

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY AMENDED RB/42/11**

**RESEARCH AND DEVELOPMENT BOARD**

**PROCEDURES AND**

**GUIDELINES FOR APPLICANTS**

**WITH EFFECT FROM**

**JANUARY 2011**

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**RESEARCH AND DEVELOPMENT BOARD**

**PROCEDURES AND GUIDELINES FOR APPLICANTS**

1.	Terms of Reference and Membership	3
2.	General Guidelines and Dates of Meetings	3
3.	Block Allocation	6
4.	Research Grants and Equipment	6
5.	Progress Reports on Research Grants	8
6.	Supplementary Research Grants	9
7.	Research Register	9
8.	Research Assistance for Chairpersons of Departments and Deans of Faculties	9
9.	Research Assistants	10
10.	Employment of Student Research Assistants during the Long Vacation	11
11.	External Travel Grants	13
12.	Local travel and subsistence	17
14.	Travel and other Advances	17
15.	Appendix	18
16.	Application Pro Formas	21

## 1. **Terms of Reference and Membership**

### 1.1 **Terms of Reference**

To assist the pursuit of research in the National University of Science and Technology and to act as a channel of communication for research matters.

#### **To be responsible for:**

- a) The initial administration of, and where appropriate, the allocation of general funds having to do with the research activities of the University (e.g. student research assistantships and fellowships) and support of research projects of members of the academic staff, research students and research fellows.
- b) External travel connected with research and participation at national and international conferences.
- c) Payment of page charges by scientific journals.
- d) Block Allocation to academic staff.

### 1.2 **Membership**

Chairman (academic staff elected by the Research and Development Board)

Vice Chairman (academic staff elected by the Research and Development Board)

Librarian

An external member of Council appointed by the Council

A representative of each Faculty elected by Faculties

Secretary: Research Administrator

Accountant: Assistant Accountant

#### **Ex-Officio Members**

Pro Vice Chancellor

The out-going chairman of the Research and Development Board

## 2. **General Guidelines and Dates of Meetings**

- 2.1 The Research and Development Board will meet on the dates as published in the University diary at the beginning of each academic year. Only application and reports received up to 1600 hours on the closing date will be considered at the following meeting. "The secretary with the consent of the chairman may call for additional meetings, if considered necessary.
- 2.2 The closing dates and times indicated in the University diary are final.
- 2.3 Late submissions caused by delays in the internal postal system are not acceptable to the Research and Development Board.

2.5 The onus is on the applicant to submit the originals of:

Progress reports on Research Grants;  
Block Allocation Reports;  
Applications for External Travel Grants;  
Applications for Research Grants, and  
Application for Student Research Assistance

to the Secretary of the Research and Development Board before the closing date and time. A copy of the report and/or application together with any supporting documentation should be read by the Faculty Representative to enable him/her to present the paper to the Research and Development Board.

2.6 The Research and Development Board will only consider applications from full-time Academic members of staff after two years of employment. Research Fellows can only apply after two years of employment. Staff Development Fellows, Teaching assistants, Research Students, Technicians and Non-academic staff do not have access to the Board except through academic member of staff.

2.7 Applications and reports must be completed in conformity with the attached pro form as A, B, C and D: see section 16.

All applications and reports must be typed on one side only of A4 paper and be sufficiently dark for satisfactory reproduction.

Each application and report should conform with the limitations below:

Report/Application	Maximum No. of A4 pages
(a) Progress Report on a Research Grant	One
(b) Block Allocation Report	Two
(c) Application for an External Travel Grant	One
(d) Application for a Research Grant	Two
(e) Application for Student Research Assistants	Two

Any paper exceeding these limits in pages will be rejected and returned to the applicant by the Secretary.

2.8 The applications must have been approved and signed by the Chairperson of the relevant Department, the Dean of the relevant Faculty and also signed by the Faculty Representative.

- 2.9 Funds allocated by the Research and Development Board may not be used for any purpose other than that for which they are granted – unless specific authority is given by the Research and Development Board.
- 2.10 The Research and Development Board will NOT sanction retrospective grants in respect of work or travel undertaken in advance of obtaining approval.
- 2.11 The Research and Development Board administers votes which are only set annually. Thus the Board will not normally authorise grants for subsequent years. However, anticipated further claims on the Board's funds in subsequent years should be clearly indicated in any application.

2.12 **Chairman's Action**

To prevent Research and Development Board meetings having to spend time considering applications for minor amounts, the Chairman of the Research and Development Board is empowered to receive requests for Research Grants and Student Research Assistance not exceeding an amount set by the Research and Development Board: see Appendix (note 4). Any allocation of funds made by Chairman's Action is reviewed at a subsequent meeting of the Research and Development Board.

2.13 **Faculty Representatives**

The principal link between members of staff and the Research and Development Board is through elected Faculty Representatives. Their role is to provide advice on the preparation of all papers which will be submitted to the Board and then to present those submissions when they are considered at a Research and Development Board meeting.

Two copies of any supporting documents (e.g. acceptance letters from conference organisers, travel agents' quotations, costings of equipment or consumables, travel itineraries) should be given to the Faculty Representatives before the deadline for submissions.

It is important that the Faculty Representative is adequately briefed by the authors of reports and applications so that the representatives can answer queries raised at the Research and Development Board Meeting.

The signature of the Faculty Representative is required on each application or report submitted to the Board.

If no Faculty Representative is present at the Board Meeting, applications from that Faculty are deferred to a later meeting. Hence it is vital that every Representative is present for the duration of each Board Meeting.

### 3. **Block Allocation**

- 3.1 Each Department receives a Block allocation for Research based on the number of established academic posts. Consequently the Research and Development Board will not entertain any applications for amounts greater than the annual Block allocation for the applicant see Appendix (x) (Note 3).
- 3.2 Block allocation funds can be used for research requirements such as consumable stores, small items of equipment, ad hoc temporary research assistance, travel, typing of research papers, payment of conference registration fees, telephones, e-mail and faxes related to research and for books, membership of learned societies and subscriptions to academic journals and learned societies (which must be registered with the Library).
- 3.3 Two or more members of staff may combine their Block Allocations to purchase items of equipment costing less than the maximum amount allowable by Chairman's Action as indicated in the Appendix (note 4). The purchase of items costing more than this amount requires approval of the Research and Development Board.
- 3.4 The secretary of the Research and Development Board will prepare a report on block allocation expenditure and issue it to all Departmental Chairpersons for confirmation.
- 3.5 The Block Allocation Reports for any one year period should be received by the deadline of end of June the following year failing which the Department concerned will forfeit its allocation for the following financial year.
- 3.6 A Department can carry forward Block Allocation for one year only.

### 4. **Research Grants and Equipment**

- 4.1 In considering whether an application for a Research Grant is worthy of support, the Research and Development Board has regard to the following criteria:
  - i) that it should form a distinct contribution to the knowledge of the subject. Due weight will be given to applications that have direct relevance to Zimbabwean circumstances.
  - ii) that it should demonstrate originality either in
    - a) the discovery of new facts, or
    - b) the exercise of originality and scholarship.
  - iii) the discovery of patentable products.

- 4.2 Where an application is being made for a major capital grant for an amount more than that specified in the Appendix, it is desirable that the application should satisfy the following further requirements.
- i) the application should be supported by a majority of the Departmental Chairpersons in the Faculty concerned;
  - ii) the application should be accompanied by two or more independent “on-going” research projects from different individuals or teams who will make use of the equipment if funds are granted;
  - iii) if applicable the application should detail all similar equipment owned by the University and should certify that such equipment is either fully utilised or is not suitable;
  - iv) the application should state the level of utilisation anticipated for the equipment.

Guidance should be obtained from Faculty Representatives as to whether an application falls into this category. It is desirable that such applications should be submitted to the second meeting of the year. See Appendix (note 2).

- 4.3 Funds granted for capital equipment but not utilised within two years will automatically revert to the Board.
- 4.4 Faculty Representatives can appeal before such funds are repossessed by the Board.
- 4.5 Applications for new grants will only be considered subject to satisfactory appraisal of previous grants.
- 4.6 The Board does not normally award grants for clerical assistants’ salaries, stationery, typing, etc. Conditions governing employment of Research Assistants and Student Research Assistants are covered in Sections 8, 9 and 10.
- 4.7 All equipment and books purchased with a Research Grant or Block Allocation are the property of the Research and Development Board.

4.8 **Research Equipment Register**

- 4.8.1 Research Equipment includes all non-consumable equipment as well as motor vehicles used to facilitate research.
- 4.8.2 The Research and Development Board maintains a database of all research equipment in the University whether acquired with Research and Development Board or other (e.g. donor agency) funds.

- 4.8.3 When new equipment is received the Chairperson of the Department should fill in a special form obtainable from the Secretary of the Research and Development Board. Refer to section 18 for a sample form.
- 4.8.4 Each year the Secretary to the Research and Development Board will send a print-out to each Department and request (a) confirmation that the equipment is still in the Department, and (b) an update of equipment and possible corrections for equipment on the database.
- 4.8.5 The circular accompanying the print-out will also be sent to Departments with no equipment registered on the database. In the event that those Departments still have no research equipment a memorandum indicating the fact should be sent to the Secretary of the Board.
- 4.8.6 Books and journals purchased from Research and Development Board funds, including the Block Allocation funds, are the property of the University Library.

5. **Progress Reports on Research Grants**

5.1 It is a condition of the grant of funds for research that the Research and Development Board is kept informed on an annual basis of the progress and eventual completion of the research project for which each grant has been made.

5.2 **Progress reports should include the following:**

- (a) Grant Account number, month and year of grant
- (b) Research and Development Board paper number(s) for the original and any supplementary application, any previous Progress Report(s)
- (c) Brief description of progress to date
- (d) Amount granted
- (e) Expenditure to date under the following headings:
  - Capital
  - Consumables
  - Travel and Subsistence
  - Research Assistance
  - Other – specify
- (f) Balance in the account
- (g) Anticipated use for any remaining funds
- (h) Details of any publications, with copies



(i) Signature of Faculty Representative, and date

5.3 Progress Reports should be discussed with the Faculty Representative and be submitted by the closing date of each meeting: see Appendix (note 2).

6. **Supplementary Research Grants**

6.1 An application for a supplementary research grant can be considered after a Progress Report has been submitted. However, the Progress Report must be separate from any application for supplementary grant to continue a research project, which should clearly indicate the Research Grant Vote Number of the original project.

6.2 Supplementary Research Grant applications should be made using Pro Forma A, adapted where necessary.

7. **Research Register**

7.1 Form RR1 (refer to section 16 for sample) is required for all new projects for the University Research Register which is a database of all projects funded by the Research and Development Board.

7.2 Every applicant must fill in this form RR1, obtainable from the Faculty Representative. The completed form should be submitted to the Faculty Representative who in turn will submit it to the Secretary.

8. **Research Assistance for Chairpersons of Departments and Deans and Professors of Faculties**

8.1 The Research and Development Board will fund Research Assistants for Chairperson of Departments and Deans of Faculties provided that a positive recommendation comes from the Research and Development Board supporting the viability of the proposed research project.

8.2 The Research and Development Board will be guided by the following criteria:

1. the applicant's past research output (30 points) .....
2. the nature of the research project (10 points) .....
3. the size of the research project (10 points) .....
4. the academic staffing position in the department (10 points) .....
5. the number of research assistants already awarded to the department (5 points) .....
6. whether or not all the Research Fellowships

in the relevant faculty are filled (5 points) .....

7. the duration of the project vis-à-vis the period of Chairmanship or Deanship (10 points) .....

8. special circumstances (e.g. ill-health, clinical load, etc) (10 points) -----

9. departmental teaching commitments (10 points) .....

**Total number of points** =====

8.2.1 The cut-off point for awarding Research assistants to Chairpersons or Deans will be set at seventy points.

### 8.3 Applications should take the following steps:

1. Make an application stating their need for a research assistant.
2. Brief the Faculty Board Representative about the application.
3. Submit the application to the Secretary of the Research and Development Board together with:
  - (a) copies of past annual reports if applicable.
  - (b) list of publications for the last three years.
  - (c) outlines of all current research projects.

## 9. Research Assistants

### 9.1 Specific Projects

The Board will award funds for research assistance on specific projects only if that assistance is an essential part of the project. Situations where a researcher is committed on other duties is not sufficient justification for an assistant - except in the case of Chairpersons of Departments and Deans.

### 9.2 Duration of Employment

The Board will only award grants for Research Assistants for short pre-defined periods. Only in exceptional circumstances will a grant be made to permit employment, or extension of appointment, beyond one year.

### 9.3 Grade, Costing and Appointment

- (a) There are several grades and possible rates of pay for Research Assistants. Applicants should, in their submission to the Research and Development Board, indicate the grade and rate of pay of the proposed Research Assistant, and give reasons why appointment to such a grade is required. For some grades there are other costs to be provided for on top of basic

salary, and applicants should ensure that the correct total cost is presented to the Research and Development Board. Salary scales may be obtained from the Bursar, Departmental offices or the Appointments and Personnel office.

- (b) Research Assistants funded from a grant from the Research and Development Board may be employed in a temporary capacity only. In most cases salaries will be paid automatically, but only after the issue of a formal letter of appointment.

#### 9.4 **Existing Technical Establishment**

The University already supplies personnel to many departments who may legitimately be used by members of staff to aid them in their research activities (technicians, secretaries and cleaners). The Board will scrutinize closely the establishment of such departments when considering applications for research assistance.

#### 9.5 **New Members of Staff**

The Board will consider sympathetically applications from new members of staff for short-term research assistance particularly when a new line of research is being established.

#### 9.6 **Secretarial Assistance**

The Board will not normally award grants for clerical assistance. This is provided by the University in each department.

### 10. **Employment of Student Research Assistants during the Long Vacation**

#### 10.1 **Purpose**

The most obvious purpose of Student Research Assistants (SRA's) is to provide research assistance during the Long Vacation when members of staff should be able to devote the greater part of their time to research activities.

Another purpose is to introduce selected students to research techniques, thereby deepening their understanding of a particular area of their chosen subject and perhaps attracting the students into post-graduate studies.

#### 10.2 **Programme Design and Supervision**

Members of staff shall design a programme which benefits the student as much as possible. The programme should not consist entirely of routine tasks. Members of staff should be available during most of the period of employment to supervise and discuss the progress of the research with the student.

### 10.3 **Time of Application**

At the last meeting of the academic year (see Appendix (note 2), the Board considers applications from full-time members of staff for grants to employ SRA's during the Long Vacation and only in exceptional circumstances at any other time.

### 10.4 **Period of Employment**

Employment will normally be limited to a period of ten weeks.

For payout purposes, a working week consists of five working days. SRA's not working on public holidays will not be paid for these days and members of staff should ensure that requisitions for payment include only those days actually worked, up to the maximum figure of the grant.

### 10.5 **Recruitment of Student Research Assistants**

The recruitment of Student Research Assistants should be done through the departmental chairperson's office after advertising on the departmental notice board. The Researchers would then choose their Student Research Assistants from the applicants.

### 10.6 **Choice of Student**

- (a) Only in exceptional circumstances will grants be given to students of universities other than the National University of Science and Technology.
- (b) Vacation Employment on a research project is to be regarded as a privilege. Students should thus be chosen on merit, i.e. on their academic ability, performance and interest during the year. Recommendations for appointment should not normally be made when only lower grade students (who are unlikely to benefit from the programme) are available for employment.
- (c) The Board will consider an application for a Student Research Assistant Grant even before the student has been identified.
- (d) Each student appointed for vacation work as a SRA should normally pass the end-of-year examinations and should not be employed if he/she is required to write any supplementary examinations.

Another student may only be employed in his/her place with the prior consent of the Chairman of the Research and Development Board, who will consult with the Dean of the Faculty concerned and the appropriate Faculty Representative.

## 10.7 **Remuneration for Student Research Assistants**

- (a) The scale of pay for SRA's is based on the year of study last completed as laid down by Council (see Appendix (note 5) for the current rates.
- (b) Formal letters of appointment are not issued by the Appointments and Personnel Department and payment is not automatic.

Payment is made against a cheque requisition issued by the member of staff concerned duly authorised by the Chairperson of the department.

The cheque requisition should include:

- (i) Year of study last completed by the SRA and year of completion and
- (ii) Period of employment of the SRA for which payment is claimed.

## 10.8 **Application for SRA's for Projects already funded by the Research and Development Board**

Application for Student Research Assistance for projects already funded by the Board and which are less than the maximum amount considered by Chairman's Action, (see appendix (note 4) should be considered by Chairman's Action. Section 2.12.

## 10.9 **Coursework**

The Research and Development Board will not award a research grant for an SRA where the work to be carried out by the SRA in effect constitutes a project required by his/her degree course which would normally be undertaken during an academic term.

## 10.10 **Additional Expenditure**

The Research and Development Board does not award funds for consumable materials, subsistence, or travel grants for Student Research Assistants, except when the consumables, subsistence and/or travel is an integral part of the research project, and for which the applicant has made a special case.

## 11. **External Travel Grants**

### 11.1 **Object of the vote**

The External Travel Vote is intended to finance travel by members of staff outside Zimbabwe which may be for several purposes. External travel connected with conferences, research (field trips, visits to archives, libraries, laboratories, etc) and research visits to other organisations all fall within its purview.

## 11.2 **Eligibility to Apply**

### 11.2.1 **Academic Staff**

All full-time permanent academic members of staff are eligible to apply as are all full-time temporary staff in their second or subsequent years of service (even if this results from two legally separate, but otherwise similar and subsequent appointments).

Research Fellows are eligible to apply for External Travel Grants through full-time academic members of staff after one year of service with the University.

No member of staff can normally expect to receive an External Travel Grant during the first year of service.

### 11.2.2 **Non-Academic Staff**

The Board expects that external travel by non-academic staff will normally be only at the request of the Chairperson, with special benefit to the University being confirmed by the Vice Chancellor or Dean of the Faculty or whoever is more appropriate.

### 11.2.3 **Resignation**

A member of staff whose resignation (as opposed to normal retirement) has been accepted by the University is not normally eligible to apply for a grant from the External Travel Vote.

## 11.3 **Criteria for Award of an External Travel Grant**

The general criterion that is applied in assessing an application is benefit to the university.

### a) Research Trips

The Board uses the same criterion as that used in assessing an application for a Research Grant, viz the proposed project is expected to make a distinct contribution to the knowledge of the subject by either:

- i) the discovery of new facts, or
- ii) the exercise of originality and scholarship
- iii) the discovery of patentable products

The Board will need to be convinced that the project cannot be completed without the travel requested.

- b) Visits to Archives, Libraries, Laboratories, Research Institutes and Museums or other Centres of Learning

It will need to be demonstrated that such a visit is not suitably provided for by a Contact Visit or Sabbatical leave.

- c) **Attendance at a Conference, Symposium or Workshop**

It is normally required that this will entail the presentation of a paper, either orally or by a poster, or the chairing of a session at the conference.

Documentary evidence from the conference organisers confirming such participation must be provided to the Secretary of the Research and Development Board via the Faculty Representative.

- d) A conference registration fee and airport departure taxes are legitimate charges against the External Travel Vote.

- e) **Applications for Travel Grant in excess of one-third of the maximum Travel Grant**

In such cases the Board will expect to be satisfied on at least two of the following grounds:

- i) that the visit concerns the applicant's own special field of study;
- ii) that the applicant is a research worker of repute in that field as indicated by his/her published work;
- iii) that the applicant has been formally invited to chair a session;
- iv) that the applicant will present a paper (either orally or as a poster) that has been officially accepted;
- v) that the applicant intends to visit other centres of learning that will be of particular benefit to the University;
- vi) that the University authorities require the visit.

#### 11.4 **Level of assistance**

11.4.1 The Board will make grants for the amount that is accepted as the reasonable and necessary cost of the proposed visit. The External Travel Grant will normally be made up of the cheapest combination of airfares (preferably excursion or apex fares) and subsistence allowance.

11.4.2 The maximum grant for the current year is indicated in the Appendix (note 6)

## 11.5 **Constraints on External Travel Vote and Caveats**

The External Travel Vote is set at a relatively modest level and a member of staff cannot expect to obtain substantial amounts at frequent intervals.

### 11.5.1 **Two year Caveat**

A grant (or grants in any 12 month period) of more than two-thirds of the maximum grant will normally make a member of staff ineligible for a further grant for at least two years.

### 11.5.2 **18 Month Caveat**

A grant (or grants in an 12 month period) of more than a half but less than two-thirds of the maximum grant, will normally make a member of staff ineligible for a further grant for at least eighteen months.

## 11.6 **Quotations for Airfares**

Each applicant has to submit written quotations from three different travel agents or airlines, each indicating the cost of an apex and excursion tickets. In the event that the applicant does not choose the lowest of these quotations, he/she has to indicate the reasons in the application.

Only one quotation will be required from an applicant for travel within the SADC region.

## 11.7 **Subsistence Allowances for External Travel and Research Grants**

The current subsistence rates as approved by the University Council are indicated in the Appendix (note 7).

## 11.8 **Contact Visits and Sabbatical Leave**

Applications in respect of journeys by members of staff on Contact Visits, or Sabbatical Leave are subject to all the foregoing. Normally such applications should only be for a purpose which is outside the applicant's Contact or Sabbatical programme, such as travelling to a conference at some distance from his/her base.

In a case where an applicant wishes in effect to supplement his/her visit or leave allowance in order to spend that visit or leave at a more distant place or to extend its duration, the Board will require evidence of special benefit to the University from the Chairperson of a Department (or Dean in the case of an application by a chairperson of a Department) confirmed by the vice Chancellor. The board believes that a member of staff who wishes to attend a conference while on Contact Visit should arrange the period of the Contact visit to include that of the conference so that the subsistence costs for such conferences can be met from the



normal Contact Visit allowances. Only in exceptional circumstances will the Board finance the extension of a Contact Visit beyond the 28 or 35 day period provided.

However, if the location of the conference is at such a distance from the contact Visit base that the extra fare to it cannot be accommodated within the normal Contact Visit allowance for fares, then that balance of fares can be a legitimate charge against the External Travel Vote.

#### 11.9 **Travel arrangements on Approval of a Travel grant**

Travel Agents have advised that applicants have to submit purchase orders for their air tickets 21 days before travel to avoid any increase in airfares affecting travel arrangements.

#### 12. **Local travel and subsistence**

Some researchers need to travel within Zimbabwe during the course of their research and the following are the Research and Development Board guidelines:

- 12.1 Where there is a flight to the local destination air travel should be used instead of driving which is usually more expensive.
- 12.2 However, for local destinations where no air travel is available, staff can use their own transport or hire University vehicles. The rates of charge-out for University vehicles and boats and reimbursement for the use of private motor vehicles are stipulated by the University Council.

The current rates are given in the Appendix (note 8).

#### 12.3 **Subsistence Rates for Local Travel**

The current subsistence rates as approved by the University Council are indicated in the Appendix (note 7).

#### 13. **Travel and other Advances**

- 13.1 Advances will only be made available to staff in whose name the Research and Development Board has granted funds. Under no circumstances will advances be granted to Research Students or any other persons who are not full-time staff of N.U.S.T.
- 13.2 The advance should be accounted for within 7 days of incurring expenditure or at the latest within 60 days of the date of the cheque.
- 13.3 If no expenses for is received by the Bursar within the 60 day period, the Bursar's department will have no option but to deduct the total amount of the advance from any outstanding monies due to the employee. This will be done without

further reference and in order to ensure that one is acquainted with this condition, the grantee will be asked to sign an acknowledgement form when collecting the cheque.

13.4 Advance cash/cheques can only be collected from the Cashier' office by the grantee since the acknowledgement form mentioned in 14.3 above needs to be signed.

#### 14. **Appendix**

##### **Note 1**

##### **Current Membership of the Research and Development Board with effect from 1 January 2011 is as indicated below:-**

Chairman	Dr N Phuthi
Vice Chairman	Prof P Mundy
Secretary	Mrs C Dube
Accountant	Ms M Karikoga
<b><u>Ex-Officio</u></b>	
Vice Chancellor	Prof M E Dlodlo
Pro-Vice-Chancellor (Business)	Dr. G. Mazithulela

##### **Faculty Representatives**

Applied Sciences	Prof P J Mundy
Commerce	Dr Z L Dube
Engineering	Dr Eng N Tayisepi
The Built Environment	Mrs N Ndiweni
Medicine	Dr G A Mavondo
Communication and Information Sciences	Dr A Dube
Science and Technology Education	Ms M Dlodlo

##### **Directors**

Research and Innovation Office                      Prof Y S Naik

Innovation Hub    Mr A Ncube

Library

Librarian    Ms K Matsika

**Note 2**

Research and Development Board Meetings

The dates for the Research and Development Board meetings are set out in the University diary.

**Note 3**

The Block Allocation for Research will be as approved by the Planning and Resources Allocation Committee.

**Note 4**

The Maximum amount which can be allocated by the Chairman of the Research and Development Board (Chairman's Action) is set annually by the Research and Development Board. See Section 2.12.

This action covers application for small amounts for Research Grants and Student Research Assistants but not external Travel Grants applications which are the domain of the Research and Development Board.

**Note 5**

The scale of pay for Student Research Assistants will be approved by the University Council.

**Note 6**

The maximum External Travel Grant is set annually and is with effect from 1 January of that year.

**Note 7**

Subsistence Rates are set annually and are with effect from 1 January of that year.

The Camping rate is the same whether an individual uses his/her own equipment or University equipment.

**Note 8**

Rates of Charge-out for University Vehicles and Boats and Reimbursement for use of Private motor Vehicles are set annually by the University

	<u>Off Tar</u>	<u>On Tar</u>
Light car (1000-1500 cc) small cars & motor cycles per km		0.28
Medium car (+1501-2000cc) mini buses, pickups and vans per km		0.35
Large vehicles (+2001-3000cc) land rovers buses & lorries		0.44

Accommodation

Hostels or tent Accommodation  
(with or without own equipment)

NUST students and supervisors on field trips

Academic Research Staff, NUST

Others

**Note 9**

For any expenditure of a capital nature which is likely to cost more than the stipulated amount, the procedure indicated in Section 4.2 will have to be followed.

15. **Application Pro Formas**

PROFORMA: A (1)

**APPLICATION FOR A RESEARCH GRANT**

1. **DEPARTMENT:**

2. **NAME OF APPLICANT:**

3. **TITLE OF APPLICANT:**

4. **POSITION OF APPLICANT:**

5. **ASSUMPTION OF DUTY:**

6. **NAME OF PROJECT:**

7. **AMOUNT REQUESTED:**

Foreign currency

Local currency

US\$

RTGS\$

(a) Capital items:

(b) Consumables:

(c) Student Research Assistant:

(d) Amount of Foreign exchange required:

(e) Local Travel:

8. **PROJECT:**

(a) Brief description and estimate of viability.

(b) Whether new project or continuation of an existing project.

(c) Expected commencement and completion dates

Commencement date:

Completion date:

- (d) Whether project is expected to provide material for a higher degree. If so for whom:
- (e) Whether publication is envisaged as a direct result of the project
- (f) Relevance of project to Zimbabwean circumstances.
- (g) Indication of how the project amplifies current knowledge in the field.
- (h) Further research methodology.
- (i) Information necessary for major capital items.

**9. ETHICS ISSUES**

a) Are there any issues regarding ethics related to this project?

Yes  No

b) If 'Yes', has ethics approval been obtained? (attach copy of approval if obtained).

**9. INTELLECTUAL PROPERTY ISSUES**

a) Is there potential for the following as an output of the research? Please tick

where appropriate:

- i. Patent.
- ii. Copyright.
- iii. Trademark.
- iv. Industrial design.
- v. Trade secret.
- vi. Other (Please indicate).

b) If potential is indicated, has this been discussed with the Technopark?

Yes  No

**10. AMOUNT OF FINANCIAL SUPPORT AVAILABLE:**

(a) Other research grants in past 5 years.

Title	Amount awarded	Date awarded
-------	----------------	--------------

(b) Details of how Block Allocation has been or will be spent

(c) Possibility of external support: If so give details

**11. STATEMENT BY CHAIRPERSON OF DEPARTMENT:**

- (a) Comments and recommendations to the Board
- (b) Certification that the request cannot be met from existing Departmental resources.
- (c) Certification that prices are realistic and economical.

**12. STATEMENT BY THE DEAN:**

**13. SIGNATURES**

**Applicant**

Name: ----- Signature: ----- Date: -----

**Chairperson**

Name: ----- Signature: ----- Date: -----

**Dean of Faculty**

Name: ----- Signature: ----- Date: -----

**Faculty Representative**

Name: ----- Signature: ----- Date: -----

- NOTE:
- i) All applications for Research Grants should be set out in the above format.
  - ii) The application should be typed or printed clearly on not more than **TWO A4 pages**.
  - iii) Before the closing date for the Research Board meeting the application should be sent to the Secretary of the Research Board, after adequate discussion with the Faculty Representative.

**RESEARCH AND INNOVATION OFFICE  
RESEARCH AND DEVELOPMENT BOARD  
RESEARCH GRANT APPLICATIONS  
Check List**

**Name of Applicant:** -----

**Title of Project:** -----

-----

**Section A: General**

Items to be checked	Checked by Applicant (✓)	Checked by Faculty Representative (✓)	Checked by RIO Office (✓)
1) Applicant's title/s provided			
2) Comments by Chairperson provided			
3) Comments by Dean provided			
4) Signatures obtained			
5) Invoice/s for capital Items provided			
6) Invoice/s for consumables provided			

**Section B: Ethical and Intellectual Property issues**

Items to be checked	Applicant		Faculty Rep		Chief Research Officer	
	Yes	No	Yes	No	Yes	No
1) Are there any ethical Issues						
2) If 'Yes', ethical clearance has been granted						
3) If 'Yes', clearance No. is provided						



**Name of Chief Research Officer:** Dr P Makoni

**Signature:** ----- **Date:** -----

**Section C: Costing**

<b>Items to be checked</b>	<b>Checked by Applicant (✓)</b>	<b>Checked by Assistant Accountant (✓)</b>
1) Accurate Student Research Assistant/s rate/s used		
2) Accurate Rate/s for accommodation and meals used		
3) Accurate Mileage rate/s provided		
4) Costs calculations are correct		

**Signature of Applicant:** ----- **Date:** -----

**Name of Assistant Accountant:** Ms M Karikoga

**Signature of Assistant Accountant:** ----- **Date:** -----

**Name of Faculty Representative:** -----

**Signature of Faculty Representative:** ----- **Date:** -----

**Name of Research Administrator:** Mrs C Dube

**Signature of Research Administrator:** ----- **Date:** -----

PROFORMA: A (2)

**APPLICATION FOR A SUPPLEMENTARY RESEARCH GRANT**

1. **DEPARTMENT:**

2. **NAME OF APPLICANT:**

3. **TITLE OF APPLICANT:**

4. **POSITION OF APPLICANT:**

5. **ASSUMPTION OF DUTY:**

6. **NAME OF PROJECT:**

7. **AMOUNT REQUESTED:**

Foreign currency

Local currency

US\$

RTGS\$

(a) Capital items:

(b) Consumables:

(c) Student Research Assistant:

(d) Amount of Foreign exchange required:

(e) Local Travel:

8. **PROJECT:**

(a) Brief description and estimate of viability.

(b) Whether new project or continuation of an existing project.

(c) Expected commencement and completion dates

Commencement date:

Completion date:

(d) Whether project is expected to provide material for a higher degree. If so for whom:

(e) Whether publication is envisaged as a direct result of the project

(h) Relevance of project to Zimbabwean circumstances.

- (i) Indication of how the project amplifies current knowledge in the field.
- (h) Further research methodology.
- (i) Information necessary for major capital items.

**9. ETHICS ISSUES**

a) Are there any issues regarding ethics related to this project?

Yes  No

b) If Yes, has ethics approval been obtained? (attach copy of approval if obtained).

**10. INTELLECTUAL PROPERTY ISSUES**

a) Is there potential for the following as an output of the research? Please tick

where appropriate:

- vii. Patent.
- viii. Copyright.
- ix. Trademark
- x. Industrial design.
- xi. Trade secret.
- xii. Other (Please indicate).

b) If potential is indicated, has this been discussed with the Technopark?

Yes  No

**11. AMOUNT OF FINANCIAL SUPPORT AVAILABLE:**

(b) Other research grants in past 5 years.

Title	Amount awarded	Date awarded
-------	----------------	--------------

(b) Details of how Block Allocation has been or will be spent

(c) Possibility of external support: If so give details

**12. STATEMENT BY CHAIRPERSON OF DEPARTMENT:**

(a) Comments and recommendations to the Board

- (b) Certification that the request cannot be met from existing Departmental resources.
- (d) Certification that prices are realistic and economical.

**13. STATEMENT BY THE DEAN:**

**14. SIGNATURES**

**Applicant**

Name: ----- Signature: ----- Date: -----

**Chairperson**

Name: ----- Signature: ----- Date: -----

**Dean of Faculty**

Name: ----- Signature: ----- Date: -----

**Faculty Representative**

Name: ----- Signature: ----- Date: -----

- NOTE:
- i) All applications for Research Grants should be set out in the above format.
  - ii) The application should be typed or printed clearly on not more than **TWO A4 pages.**
  - iii) Before the closing date for the Research Board meeting the application should be sent to the Secretary of the Research Board, after adequate discussion with the Faculty Representative.
  - iv) Applications for funds to continue a research project should be set out in the above format, with the word SUPPLEMENTARY inserted in the title.

**RESEARCH AND INNOVATION OFFICE  
RESEARCH AND DEVELOPMENT BOARD  
RESEARCH SUPPLEMENTARY GRANT APPLICATIONS  
Check List**

**Name of Applicant:** -----

**Title of Project:** -----

**Section A: General**

Items to be checked	Checked by Applicant (✓)	Checked by Faculty Representative (✓)	Checked by RIO Office (✓)
1) Applicant's title/s provided			
2) Comments by Chairperson provided			
3) Comments by Dean provided			
4) Signatures obtained			
5) Invoice/s for capital Items provided			
6) Invoice/s for consumables provided			
7) Report provided			

**Section B: Ethical and Intellectual Property issues**

Items to be checked	Applicant		Faculty Rep		Chief Research Officer	
	Yes	No	Yes	No	Yes	No
1) Are there any ethical Issues						
2) If 'Yes', ethical clearance has been granted						
3) If 'Yes', clearance No. is provided						

**Name of Chief Research Officer:** Dr P Makoni

**Signature:** -----      **Date:** -----

**Section C: Costing**

Items to be checked	Checked by Applicant (✓)	Checked by Assistant Accountant (✓)
1) Accurate Student Research Assistant/s rate/s used		
2) Accurate Rate/s for accommodation and meals used		
3) Accurate Mileage rate/s provided		
4) Costs calculations are correct		

**Signature of Applicant:** ----- **Date:** -----

**Name of Assistant Accountant:** Ms M Karikoga

**Signature of Assistant Accountant:** ----- **Date:** -----

**Name of Faculty Representative:** -----

**Signature of Faculty Representative:** ----- **Date:** -----

**Name of Research Administrator:** Mrs C Dube

**Signature of Research Administrator:** ----- **Date:** -----

PROFORMA: A (3)

**APPLICATION FOR RESEARCH GRANT - PUBLICATION COSTS**

1. **DEPARTMENT:**

2. **NAME OF APPLICANT:**

3. **TITLE OF APPLICANT:**

4. **POSITION OF APPLICANT:**

5. **ASSUMPTION OF DUTY:**

6. **NAME OF JOURNAL:**

7. **PUBLISHER OF JOURNAL:**

8. **TITLE OF PAPER:**

9. **AMOUNT REQUESTED:**

Foreign currency

Local currency

US\$

RTGS\$

10. **PUBLICATION:**

- (a) Summary of Paper.
- (b) Funder of Research Project:
- (c) Indication of how the project amplifies current knowledge in the field.

**11. AMOUNT OF FINANCIAL SUPPORT AVAILABLE:**

- (c) Other Publications funded by the Research Board in past 5 years.

RB Number awarded	Amount awarded	Date
----------------------	----------------	------

- (b) Details of how Block Allocation has been or will be spent
- (c) Possibility of external support: If so give details

**12. STATEMENT BY CHAIRPERSON OF DEPARTMENT:**

- (a) Comments and recommendations to the Board
- (b) Certification that the request cannot be met from existing Departmental resources.
- (e) Certification that prices are realistic and economical.

**13. STATEMENT BY THE DEAN:**

**Applicant**

Name: ----- Signature: ----- Date: -----

**Chairperson**

Name: ----- Signature: ----- Date: -----

**Dean of Faculty**

Name: ----- Signature: ----- Date: -----

**Faculty Representative**

Name: ----- Signature: ----- Date: -----

- NOTE:
- i) All applications for Publication Fees should be set out in the above format.
  - ii) The application should be typed or printed clearly on not more than **TWO A4** pages.
  - iii) Before the closing date for the Research Board meeting the application should be sent to the Secretary of the Research Board, after adequate discussion with the Faculty Representative.

**RESEARCH AND INNOVATION OFFICE  
RESEARCH AND DEVELOPMENT BOARD  
PUBLICATION COSTS APPLICATIONS  
Check List**

Name of Applicant: -----  
 Title of Paper: -----  
 -----

**Section A: General Items**

Items to be checked	Checked by Applicant (✓)	Checked by Faculty Representative (✓)	Checked by RIO Office (✓)
1) Applicant's title/s provided			
2) Comments by Chairperson provided			
3) Comments by Dean provided			
4) Signatures obtained			
5) Abstract provided (Galley proof version)			
6) Acceptance letter from Journal provided			
7) Publication Fees invoice from Journal provided			
8) Proof of Payment to Journal provided			

**Section B: Costing**

Items to be checked	Checked by Applicant (✓)	Checked by Accountant Assistant (✓)
1) Costs calculations are correct		



**Signature of Applicant:** ----- **Date:** -----

**Name of Assistant Accountant:** Ms M Karikoga

**Signature of Assistant Accountant:** ----- **Date:** -----

**Name of Faculty Representative:** -----

**Signature of Faculty Representative:** ----- **Date:** -----

**Name of Research Administrator:** Mrs C Dube

**Signature of Research Administrator:** ----- **Date:** -----

PROFORMA: B

**APPLICATION FOR STUDENT RESEARCH ASSISTANT**

1. **Name of Department:**
2. **Name of Applicant:**
3. **Position of Applicant:**
4. **Date of Assumption of duty:**
5. **Name of Project: (Convenient short title, max 10 words)**
6. **Amount Requested:**

**Details of research assistant(s)**

**Name(s)**  
**Course and year**  
**Period of employment**

**Total**

7. **Project**
  - (a) Brief description and estimate of viability, including an outline of what the student(s) will be expected to do.
  - (b) Whether new project or continuation of an existing project.

- (c) Expected commencement and completion dates.
- (d) Whether project is expected to provide material for a higher degree. If so for whom:
- (e) Whether publication is envisaged as a direct result of the project

8. **Amount of other financial Support Available**

This should include details of how the applicant’s Block Allocation has been, or will be spent.

9. **Statement by Chairperson of Department (or Dean if appropriate)**

- (a) Comments and recommendations to the Board
- (b) Certification that none of the requests can be met from existing departmental resources (including the applicant’s Block Allocation) or other sources within the University, and that the period of employment is reasonable.

Signature of Applicant

Signature of Chairman

Signature of Dean

-----  
DATE

-----  
DATE

-----  
DATE

-----  
Signature of Faculty Representative

-----  
DATE

- NOTE:
- i) All applications for Research Grants should be set out in the above format.
  - ii) The application should be typed or printed clearly on not more than TWO A4 pages.
  - iii) Before the closing date for the Research and Development Board meeting the application should be sent to the Secretary of the Research and Development Board, after adequate discussion with the Faculty Representative.

**PROFORMA C**

**APPLICATION FOR TRAVEL GRANT**

1. **Name of Department:**
2. **Name of Applicant:**
3. **Title of Applicant:**
4. **Position of Applicant:**
5. **Date of Assumption of Duty:**
6. **Place(s) to be visited and dates:**
  - (a) Name of Conference:
  - (b) Date of departure:
  - (c) Conference Dates:
  - (d) Date of Return:
  - (e) Town:
  - (f) Country:
7. **Details of Travel:**
  - (a) Purpose (Title of Paper/Poster):
  - (b) Duration of travel visit:
  - (c) Amount of any other financial support available:
  - (d) Details of all External Travel Grants (with Research Board paper number, amount, month and year in which awarded):
  - (e) Attach abstract if a conference paper will be presented:
  - (f) Are you on Caveat:
8. **Amount requested:**
  - (a) Fare: RTGS\$
  - (b) Subsistence from ..... to .....  
= ..... days at RTGS\$ .....per day RTGS\$
  - (c) Registration Fee: RTGS\$

Total: RTGS\$

**9. Further Information:**

This should include details of how the applicant's Block Allocation has been, or will be spent.

**10. Statement by Chairperson of Department:**

(a) Comments and recommendation to the Board.

(b) Certification that none of the request can be met from existing Departmental Resources or other sources.

**11. Statement by the Dean:**

**Applicant**

Name: ----- Signature: ----- Date: -----

**Chairperson**

Name: ----- Signature: ----- Date: -----

**Dean of Faculty**

Name: ----- Signature: ----- Date: -----

**Faculty Representative**

Name: ----- Signature: ----- Date: -----

- Note: (i) All applications for External Travel Grants should be set out in the above format.  
(ii) The application should be typed or printed on not more than **ONE A4 page**.

- (iii) Before the closing date for the Research Board meeting the application should be sent to the Secretary of the Research Board, after adequate discussion with the Faculty Representative.
- (iv) Documentary evidence of acceptance of a conference paper, or confirmation of the availability of facilities in the library, laboratory, etc to be visited should accompany the application.

**RESEARCH AND INNOVATION OFFICE  
RESEARCH AND DEVELOPMENT BOARD  
CONFERENCE TRAVEL APPLICATIONS  
Check List**

Name of Applicant: -----  
 Title of Paper/Poster: -----  
 -----

**Section A: General**

Items to be checked	Checked by Applicant (✓)	Checked by Faculty Representative (✓)	Checked by RIO Office (✓)
1) Applicant's title provided			
2) Comments by Chairperson provided			
3) Comments by Dean provided			
4) Signatures obtained			
5) Caveat Status indicated			
6) Abstract provided			
7) Acceptance letter provided			
8) Registration fees invoice provided			
9) Air fare invoice provided			
10) Bus fare invoice provided			
11) Visa charges invoice provided			
12) Other costs			

**Section B: Costing**

Items to be checked	Checked by Applicant	Checked by Assistant Accountant

	(✓)	(✓)
1) Correct subsistence rate used		
2) Costs calculations are correct		

**Signature of Applicant:** ----- **Date:** -----

**Name of Assistant Accountant:** Ms M Karikoga

**Signature of Assistant:** ----- **Date:** -----

**Name of Faculty Representative:** -----

**Signature of Faculty Representative:** ----- **Date:** -----

**Name of Research Administrator:** Mrs C Dube

**Signature of Research Administrator:** ----- **Date:** -----

**PROFORMA D**

**REPORT ON BLOCK ALLOCATION EXPENDITURE FOR 19-----**

**REPORT ON BLOCK ALLOCATION EXPENDITURE FOR 2018**

**Name of Department:**

**Name of Chairperson:**

<b>Position</b>	<b>Rate (\$)</b>	<b>Total Establishment</b>	<b>No. in Post</b>	<b>Total Amount Allocated (\$)</b>	<b>Total Amount Used (\$)</b>	<b>Total Balance (\$)</b>
Professor	300					
Senior Lecturer	240					
Lecturer	210					
*Research Fellow	210					
<b>TOTAL</b>						

\*Please note that Research Fellows that qualify for Research and Development Board Funding are those holding a Masters /MPhil Degree.

**Expenditure by each Staff Member**

In this section, the names of all the members in the Department who have utilised their Block Allocation should be given, with an itemised list of expenditure for each person. Please add rows

to the Table below to suit numbers in your Department. Please note that if your Department did not use any Block Allocation in 2018, a report with a 'Nil' expenditure is still required.

Name	Itemised Expenditure	Amount (\$)
Total Expenditure for 2018		
Balance carried forward to 2019		

**Comments (if any)**

.....

Chairperson's Signature: ..... Date: .....

Name of Faculty Representative: .....

Faculty Representative's Signature: ..... Date: .....

Name of Dean: .....

Dean's Signature: ..... Date: .....

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY RR1**

**RESEARCH REGISTER**

This form, which is obtainable from the Bursar's Department, is to be completed by every grantee before funds are released. Return to the Secretary of the Research and Development Board, Bursar's Department

Note: This information is required for the University Research Register which has a databank and provides database records of all projects funded by the Research and Development Board.

Space provided for Synopsis: not more than 100 words in TOTAL are allowed to describe the project but with abbreviations, you can fit a great deal into this very condensed record. Kindly print or type in order to use the restricted space efficiently.

-----

(Office admin only)

Code ..... Number .....

Faculty of ..... Department.....

Surname .....First Name.....Title.....

Name of Project ..... (convenient short title, max 10 words)

(Expected Completion Date) .....

Synopsis.....

.....  
.....

Aims .....

.....

Liaison .....

.....

#### PUBLICATIONS

.....

.....

.....

Budget.....

...

(in Z\$ Give only what you have requested)

Keywords.....

RB...../...../.....

.....

\* Note: If you have more publications than can fit (condensed) into the available space, you should list your principal papers and then draw attention to your additional work thus: “n (number of publications) in n. (number of journals) local and/or overseas (as applicable). See author for list