

**APPLICATION FOR KNOWLEDGESHARE GRANT**

This document serves as a guide for completing the application for the Knowledgeshare grant. The application form is found on pages 3 onwards.

**1. How to Apply**

The process to be followed when applying for Knowledgeshare funding is as follows.

1. Applications for Knowledgeshare grants will only be considered for activities as outlined in the Knowledgeshare Programme Framework document.
2. The application should be validated by the relevant Head of Department and NGA-MaSS Node leader at the applicant’s institution.
3. After the validation, the application should be submitted electronically to the NGA-MaSS, attention of Mrs Retha Meiring [retha.meiring@up.ac.za](mailto:retha.meiring@up.ac.za)
4. Please complete all the fields of the application template. If a section is not relevant to your application then please indicate this.

**2. Proposal Assessment Criteria**

Assessment criteria for Knowledgeshare proposals will be based on the merits of each submitted proposal according to the NGA’s strategic goals. The application must fall within (at least) one of the categories of funding as outlined in the Programme Framework document. Besides the completed application form, any additional information that the applicant deems critical to the success of the proposal which is not catered for in the application template may be attached to the proposal.

**3. Budget**

The NGA has limited funding for the Knowledgeshare grants, these funds will only be distributed for activities supported through the NGA for Mathematics and Statistics, and within the disciplines of Mathematics, Statistics and Data Science. Each of these three broad fields will be allocated an equal share of the overall Knowledgeshare budget.

A budget must be submitted with the proposal using the budget template in the application form below. It is important to motivate for the budgeted items taking into account the maximum permissible amounts presented in the financial section of the Knowledgeshare Programme Framework.

**4. Additional guidelines for developing a proposal for a Graduate Workshop or Research School**

1. **Programme description:** Describe the topics that will be covered during the proposed Graduate Workshop or Research School. At least one page should suffice but not more than three pages.
2. **Participants:** The Graduate Workshops and Research Schools will be principally aimed at postgraduate students registered for a MSc or PhD (or contemplating pursuing a PhD) at any of the South African partner universities as well as early career researchers (young academics who acquired their PhDs not more than five years to date). Additional participants who do not fall into the above categories are welcome and indirect costs of the event will cover such participation. (Venue hire, honoraria for lecturers etc.) However, direct costs for such participants will not be covered.
3. **Prerequisites:** List the minimum requirements that participants should be familiar with in order to benefit from participating in the Workshop or Research School. It will be assumed that the students and academics have the intellectual maturity to be able to master the background material on their own.
4. **Budget:** When preparing the budget for the Graduate Workshop or Research School, the Organising Committee should include information on other sponsorship (committed or requested) and in-kind contributions from the hosting institution.
5. **Daily Schedule:** The Organising Committee should provide a tentative schedule, for each day, which reflects the topics to be covered, training/special sessions[[1]](#footnote-1) (if any)

**Example:**

**08h30 – 10h00**: Lecture One;

**10h00 – 10h30**: Coffee/Tea break;

**10h30 – 12h00**: Lecture Two;

**12h00 – 14h00**: Networking and Lunch;

**14h00 – 15h30**: Lecture Three;

**15h30 – 16h00**: Coffee/Tea Break;

**16h00 – 17h30**: Lecture Four;

**17h30 – 00h00**: Problem-solving session and networking.

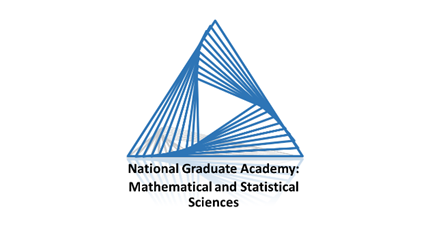
**5. Enquiries**

Please direct any enquiries regarding the application process to:

Ms Retha Meiring

[retha.meiring@up.ac.za](mailto:retha.meiring@up.ac.za)

(You may also consult the chairperson of the relevant Academic Committee of the NGA for further details or advice.)

**Application Template for NGA Knowledgeshare grant**

*Please complete (type) all sections of this application form in full.*

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT’S INFORMATION** | | | |
| Applicant’s Institution |  | | |
| Title |  | | |
| Names |  | | |
| Surname |  | | |
| RSA ID number |  | | |
| Nationality |  | | |
| Email Address |  | | |
| Phone | Cell Number |  | | |
| Gender |  | Race |  |
| Position |  | Year |  |
| Highest Qualification |  | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DETAILS OF DISTINGUISHED SCHOLAR/MENTOR/FACILITATOR/LECTURER/TECHNICAL ASSISTANT TO BE APPOINTED** *(one per column, please attach a short cv for each)* | | | | | | | | |
| Title |  |  |  |  |  |  |  |  |
| Names |  |  |  |  |  |  |  |  |
| Surname |  |  |  |  |  |  |  |  |
| Current Institution |  |  |  |  |  |  |  |  |
| Position |  |  |  |  |  |  |  |  |
| Gender |  |  |  |  |  |  |  |  |
| Race |  |  |  |  |  |  |  |  |
| Role for the purpose of this application |  |  |  |  |  |  |  |  |
| **ACTIVITY OR EVENT INFORMATION** | | | | | | | | |
| Short Title |  | | | | | | | |
| Duration (*provide start and end date*) |  | | | | | | | |
| Rationale |  | | | | | | | |
| Objectives |  | | | | | | | |
| **Implementation plan (*Milestones, deliverables, etc*)** | | | | | | | | |
|  | | | | | | | | |
| Expected outputs |  | | | | | | | |
| Expected outcomes |  | | | | | | | |
| Expected Impact |  | | | | | | | |
| **Data management and use (*how will data that will be generated be stored and shared with the broader research community*) if applicable** | | | | | | | | |
|  | | | | | | | | |
| **Science Engagement (what are planned Science communication/awareness/education activities) if applicable** | | | | | | | | |
|  | | | | | | | | |
| **Participants (*Add more rows if required*)** | | | | | | | | |
| Name/Surname | | Race/Gender | | Institution | Role | | | |
|  | |  | |  |  | | | |
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**BUDGET REQUEST**

**(Please include only supported budget items according to the Funding Category and Levels in section 6 of the Programme Framework document.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Item** | **Motivation** | **Unit Price (Rands)** | **Quantity** | **Total (Rands)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL (Rands)** |  |  |  |  |
| **Details of other funding either secured or applied for. Indicate explicitly if this is included in the above list of budget items or not.** | | | | |
| **Budget Item** | **Motivation** | **Funding Source** | **Applied / Secured** | **Total (Rands)** |
|  |  |  |  |  |
|  |  |  |  |  |

**SIGNATURES Confirming support for the above application. Additional motivation may be added if desired.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Name** | **Signature** | **Date** | **Comments** |
| **Applicant** |  |  |  |  |
| **Head of Department** |  |  |  |  |
| **NGA Node Leader at host institution** |  |  |  |  |

1. [↑](#footnote-ref-1)