



Lupane State University

Building Communities through Knowledge

RESEARCH BOARD

PROCEDURES

&

GUIDELINES FOR APPLICANTS

2022

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1. TERMS OF REFERENCE & MEMBERSHIP

PREAMBLE

The Lupane State University Research Board is a joint Committee of Council and Senate. The mandate is to oversee all research activity in the University. One important function of the Research Board is to encourage research amongst staff and disburse Research Board funds. The Guidelines serve to assist applicants to understand and follow the various applying for and utilisation of funds.

1.1. TERMS OF REFERENCE

To assist the execution of research at the and to act as a channel of communication for research matters and be responsible for:

- 1.1.1 The initial administration of, and where appropriate, the allocation of funds relevant to having to do with the research activities of the University, (student research assistantship and fellowships), and support of research projects of members of the academic staff, research students and research fellows.
- 1.1.2 External travel connected with research and participation at national and international research conferences. Normally the Board will require evidence of presentation of research findings.

1.2 MEMBERSHIP

- 1.2.1 Chairperson (Pro-Vice Chancellor)
- 1.2.2 Assistant to the Vice Chancellor
- 1.2.3 Librarian
- 1.2.4 Registrar
- 1.2.5 Director: RESO
- 1.2.6 Director: Innovation, Entrepreneurship and Industrilisation
- 1.2.7 Two members of Council appointed by Council
- 1.2.8 A representative of each faculty
- 1.2.9 A representative from the Bursar's Department

Secretariat (Senior Assistant Registrar)

2. GENERAL GUIDELINES AND DATES OF MEETINGS

- 2.1. The Research Board shall meet on the dates published in the University Diary. Only applications and reports received up to 1200 hours on the closing date will be considered at the following meeting. The Secretary, with the consent of the Chairperson may call for additional meetings.
- 2.2. The closing dates and times indicated in the University Diary are final.

2.3. Late submissions caused by delays in the internal posting system are not acceptable to the Research Board.

2.4. The submission of papers should not be left to the last minute of the last day. The Board will not consider incomplete applications or reports, or those where the Faculty Representative has not been adequately briefed by the applicant before the closing date.

2.5. The onus is on the applicant to submit the originals of the documents listed below to the Secretary of the Research Board before the closing date and time. A copy of the report and / or application together with any supporting documentation should be given to the Faculty Representative to enable him/her to present the paper to the Research Board.

2.5.1 Progress Reports on Research Grants

2.5.2 Block Allocation Reports

2.5.3 Application for External Travel Grants

2.5.4 Application for Research Grants and

2.5.5 Application for student Research Assistance

2.6 The Research Board will only consider applications from full-time Academic members of staff, Research Fellows and Staff Development Fellows. Teaching Assistants, Research Students, Technicians and non-academic staff do not have access to the Research Board except through Academic members of staff.

2.7 Applications and reports must be completed in conformity with the attached pro formas RB01, 02, 03 and 07 (see section 16)

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

2.7.2 Each application and report should be typed back to back and conform to the limitations below:

Report/Application	Maximum No. of A4 Pages
Progress Report on a Research Grant	Two
Block Allocation Report	Two
Application for External Travel Grant	One
Application for a Research Grant	Six
Application for student Research Assistant	Two

Any paper exceeding three pages will be rejected and returned to the applicant by the Secretariat.

- 2.7.3 All applications and reports to use single spacing, font size twelve of Times New Roman.
- 2.8 The applications must have been approved and signed by the Chairperson of the relevant department or Dean of the relevant Faculty if the applicant is a Chairperson and also signed by the Faculty Representative.
- 2.9 Funds allocated by the Research Board may not be used for any purpose other than that for which they are granted.
- 2.10 The Research Board will NOT sanction retrospective grants in respect of work or travel undertaken in advance of obtaining approval.
- 2.11 The Research 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 Research Board's funds in subsequent years should be clearly indicated in any application.

2.12 CHAIRMAN'S ACTION

To prevent Research Board meeting spending time considering applications for minor amounts, the Chairperson of the Research Board is empowered to receive requests for Research Grants and Student Research assistance not exceeding an amount set by the Research Board. Any allocation of funds made by Chairman's Action is reviewed and ratified at a subsequent meeting of the Research Board.

2.13 FACULTY REPRESENTATIVES

- 2.13.1 The principal link between members of staff and the Research 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 Board meeting.
- 2.13.2 Two copies of any supporting documents (e.g. acceptance letters from conference organisers, travel agents' quotations, costing of equipment or consumables, travel itineraries should be given to the Faculty Representatives before the deadline for submissions.
- 2.13.3 It is important that the Faculty Representative is adequately briefed by the authors of reports and applications so that the representative can answer queries raised at the Research Board meeting.
- 2.13.4 The signature of the Faculty Representative is required on each application or report submitted to the Board.

2.13.5 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. RESEARCH GRANTS & EQUIPMENT

3.1. In considering whether an application for a Research Grant is worthy of support, the Research Board has regard to the following criteria;

3.1.1. 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.

3.1.2. That it should demonstrate originality in either scholarship or the discovery patentable products.

3.2 Where an application is being made for a major capital grant for an amount, it is desirable that the application should satisfy the following further requirements.

3.2.1 The application should be supported by a majority of the Departmental Chairpersons in the Faculty concerned.

3.2.2 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.

3.2.3 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;

3.2.4 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 application should be submitted to the second meeting of the year.

3.3 Funds granted for capital equipment but not utilised within two years will automatically revert to the Board.

3.4 Faculty Representatives can appeal before such funds are repossessed by the Board.

3.5 Applications for new grants will only be considered subject to satisfactory appraisal and funds acquittal of the previous grants.

3.6 The Board does not normally award grants for clerical assistant's salaries, stationery and typing. Conditions governing employment of Research Assistants and Student Research Assistants.

3.7 All equipment, books and journals purchased with a Research Grant are the Property of the Research Board. These should be handed over to the Faculty for storage and use by other researchers and faculty members.

3.8 RESEARCH EQUIPMENT REGISTER

3.8.1 Research Equipment includes all non-consumable equipment as well as motor vehicles used to facilitate research.

3.8.2 The Research Board maintains a database of all research equipment in the University, whether acquired with Research Board or other (e.g. donor agency) funds.

3.8.3 When new equipment is received, the Chairman of the Department should ensure asset numbering and that the asset is listed in the University Inventory.

3.8.4 Each year, the Secretary to the Research 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.

3.8.5 A 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.

3.8.6 Books and journals purchased from Research Board funds, including the block allocation funds, are property of the University Library. The Bursar's Department and Library should liaise closely on the purchase of the Books and Journals.

4. ANNUAL PROGRESS REPORTS ON RESEARCH GRANTS

4.1. It is a condition of the grant of funds for research that the Research 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. The progress reports would be considered at the last meeting of the year of the Research Board and should be done on the progress report form available at RESO.

4.2. Progress Reports should include the following:

- 4.2.1. Grant Account Number, Month and year of Grant.
 - 4.2.2. Research Board paper number(s) for the original and any supplementary application, any previous Progress Report(s).
 - 4.2.3. Brief description of progress to date.
 - 4.2.4. Amount approved and disbursed.
 - 4.2.5. Expenditure to date under the following headings:
 - 4.2.5.1 Capital.
 - 4.2.5.2 Consumables/operations.
 - 4.2.5.3 Travel & Subsistence.
 - 4.2.5.4 Research Assistance.
 - 4.2.5.5 Other – specify.
 - 4.2.6. Balance in the account.
 - 4.2.7. Anticipated use for remaining funds.
 - 4.2.8. Details of any publication, with copies if possible.
 - 4.2.9. Signature of Faculty Representative, and date.
- 4.3. Progress Reports should be discussed with the Faculty Representative and be submitted by the closing date of each meeting.

5. SUPPLEMENTARY RESEARCH GRANTS

5.1 An application for a supplementary research grant can be considered after a Progress Report and Grant Fund Acquittal 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.

5.2 Supplementary Research Grant applications should be made using pro forma A, adapted where necessary.

6. RESEARCH REGISTER

6.1 Form required for all new projects for the University Research Register which is a database of all projects funded by the Research Board.

6.2 All academic staff must fill in the research register form, obtainable from the Faculty Representative and website. The register completed form should be submitted to the Faculty Representative who will in turn submit it to the Secretariat.

7. RESEARCH ASSISTANCE FOR CHAIRPERSONS OF DEPARTMENTS AND DEANS OF FACULTIES

- 7.1. The Research Board will fund Research Assistants for Chairpersons of Departments and Deans of Faculties provided that a positive recommendation comes from the Research Board supporting the relevance and feasibility of the proposed research project.
- 7.2. The Research Board will be guided by the following criteria;
- 7.2.1 The applicant's past research output (30 points)
 - 7.2.2 The nature of the Research Project (10 points)
 - 7.2.3 The size of the Research Project (10 points)
 - 7.2.4 The academic staffing position in the department (10 points)
 - 7.2.5 The number of research assistants already awarded to the department (5 points)
 - 7.2.6 Whether or not all the Research Fellowships in the relevant Faculty are filled (5 points)
 - 7.2.7 The duration of the project viz-a-vis the period of Chairmanship or Deanship (10 points)
 - 7.2.8 Special circumstances (e.g. ill health, clinical load, etc) (10 points)
 - 7.2.9 Departmental teaching commitments (10 points)
- Total number of points (70 points)**

The cut-off point for awarding the Research Assistants to Chairpersons or Deans be set at seventy points.

7.3 Applications should take the following steps

- 7.3.1 Make an application stating their need for a Research Assistant.
- 7.3.2 Brief the Faculty Board Representative about the application.
- 7.3.3 Submit the application to the Secretary of the Research Board together with;
- 7.3.4 Copies of past annual reports if applicable.
- 7.3.5 List of publications for the last three years.
- 7.3.6 Outlines of all current research projects.

8. RESEARCH ASSISTANTS

8.1 Specific Projects

The Board will only award grants for research assistance on specific projects and only if the assistance is an essential part of the project. A situation 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.

8.2 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.

8.3 Grade, Costing and Appointment

8.3.1 There are several grades and possible rates of pay for Research Assistants. Applicants should, in their submission to the Research Board, indicate the grade and rate of pay of the 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 Board. Salary scales may be obtained from the Bursar, Departmental office or the Human Resources office.

8.3.2 Research Assistants funded from a grant from Research 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.

8.4 Existing Technical Establishment

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

8.5 New Members of Staff

The Board will give special considerations to applications from new members of staff for short-term research assistance particularly when a new line of research is established.

8.6 Secretarial Assistance

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

9. EMPLOYMENT OF STUDENT RESEARCH ASSISTANTS DURING THE LONG VACATION

9.1. Purpose

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

9.1.2 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.

9.2. 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.

9.3. Time Application

At the last meeting of the academic year, the Board considers applications from full-time members of staff for grants to employ SRAs during the long vacation and only in exceptional circumstances at any other time.

9.4. Period of Employment

Employment will normally be limited to a period of ten weeks. For pay out purposes, a working week consists of five working days. SRAs not working on public holidays will not be paid for these days and member of staff should ensure that requisitions for payment include only those days actually worked, up to the maximum figure of the grant

9.5. 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.

9.6. Choice of Student

9.6.1 Only in exceptional circumstances will grants be given to students of universities other than Lupane State University.

9.6.2 Vacation employment on a research project is to be regarded as a privilege. Students should thus be chosen on merit, that is, 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.

9.6.3 The Board will consider an application for a Student Research Assistant Grant even before the student has been identified.

9.6.4 Each student appointed for vacation work as an SRA should normally pass the end of year examinations and should not be employed if he/she is required to write any Special / Supplementary examinations. Another student may only be employed in his/her place with the prior consent of the Chairman of the Research Board, who will consult with the Dean of the Faculty concerned and the appropriate Faculty Representative.

9.7. Remuneration for Student Research Assistants Level of Remuneration

9.7.1 The level of remuneration SRA is based on the year of study last completed as laid down by University Council.

9.7.2 Formal letters of appointment are issued by Human Resources and payment is not automatic. Payment is made against a payment requisition issued by the member of staff concerned duly authorised by the Chairperson of the Department. The payment requisition should include;

9.7.2.1 Year of study last completed by the SRA and year of completion and;

9.7.2.2 Period of employment of the SRA for which payment is claimed.

9.8. Application for SRAs for Projects already funded by the Research Board

Applications for Student Research Assistance for projects already funded by the Board and which are less than the maximum amount considered by the Chairperson's Action.

9.9. Coursework

The Research 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.

9.10. Additional Expenditure

The Research 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.

10. EXTERNAL TRAVEL GRANTS

10.1. Object of the Vote

The External Travel Vote is intended to finance travel by members of staff outside University and 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 the purview of the external travel vote.

10.2. Eligibility to Apply

10.2.1 Academic Staff

10.2.1.1 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).

10.2.1.2 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.

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

10.2.2 Non-Academic Staff

The Board accepts that external travel by non-academic staff will normally be only at the requests 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.

10.2.3 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.

10.3. Criteria for Award of an External travel Grant

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

10.3.1 Research Trips

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

10.3.1.1 the discovery of new facts, or

10.3.1.2 the exercise of originality and scholarship:

10.3.1.3 the discovery of patentable product or processes.

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

10.3.2 Visits to Archives, Libraries Laboratories, Research Institutes or other Centres of Learning

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

10.3.3 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 organizers confirming such participation must be provided to the Secretariat of the Research Board through the Faculty Representative.

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

10.4. Level of Assistance

10.4.1 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.

10.4.2 The maximum grant for the current year is set at \$2000.00 by the Research Board.

10.5. 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.

10.5.1 Two-year Caveat (24 months)

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.

10.5.2 18 Month Caveat

A grant (or grants in any 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 at least eighteen months.

10.6. Quotations for Travel

10.6.1 Each applicant has to submit written quotations from three different travel agents for economy 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.

10.6.2 For road transportation, the University will use the AA rates applicable at the time.

10.7. Subsistence Allowances for External Travel & Research Grants

The current rates as approved by the University Council.

10.8. Application for Exchange Control Authority to Buy Foreign Currency

10.8.1 The Research Board considers and awards grants in local currency, when available. If the grantee would be travelling out of the country, he/she needs to apply for authority to purchase foreign currency in Zimbabwe.

10.8.2 The Research Board criterion for award of External Travel Grants is clear and to a large extent an applicant should be to judge the outcome of the application. It is thus advisable to submit a foreign currency application to the Bursar's Department in good time to avoid any inconvenience.

10.8.3 This application is submitted through the Bursar's Office. It is advisable that applicants liaise the Assistant Accountant in the Bursar's Office for information.

10.9. Travel Grant Applications during Contact Visits & Sabbatical Leave

10.9.1 Applications in respect of journeys by members of staff going on Contact Visits, or Sabbatical Leave are subject to all the foregoing. Contact or Sabbatical programme, such as travelling to a conference at some distance from his/her base.

10.9.2 In a case where 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: and 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.

10.9.3 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 Board finance the extension of a Contact Visit beyond the 28 or 35-day period provided.

10.9.4 However, if the location of the conference is at such 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 vote.

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RESEARCH AND EXTENSION SERVICES OFFICE (RESO)

APPLICATION PRO FORMAS

APPLICATION FOR A RESEARCH GRANT

1. Name of Applicant:
2. Faculty:
3. Department:
4. Position of Applicant (i.e. full-time Lecturer:
5. Date of Assumption of Duty:

6. Amount Requested: Total =

- 6.1 Capital equipment (list of items costing \$.... or more each, prices to include VAT, etc).
- 6.2 Consumable materials (including items of equipment costing under \$..... each prices to include VAT, etc).
- 6.3 Student Research Assistants (period of employment weeks at \$.... per week)
- 6.4 Local Travel and Subsistence

7.0 Project Title / Topic

The title should accurately reflect the scope and content of the study. In addition, it should be concise, simple and catchy in not more than 20 words.

7.1 Background / Introduction [Maximum words 800]

This section provides evidence and conditions of the existing situations highlighting the gap(s) to make the reader feel the urgency of the problem, the need to study it in order to solve the problem or contribute to its solution.

7.1.1 Research Problem / Statement of the Problem [Maximum words 300]

- i) Presents the reason behind the proposal i.e. what will change when this research is done or what would happen if the research is not done?
- ii) Problem is an existing negative state not absence of a solution
- iii) Refers to what has been detected and needs a solution in the practical or theoretical world.
- iv) Should clearly state the nature of the problem and its known or estimated magnitude / extent.
- v) Link the problem to the national development priorities/framework, the regional (e.g. AU) and the Global Development Agenda and National Development Plan

vi) Should be concise and brief (**not more than 1 page**)

7.1.2 Significance / Justification / Importance [Maximum words 300]

This refers to the relevance of the study in terms of academic contributions and practical use that might be made of the findings. It should reflect on knowledge creation, technological or socio-economic value to the community.

7.1.1 and 7.1.2 can be combined

7.1.3 Aim/Purpose

Refers to the general intention of the research. Should spell out what the research is supposed to accomplish.

7.1.3.1 Specific Objectives

These are specific aims / objectives arising directly from the general objective / purpose / aim of the study. For each specific objective you must have a method to attempt to achieve it.

7.1.5 Hypotheses / Assumptions / Research Questions

These are investigative assumptions, which guide the study. In case of hypotheses, they should be testable. (Hypothesis is usually null or alternate, whichever poses the investigative question). Hypotheses can come immediately after Literature Review or Specific Objectives.

7.2 Materials and Methods (Methodology) [Maximum words 500]

This is a detailed description of selected methodology and should be presented in unambiguous terms. The section comprises:

- i) Research design, which describes the nature and pattern the research intends to follow e.g. whether it is qualitative or quantitative, historical, descriptive survey and location.
- ii) Description of the geographical area and where population of the study exists.
- iii) Description of the population from which samples will be selected.
- iv) Sampling strategies, by which the researcher will select representative elements / subjects from the population.
- v) Data collection methods; including instruments and procedures to be used in the research described.
- vi) Data quality control, which refers to reliability and validity of instruments.
- vii) Measurements, which refer to the formulae or scales in the study.
- viii) Data analysis, which involves organisation and interpretation of the data generated.

Note: Both raw data and the analysed form to be kept both electronically and hardcopy for further reference later.

7.3 References

This is a list of all works cited in the proposal and should be written according to the approved format. The approved format is APA Fifth Edition.

7.4 Appendices

Comprises the budget, work plan/time framework, explanatory notes and instruments.

(i) Budget

This is the financial plan for implementation of the research. It should be clear, realistic and reasonable (affordable). It should be itemised according to the following:

- Equipment
- Stationery
- Materials e.g. nails, wood, chemicals etc.
- Travel
- Subsistence
- Research Assistance
- Services (Secretarial, photocopying, printing and binding)
- Other purposes (Specify)

(ii) Time Framework/Work Plan

This is the schedule / time-table of activities covering the period over which the research is to be implemented with due regard to budgetary consideration as well. It could be presented in tabular form or in a Gantt chart. It is a valuable guide for evaluation of the research progress.

(iii) Explanatory Notes

They include research approval letters, maps and lists of areas to be visited.

(iv) Instruments

These are details of tools used in the research e.g. equipment, questionnaire, interview schedule, scales and tests.

The following information must be given in all cases:

- 7.5 Brief description and estimate of viability.....
-
- 7.6 Whether a new project or the continuation of an existing project, in which case a vote number has to be quoted.....
-
- 7.7 Expected commencement and completion dates. From..... to

7.8 Whether project is expected to provide material for a higher degree, and if so, for whom:
.....

7.9 Whether publication is envisaged as direct result of the project.
.....

Where appropriate, the following information should also be given to assist the Board.

7.10 Relevance of the project to Zimbabwean circumstances:

7.11 Indication of how the project amplifies current knowledge in the field:

8.0 Information necessary for major capital items.

Previous financial support

8.1 Unless specified in a recent Progress Report (in which case the Research Board paper number should be quoted) this should include a list of current research grants made by the Research Board to the applicant in the past 5 years, the following details.

8.1.1 Name of project and grant number:

8.1.2 Amount granted and current balance:

8.1.3 Publications arising and / or state of progress of the research, with reference to any progress Reports submitted:

9.0 Amount of Financial Support Available Accessed:

9.1 Details of how the applicant's Block Allocation has been, or will be, spent:

9.2 Possibility of any external support: if so, give details:

10.0 Statement by Chairperson of Department (or Dean if appropriate)

This must include

10.1 Comments and recommendations to the Board:

10.2 Certification that none of the requests can be met from existing departmental resources or other sources within the University:

10.3 Certification that prices are realistic and economical:

Applicant's Signature: Date:

Chairperson of Department's Signature: Date:

Faculty Representative's 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 six 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.

Applications for funds to continue a research project should be set out in the above format, with the word **SUPPLEMENTARY** inserted in the title.

Lupane State University

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RESEARCH AND EXTENSION SERVICES OFFICE (RESO)

RESEARCH/PROJECT REGISTRATION FORM

The Research and Extension Services Office (RESO) is mandated to keep a record of all research and projects carried out. Keeping such records contributes to the University’s standing locally and internationally. Please fill in this form and return it to RESO as soon as you can.

1. Your name:
2. Qualifications:
3. a) Collaborating partners (if any) and affiliation.....
.....
.....
- b. Students.....
.....
.....
4. Department Faculty
5. Topic/title of Research project: Indicate discipline (s)
.....
.....
6. Commissioned / Academic (*Delete inapplicable*).....
7. Commencement date.....
8. Proposed completion date
9. Status of research New/ Ongoing/ Completed (*Delete inapplicable*).....
10. Funding: Please indicate sources of your funding
.....
.....

Publications: please indicate if this project has resulted in a publications or conference papers.

- (a) Conference paper: Give full details
.....
.....
- (b) Publication details Give full details
.....
.....

Applicant’s Name: Signature: Date

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

RESO Director's Name: Signature: Date

Lupane State University

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RESEARCH AND EXTENSION SERVICES OFFICE (RESO)

Grant Final Report Form

1. a. Name of Applicant.....

b. Title of Project

2. Fund allocated (itemise supplementary grants) Date.....

Funds utilised: Total..... Balance.....

3. Research outcomes:

a. Publications

.....
.....
.....

b. Conference presentation

.....
.....

c. Other

.....

4. Future Research plans.....

.....
.....

5. Submission of project equipment:

Equipment bought with grant fund should handed over to the Faculty within two months of the end of the research project.

Applicant's Name: Signature: Date:

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

RESO Director's Name: Signature:Date

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RESEARCH AND EXTENSION SERVICES OFFICE (RESO)

ANNUAL RESEARCH REGISTER: YEAR

This form, which is obtainable from the RESO Department, is to be completed by every grantee or member of the academic staff before funds are released. Return to the Secretary of the Research Board and to RESO.

NB: This information is required for the University Research Register which has a data bank and provides records of all Research projects.

The project but with abbreviations, you can fit a great deal into this very condensed record.

(Office Administration use only) Code..... Number:

Faculty: Department:

Surname: First Name:.....

Title:.....

Expected Completion Date:
.....

Synopsis: (not more than 100 typed words in total).....
.....
.....

Keywords:
.....

Aims:
.....
.....

Liaison:

.....
.....
.....

PUBLICATIONS – Full Reference Details:

.....
.....
.....

BUDGET:

.....
.....

(in \$ Research Board No.) Amount / value \$.....

Other:.....

R/B:/...../.....

.....
.....

Source	RB FOR	Amount / Value
Research Board		

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

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RESEARCH AND INNOVATION SERVICES OFFICE (RISO)

REPORT ON BLOCK ALLOCATION EXPENDITURE FOR YEAR:

FROM THE DEPARTMENT OF:

Statement by Chairperson (or Dean where appropriate):

(Such as “All members of the department were consulted on the use of the Block Allocation”)

	\$	
Balance brought forward from Year	xx.....	
Block allocation for Yearbased on the establishment of Posts		yy.....
Total for the current year (xx + yy)		

Expenditure by Each Staff Member

[In this section the names of all members of the department should be given, with an itemized list of expenditure for each person, rounded to the nearest \$. Small amounts can be aggregated. The examples below are fictitious and intended as illustrations.]

			Total
Prof A N Other	Conference Fees	\$a	
	local Travel	\$b	\$a+b
AAA Adams, B. Brown	Wood, screws paint journal subscription to	\$c	
	“Int. J. Eptal Results”	\$d	\$c+d
C C Chitamba	Minor equipment purchases	\$e	
	Block Allocation, Photocopying fax charges	\$f	\$e+f
D D Dlodlo	Computer discs accommodation	\$g	
	field work	\$h	\$g+h

E E Edwards	nil on (Sabbatical most of the year)		nil
F F French	Stationery, typist for publications	\$i	\$i
G G Gandaga	Top-up for Contact Visit student	\$j	
	Research Assistant	\$k	\$j+k
H H Hill	Consumables for rabbit Project	\$l	
	Textbook (Rabbits for Africa	\$m	\$l+m
Total Expenditure			\$nnn
Balance carried forward to			\$mmm

Comments (if any):

.....
.....
.....

[For example the Chairperson (or Dean) should explain that any expenditure exceeding the per capita allocation was with the consent of the Departmental Board].

Chairperson (name): Signature: Date:.....

Faculty Representative (name): Signature:..... Date: