The Southern African Research and Innovation Management Association (SARIMA) is proud to announce a skills training workshop on

FUNDAMENTALS OF RESEARCH ADMINISTRATION

When:	13-14 February 2012
Programme:	Please see the preliminary programme below.
Where:	The Farm Inn Country Hotel, Pretoria, South Africa.
Registration Fee:	R1000-00 per day for members and R1200-00 for non-members (Vat inclusive, travel and accommodation cost excluded).
Registration Procedure:	Please complete the registration form and send it to Lorraine Smith at lorraine@sarima.ac.za no later than 6 February 2012. An invoice will be sent to you as soon as your registration form has been received.
Programme enquiries:	Dr Karin Dyason, karin@sarima.co.za or 082 820 3500 Prof Johann Groenewald, jpg@sun.ac.za or 082 322 3324

Workshop description: This workshop will provide an overview of the core elements as well as the context of research administration, to demonstrate how different aspects of the research environment are linked. It will include common ways of organising research administration functions, including the tasks typically involved in the 'pre-award' and 'post-award' functions; research policy and funding, planning and management; and research ethics and integrity.

The number of participants will be limited in order to facilitate informal and structured small group discussions. This will be done to maximize opportunities for interaction and learning from a diversity of participant backgrounds, which is regarded as equally important for the success of the workshop. Course materials will be made available to all participants.

Target audience: The workshop is aimed at basic level and will provide essential orientation to new entrants to the profession, but at the same time act as a refresher for more seasoned research administrators.

Accommodation and transport
Delegates are responsible for their own travel and accommodation arrangements. The following are accommodation options:

The Farm Inn: Tel +27 12 809 0266; e-mail: farminn@farminn.co.za
Foundry Guest Lodge: Tel 083 431 3455; e-mail info@foundryguestlodge.co.za

The following shuttle services can be contacted for transfer to and from the airport:
Bes Bester: 0824920823 or best.shuttle@yahoo.com
EZ Shuttle: 0861397488 or info@ezshuttle.co.za

Preliminary Programme:

Facilitator: Prof Johann Groenewald, SARIMA

TIME	#	TOPIC	PRESENTER(S)
MONDAY 13 FEBRUARY 2012			
08:00-08:30		Registration	
08:30-08:45		*Welcome and introduction* • SARIMA, its objectives and services, including training opportunities. Purpose of the workshop.	M Hunter-Husselmann, SARIMA
08:45-09:30	#1	*Overview: Research and innovation; national policies; research support and administration* • Research defined. The research and innovation value chain. The three (competing) missions of higher education. Higher education as a public and private good. • Research support and administration. Challenges facing research administrators.	Tbc
09:30-10:30	#2	*Facilitating research – Public sector funding: DoHET university funding, including research* • The components of the SA Department of Higher Education and Training "funding formula" for universities. The difference between a funding formula and a distribution formula, with special reference to the concepts of "performance" or "output" funding of research in the scheme. Why did the responsible minister order a review of the "funding formula"? How will different institutions likely be affected by changes?	A Lourens, NWU
10:30-11:00		Break	
11:00-12:00	#3	*Facilitating research – Public sector funding (continued): Agency funding (NRF, MRC, TIA, etc)* • What is agency funding? With reference to South Africa: How is the size of agency funding determined? What are the main statutory research funding agencies and funding flows? What are their respective research funding strategies and schemes? Illustrated by a discussion of examples such as the NRF, MRC, WRC, Thrip, IF and TIA.	R Drennan, Wits
12:00-13:00	#4	*Facilitating research – Other funding sources: Grants from*	Tbc

		foundations, philanthropies ("for the benefit of humanity") • Accessing research funding form educational foundations (e.g. Carnegie, Crossley, Ford, Welcome), philanthropies (e.g. Gates) and foreign governments or government agencies (e.g. AUSAID, EU, NIH, SANPAD, SIDA, USAID). *Income from contracts and consultancies* • Performing research (including R&D) for the benefit of a defined public or private entity. • Opportunities and pitfalls in research funding from "other" sources including the private sector. Identifying the contractual parties and participants. Identifying delegated authorities. Budgeting and cost recovery schemes. Responsibilities and risks. Milestones and deliverables. Intellectual property issues in relation to contracts. Conflict of interest, publication and confidentiality issues.	
13:00-14:00		Lunch break	
14:00-15:00	#5	*Facilitating research: Developing human resources* • Background: What are the typical roles and functions, from postgraduate students through professors and support staff, in which research is performed in higher education? Is there an adequate supply of present and future researchers? What are some of the significant initiatives by individuals, institutions, and especially the state and the sector to ensure an adequate supply of researchers?	P Matutu, DST
15:00-15:30		Break	
15:30-16:30	#6	*Facilitating research: Developing human resources* • Example: A case study of one institution's efforts to ensure adequate development and support of human resources for research.	Tbc
16:30-16:45		Housekeeping	Lorraine Smith, SARIMA
17:30		Cocktail and informal networking	
TUESDAY 14 FEBRUARY 2012			
08:30-09:30	#7	*Facilitating research – Establishing a research culture* • The characteristics of a strong research culture, including the requisite physical, organisational and communications infrastructure. The values and motivations of the people involved in research. The challenge to sustain and rekindle a research culture, especially in the face of increasing demands on academic staff to perform well in all three core functions (teaching, research and service). This session focuses on the means and ways that management at different levels can use	M Sienaert, UCT

		to foster a pervasive positive orientation to research.	
09:30-10:30	#8	*Facilitating research: Ethics and research integrity* • Issues of research integrity. Responsible conduct of research, including detection and avoidance of plagiarism, data fabrication and falsification, misappropriation of funding, conflict of interest. Protection of research subjects and objects. Compliance with versus commitment to research integrity. Institutional arrangements to promote research integrity.	B Hoffmann, TUT
10:30-11:00		Break	
11:00-12:00	#9	*Facilitating research: The research administrator as a "servant leader".* • *Servant leaders* are attentive to the growth and development of those they work with, including partners, employees, and customers. The guiding principles and essential traits of servant leadership. Are you a servant leader?	T Mpako-Ntusi, CPUT
12:00-13:00	#10	*Research support and administration I: The need for policies. Pre-award and post-award processes & functions* • National policies affecting research and innovation. The NSI, the science and technology landscape and the specific role of higher education. The need for strategy and focus, appropriate dissemination of research information internally and externally, staff and research degree development and support, rewards and incentives. Underlying issues are the responsible conduct of research, ethics and proper accounting for the financial and other resources devoted to research.	J Groenewald, SARIMA
13:00-14:00		Lunch break	
14:00-15:00	#11	*Research support and administration II: Communication and relationship management* • Customer relationship management (CRM) is an information industry term for methodologies, software, and usually internet capabilities that help an institution manage customer relationships in an organized way.	J Groenewald, SARIMA
15:00-15:30		Break	
15:30-16:30	#12	*Panel discussion: The main challenges facing research and research support in South Africa today* • Panel members will give brief statements on (1) the challenges above, and (2) their views regarding the appropriate strategies to address these challenges.	Moderator: J Groenewald
16:30-16:45		Feedback and closure	K Dyason, SARIMA