Karin Cattell-Holden	kcattell@sun.ac.za
Economic and Management Sciences	Gert Young	gyoung@sun.ac.za
Education	Anthea Jacobs	jacobsa@sun.ac.za
Engineering	Karin Wolff	wolffk@sun.ac.za
Law	Claudia Swart	claudias2@sun.ac.za
Medicine and Health Sciences	Gerda Dullaart	gdullaart@sun.ac.za
Military Science	Nicoline Herman	nherman@sun.ac.za
Science	Hanelie Adendorff	hja@sun.ac.za
Theology	Jean Farmer	jeanlee@sun.ac.za

*3. Name of CTL advisor consulted – see names and contact details above.

_____

*4. Date of consultation(s).

Only 1 date is required but more may be entered.

Enter date(s)

*Consultation 1

_____

Consultation 2

_____

Consultation 3

_____

*5. Duration of the consultation(s).

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

_____

*6. Phase(s) of the proposal at time of meeting.

_____

Letter declaring support

*7. For the application to be considered, the relevant line manager (e.g. Head of Department/Dean/Director) must provide a brief letter of support of the proposal. Fill in the name of the person who provides the support letter.

_____

Ethical clearance

The primary investigator (PI) must know and manage the ethical risks of the project when applying for a FIRLT/Finlo project. The PI is responsible for obtaining the necessary ethical clearance before beginning the project. For more information on ethical clearance for a proposed FIRLT/Finlo project, email ethics@sun.ac.za and/or consult these webpages:

http://www.sun.ac.za/english/faculty/healthsciences/rdsd/ethics_application_package

and

http://www.sun.ac.za/english/research-innovation/Research-Development/electronic-application-process

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

☐ Yes

*10. 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

*11. Reference number of application for ethical clearance.

_____

Copyright and intellectual property

*12. Does this project have implications for copyright and intellectual property? For more information, see the [SU policy on intellectual property here](#).

○ 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.

Protection of personal information (POPIA)

*14. 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

○ 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 for this project.

Project reports and presentation

*15. I understand that I need to submit a progress report 6 months after receiving the funding and every 6 months after that, for the duration of the project, as well as a final report at the end of the project.

Follow this link to the [Finlo report template](#).

☐ Yes

*16. Anticipated submission date for final report.

*17. I am aware that, should I receive funding, I must give at least one presentation of the project at the annual [SU SoTL conference](#).

☐ Yes

*18. I declare that all reports on previous Finlo projects have been submitted or are included in this proposal.

(**Please note:** No application will be considered if Finlo reports are pending.)

○ Yes

○ No

○ Not applicable, no previous Finlo projects.

19. Date of last report submitted to finlo@sun.ac.za, leave blank if not applicable.

Part 2: Applicant Information

Please complete this section below for the primary investigator (PI).

All correspondence will be between Finlo and the PI only, not with co-applicants.

*20. Surname

---

*21. Name

---

*22. Title

---

*23. SU/UT Number

---

*24. Email address

---

*25. Department

_____

*26. Position

_____

*27. Faculty/Division

_____

*28. Indicate the PI's employment status. This person should be a permanent member of staff at SU or, if contracted to SU, the contract should extend at least six months beyond the end of the project.

○ Permanently employed

○ Temporary and/or Fixed-term Contract

○ Other

29. If on contract, fill in the end date of the contract, or leave blank if not applicable.

To qualify, the PI must be employed by SU for at least 6 months after completion of the Finlo project.

_____

*30. If the project involves co-applicants, please include their details below – one co-applicant per row.

Select the number of co-applicants. If there are no co-applicants, select 0 (zero).

○ 0
○ 1
○ 2
○ 3
○ 4
○ 5
○ 6
○ 7
○ 8

*31. Co-applicant details

Person 1

*Title

*Name

*Surname

*Email address

Person 2

*Title

*Name

*Surname

*Email address

Person 3

*Title

*Name

*Surname

*Email address

Person 4

*Title

*Name

*Surname

*Email address

Person 5

*Title

_____

*Name

_____

*Surname

_____

*Email address

_____

Person 6

*Title

_____

*Name

_____

*Surname

_____

*Email address

_____

Person 7

*Title

_____

*Name

_____

*Surname

_____

*Email address

_____

Person 8

*Title

_____

*Name

_____

*Surname

_____

*Email address

_____

Part 3: Project Information

*32. Title of proposed project.

The title must include a direct link with Teaching and Learning (for example curriculum renewal, assessment or classroom practice).

_____

*33. Project description

(Max 3250 characters/500 words)

Use the following headings:

1. Motivation / statement of problem and 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,
- the **possible value for other** lecturers, modules or programmes at the University,
- a logical relationship between the need or problem, the proposed activities and intended outcome(s).

```
<p><strong>1) Motivation/statement of problem and aim of project</strong></p> <p>Your
text here</p> <p><strong>2) Short description of project</strong></p> <p>Your text here</p>
<p><strong>3) How project outcome will be sustained</strong></p> <p>Your text here</p>
```

*34. Is this an Innovation or Research project?

Innovation is considered as the introduction of a new teaching strategy, approach, idea, method, or device with the aim to enhance and "produce quantifiable gain" for student learning and teaching. It is supported by **scholarship** of teaching & learning. **Evaluation** of the proposed innovation is essential to indicate whether the idea, method or device did enhance learning and teaching.

○ Innovation

○ Research

*35. If you marked <u>Innovation</u> above, please explain how the innovation will be evaluated .

(Approximately 3250 characters/500 words)

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*36. If you marked <u>Research</u> above, please provide content according to the following headings:

1. Theoretical framing and/or literature review for the research project;
2. Research design and questions (3250 –6500 characters; 500 - 1000 words).

If Innovation, state not applicable.

```
<p><strong>1) Theoretical framing and/or literature review for the research project</strong>
</p> <p>Your text here</p> <p><strong>2) Research design and questions</strong></p>
<p>Your text here</p>
```

*37. Indicate whether the current proposal builds on similar/previous Finlo projects in the department/faculty.

○ Yes

○ No

*38. If yes above, fill in the name of the project, leader and year and explain how the current project is different from and/or evolves from the previous project.

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*39. Indicate whether this project forms part of master's or doctoral studies.

○ Yes

○ No

Finlo funds may not be used for master's and doctoral studies.

*40. Start date of project.

_____

*41. End date of project.

_____

*42. List the activities of the Project Implementation Plan. It must be aligned with the budget items in the budget section below.

Select number of activities

○ 1

○ 2

○ 3

○ 4

○ 5

○ 6

○ 7

○ 8

○ 9

○ 10

○ 11

○ 12

○ 13

○ 14

○ 15

○ 16

○ 17

○ 18

○ 19

○ 20

*43. Project Implementation Plan

Activity 1

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 2

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 3

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 4

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 5

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 6

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 7

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 8

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 9

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 10

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 11

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 12

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

_____

Activity 13

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

_____

Activity 14

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

_____

Activity 15

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

_____

Activity 16

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 17

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 18

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 19

*Actions

_____

*Responsible person(s)

_____

*Timeframe

_____

Is it in the budget?

☐ Yes

Activity 20

*Actions

*Responsible person(s)

*Timeframe

Is it in the budget?

☐ Yes

Budget details

Please note:

a) Proposals are funded up to a **maximum of R60 000**.

b) **SU International & Globally Network Learning:** Projects aligned to the SU strategic vision of building effective collaborations through partnerships and networks with international institutions and contributing to excellence in teaching and learning. Specific emphasis is currently being placed on the SU International strategic focus area of projects focused on online collaboration and teaching. Examples include virtual exchanges or collaborative online international learning. For such projects, **indicate that you are applying for additional support of R60 000,00 from SU International.**

c) Funds may only be used for budget items **approved by the committee**. Any **amendments** to budget items must be submitted to the Finlo committee for approval by emailing a request to finlo@sun.ac.za.

d) Submitted applications cannot be edited. Please ensure that your **calculations** and budget total are correct *before* you submit your application. Incomplete and inaccurate applications may delay consideration and may require resubmission in the next funding cycle after six months.

d) Make sure that the budget items follow the [Finlo regulations](#) on what the funds may be used for.

*44. I understand that funding may not be requested or used for the following items/activities, and I will not include any of these in the budget.

Refer to (d) above for more information. Please tick **all**:

☐ Attendance, registration and travel to conferences

☐ Travel for class visits to other institutions

☐ Translation services

☐ Master's or doctoral studies

☐ Payment to the PI or co-applicant for research work undertaken if it is for a full-time SU employee

☐ Payment to the applicant or co-applicant for work undertaken during contracted time if the applicant or co-applicant is a contract employee at SU

☐ Design of a short course or other course that generates third-stream income

☐ Work considered as business-as-usual

☐ Retrospective applications or parts them

*45. 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 below):

☐ Replacement lecturer (depending on level of seniority): R250–R450
☐ Transcribing (per recorded minute): R6,67 – R14,75
☐ Post-graduate assistants (research): R70–R115
☐ Undergraduate assistants (administration): R45–R65
☐ Statistician services: a maximum of R1 200 per hour
☐ None applicable

*46. Detailed budget

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) Provide the name and designation of all **individuals** involved and how they will be remunerated.

c) Do not include "no cost" items.

d) The cost of equipment, licences and other necessary external services must be motivated with quotations from providers.

e) Finlo **standard rates** per hour in item above must be applied for.

f) There are follow-up questions for budget items with asset value, such as equipment.

Select number of budget items.

○ 1
○ 2
○ 3
○ 4
○ 5
○ 6
○ 7
○ 8
○ 9
○ 10
○ 11
○ 12
○ 13
○ 14
○ 15
○ 16
○ 17
○ 18
○ 19
○ 20

*47. Budget items

Budget item 1

Name: who or what will be paid *

_____

Cost per unit *

_____

Number of units *

_____

Total *

_____

Is the Finlo standard rate applied?

☐ Yes

Is it an Asset? *

◯ Yes

◯ No

Upload quote for assets and for external services *

◯ File

◯ URL

◯ Not applicable

Budget item 2

Name: who or what will be paid *

_____

Cost per unit *

_____

Number of units *

_____

Total *

_____

Is the Finlo standard rate applied?

☐ Yes

Is it an Asset? *

◯ Yes

◯ No

*Upload quote for assets and for external services

○ File

○ URL

○ Not applicable

Budget item 3

*Name: who or what will be paid

_____

*Cost per unit

_____

*Number of units

_____

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

○ Yes

○ No

*Upload quote for assets and for external services

○ File

○ URL

○ Not applicable

Budget item 4

*Name: who or what will be paid

_____

*Cost per unit

_____

*Number of units

_____

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

◯ Yes

◯ No

*Upload quote for assets and for external services

◯ File

◯ URL

◯ Not applicable

Budget item 5

*Name: who or what will be paid

_____

*Cost per unit

_____

*Number of units

_____

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

◯ Yes

◯ No

*Upload quote for assets and for external services

◯ File

◯ URL

◯ Not applicable

Budget item 6

*Name: who or what will be paid

_____

*Cost per unit

_____

*Number of units

_____

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

○ Yes

○ No

*Upload quote for assets and for external services

○ File

○ URL

○ Not applicable

Budget item 7

*Name: who or what will be paid

*Cost per unit

*Number of units

*Total

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

○ Yes

○ No

*Upload quote for assets and for external services

○ File

○ URL

○ Not applicable

Budget item 8

*Name: who or what will be paid

*Cost per unit

*Number of units

*Total

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

○ Yes

○ No

*Upload quote for assets and for external services

○ File

○ URL

○ Not applicable

Budget item 9

*Name: who or what will be paid

*Cost per unit

*Number of units

*Total

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

○ Yes

○ No

*Upload quote for assets and for external services

○ File

○ URL

○ Not applicable

Budget item 10

*Name: who or what will be paid

*Cost per unit

*Number of units

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

○ Yes

○ No

*Upload quote for assets and for external services

○ File

○ URL

○ Not applicable

Budget item 11

*Name: who or what will be paid

_____

*Cost per unit

_____

*Number of units

_____

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

○ Yes

○ No

*Upload quote for assets and for external services

○ File

○ URL

○ Not applicable

Budget item 12

*Name: who or what will be paid

_____

*Cost per unit

_____

*Number of units

_____

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

○ Yes

○ No

*Upload quote for assets and for external services

○ File

○ URL

○ Not applicable

Budget item 13

*Name: who or what will be paid

_____

*Cost per unit

_____

*Number of units

_____

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

○ Yes

○ No

*Upload quote for assets and for external services

○ File

○ URL

○ Not applicable

Budget item 14

*Name: who or what will be paid

_____

*Cost per unit

_____

*Number of units

_____

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

◯ Yes

◯ No

*Upload quote for assets and for external services

◯ File

◯ URL

◯ Not applicable

Budget item 15

*Name: who or what will be paid

_____

*Cost per unit

_____

*Number of units

_____

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

◯ Yes

◯ No

*Upload quote for assets and for external services

◯ File

◯ URL

◯ Not applicable

Budget item 16

*Name: who or what will be paid

_____

*Cost per unit

_____

*Number of units

_____

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

◯ Yes

◯ No

*Upload quote for assets and for external services

◯ File

◯ URL

◯ Not applicable

Budget item 17

*Name: who or what will be paid

_____

*Cost per unit

_____

*Number of units

_____

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

◯ Yes

◯ No

*Upload quote for assets and for external services

◯ File

◯ URL

◯ Not applicable

Budget item 18

*Name: who or what will be paid

_____

*Cost per unit

_____

*Number of units

_____

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

○ Yes

○ No

*Upload quote for assets and for external services

○ File

○ URL

○ Not applicable

Budget item 19

*Name: who or what will be paid

_____

*Cost per unit

_____

*Number of units

_____

*Total

_____

Is the Finlo standard rate applied?

☐ Yes

*Is it an Asset?

○ Yes

○ No

*Upload quote for assets and for external services

○ File

○ URL

○ Not applicable

Budget item 20

Name: who or what will be paid *

_____

Cost per unit *

_____

Number of units *

_____

Total *

_____

Is the Finlo standard rate applied?

☐ Yes

Is it an Asset? *

○ Yes

○ No

Upload quote for assets and for external services *

○ File

○ URL

○ Not applicable

---

48. Enter URLs for budget items *

if you selected URL as your method of providing a quote.

Budget Item 1

URL *

_____

Budget Item 2

URL *

_____

Budget Item 3

URL *

_____

Budget Item 4

URL *

_____

Budget Item 5

*URL

_____

Budget Item 6

*URL

_____

Budget Item 7

*URL

_____

Budget Item 8

*URL

_____

Budget Item 9

*URL

_____

Budget Item 10

*URL

_____

Budget Item 11

*URL

_____

Budget Item 12

*URL

_____

Budget Item 13

*URL

_____

Budget Item 14

*URL

_____

Budget Item 15

*URL

_____

Budget Item 16

*URL

_____

Budget Item 17

*URL

_____

Budget Item 18

*URL

_____

Budget Item 19

*URL

_____

Budget Item 20

*URL

_____

*69. Total budget amount requested, but not exceeding R60 000,00 for local projects and R120 000,00 for international projects.

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*70. If the budget includes equipment and other assets, they must be motivated and quotations must be provided.

(Assets are budget items which provide a future benefit to SU. They have to be reported and managed through standard SU financial procedures because they increase SU value.)

The fund will cover such requests only when demonstrated that

- these assets are central to the success of the proposed project,
- these assets will be registered as assets according to the relevant standard procedure in the PI's environment.
- these assets will be made available for wider use in the faculty after completion of the project.

If the budget does not include equipment or other assets, state "not applicable".

*71. Indicate whether you have any other source of funding for the project. It would not negatively impact this application.

○ Yes

○ No

*72. Indicate whether you have unspent funds available from previous Finlo projects.

○ Yes

○ No

○ Not applicable, I have not been a Finlo PI before

*73. State the amount of unspent funds available from previous Finlo projects and the cost centre number.

Part 4. Final checklist and signature

*74. Please make sure that you have attended to each of the following and tick them off:

- ☐ I have read the guidelines for submitting proposals
- ☐ I have consulted with a CTL advisor
- ☐ A letter of support for the project from the relevant manager has been uploaded.
- ☐ I have completed the ethical clearance, intellectual property and POPIA sections for the project
- ☐ All reports for my previous Finlo projects have been submitted, if applicable
- ☐ I have filled in my applicant details
- ☐ I have completed the project information section
- ☐ I have completed the budget details for the project
- ☐ I have inserted the submission date and electronic signature below

*75. Submission date of application.

_____

*76. Initials and surname of PI (serving as electronic signature).

_____

*77. Select YES to receive a copy of your submission via email.

Email address for PI entered above will be used.

- ⦿ Yes
- ○ No

*78. Select YES to email a copy of this submission to co-applicants.

Email addresses for co-applicants entered above will be used.

- ○ Yes
- ○ No

Please note: You cannot edit this form once it has been submitted, so make sure that it is complete and correct before you submit it.

Thank you for completing the application form. We will be in touch to let you know the outcome.