**APPLICATION FORM FOR THE ESTABLISHMENT OF A RESEARCH ENTITY**

**PLEASE NOTE THE FOLLOWING:**

* A Research Entity is an affiliated entity of the University which operates fully under University policies, procedures and regulations.
* Consult the document **GUIDELINES AND CRITERIA FOR THE ESTABLISHMENT OF RESEARCH ENTITIES**, and provide any additional information which you feel would assist the Review Committee in assessing the application.

The following documents must be attached to this application:

* A copy of the proposed Constitution of the Centre or Unit, as well as the Business plan
* A completed one page overview of the proposed entity – see template included
* Copies of proposed and/or existing contracts/agreements with donors/funders/contractors (those handled through the Research Office need only to be listed)
* Brief CV’s for each of the staff team members mentioned under item 4 of the application

**NB. Contracts and agreements with external parties may not be signed by any other officer/employee than those delegated such authority by the University Council. The University is a party to all contracts entered into by affiliated Research Entities.**

**All agreements relating to research should be submitted to the Research Office for evaluation before conclusion of the agreement. The evaluation of a proposed research contract or equivalent agreement by the Research Office of the University will include a legal and financial review.**

**As per the *REGULATIONS FOR THE ESTABLISHMENT AND OPERATION OF UNITS, CENTRES, INSTITUTES AND BUREAUS* [S 3563/05])**

The completed form should be returned with the relevant signatures to: The Research Office [funding.hs@up.ac.za](mailto:funding.hs@up.ac.za)

1. **DETAILS OF APPLICANT / RESEARCH GROUP**

|  |  |
| --- | --- |
| **Name of applicant/Research group** |  |
| **School** |  |
| **Department /Division** |  |
| **Telephone** |  |
| **e-mail** |  |
| **Name(s) of proposed director (s)** |  |

1. **Name and purpose of proposed research entity**

|  |  |
| --- | --- |
| **Proposed name for entity** |  |
| **In brief the purpose for establishment of the proposed entity (not exceeding one paragraph)** |  |

1. **FOCUS AREA**

**Indicate to which of the following focus areas the proposed entity mostly relates (mark with an x)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Environmental impact on health /disease |  | Patient orientated research |
|  | Cancer |  | Medical education |
|  | Mother and Child Health |  | Sport-related research |
|  | Inflammation |  | Neurosciences |
|  | Forensic sciences |  | Public Health |
|  | Surgical and imaging procedures |  | Health Care Sciences |
|  | Chronic diseases of lifestyle |  | Dentistry |
|  | Infectious diseases |  | None of the above |
|  | Other – please specify | | |
|  | | | |

1. **PARTICIPATING MEMBERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Personnel/Staff Members (including the proposed Director): Please attach a brief CV (not exceeding two pages in length – see [NIH Non-fellowship Biosketch template](https://grants.nih.gov/grants/forms/biosketch.htm)) for each proposed team member | | | |
| **Name** | **Permanent/Fixed Term** | **If Fixed Term, end date of contract** | **Source of salary: University or External (name of source)** |
|  |  |  |  |
|  |  |  |  |
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1. **MOTIVATION: FORMATION OF THE ENTITY**

The formation of a new research Unit, Centre, Institute or Bureau, must be motivated and reflect the past and expected outputs and expertise of the prospective members of the entity. In the below provide a description of the aims and objectives; noting that they have to be consistent with the vision/mission of the University and the policy document on the establishment of Research Institutes Centres and Units

|  |  |
| --- | --- |
| **Mission statement** |  |
| **Aims and objectives** |  |
| **Demonstration of track record of proposed grouping in this focus area** |  |

**(Maximum 1 page)**

1. **MANAGEMENT STRUCTURE**

In the case of institutes, bureaus and centres it will be necessary to establish an advisory board, with at least two members from outside bodies of standing in the academic or wider community. The composition of the advisory board is defined in the constitution of the entity. The appointment of the members of an advisory board is undertaken by the Dean in consultation with the appropriate Vice-Principal and the Vice-Principal (Research).

|  |  |  |  |
| --- | --- | --- | --- |
| The below should provide an overview of the proposed composition and where available, names of suitable candidates for the role. | | | |
| **Capacity**  **(Chairperson/Member)** | **Role / Expertise / Contribution** | **Affiliation**  **(UP / External)** | **If External (name of body affiliated to)** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**(Maximum ½page)**

1. **DETAILS OF AVAILABLE SPACE AND RESEARCH INFRASTRUCTURE**

|  |  |
| --- | --- |
| Space required (Yes/No/Not applicable)  If yes, provide details |  |
| Confirm that availability/access to laboratory/office/equipment/staff is available or has been requested and agreed to by the relevant authority (provide proof) |  |

**(Maximum ½ page)**

1. **FINANCIAL MANAGEMENT**

As per *Section 2.3* of *Annexure A* of the *Regulations on the establishment of entities*, research entities are largely self-funded. Income is primarily derived from external agencies, research foundations and other external sources. The below should therefore provide an overview of the expected annual income for 3 to 5 years

|  |
| --- |
| ***Please use the Budget guideline provided in the regulations document to guide completion of this section.*** |

**(Maximum one page)**

1. **AGREEMENT**

I hereby declare that the information in this application is correct; that I, to the best of my knowledge, will reach the planned objectives should I be granted a research assistant post, and that I will hand in a report on the project.

**Signature of applicant and co-workers with dates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Capacity** | **Name** | **Signature** | **Date** |
| Proposed Director of the entity |  |  |  |
| Head of Department |  |  |  |
| School Chairperson |  |  |  |
| Deputy Dean Research and Postgraduate Studies |  |  |  |
| Dean |  |  |  |

**RECOMMENDATION BY DEPUTY DEAN RESEARCH AND POSTGRADUATE STUDIES**

|  |  |  |
| --- | --- | --- |
| Comments | | |
|  |  |  |
| Name | Signature | Date |

**RECOMMENDATION BY THE DEAN**

|  |  |  |
| --- | --- | --- |
| Comments | | |
|  |  |  |
| Name | Signature | Date |

**APPROVAL BY UNIVERSITY COMMITTEES**

|  |  |
| --- | --- |
| **APPROVAL BY UNIVERSITY COMMITTEES** | **DATE APROVED** |
| Faculty Board |  |
| Research Senate |  |
| Senate |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Mission   * List the entity’s vision/mission * Headings can be changed as fitting * Points can also be added or removed as preferred * Vision/mission/goals * Vision/mission/goals * Vision/mission /goals * Vision/mission /goals * Vision/mission /goals * Vision/mission /goals |  | Goals/ Aim/ Purpose   * List of research scopes and focus of the entity * Research scope * Research scope * Research scope * Research scope * Research scope * Research scope * Research scope * Research scope * Research scope * Research scope |
|  | Services provided   * Services * Services * Services * Services * Services |  | Training opportunities/Capacity Building ventures |
|  | Awards & affiliations   * Awards/Affiliations * Awards/Affiliations * Awards/Affiliations * Awards/Affiliations | Can include important diagrams, images or information related to the entity | |
|  | Collaborators & stakeholders   * List collaborators & stakeholders * List collaborators & stakeholders * List collaborators & stakeholders * List collaborators & stakeholders * List collaborators & stakeholders * List collaborators & stakeholders * List collaborators & stakeholders * List collaborators & stakeholders |
|  | Contacts   * Can include websites * Email address * Or other contacts |