**Health Sciences Faculty Research Committee**

**INVITATION TO APPLY FOR**

**POSTGRADUATE PUBLICATION INCENTIVE (PPI) Funding**

**Submission Date: 06 June 2014**

## **Preamble:** The Health Sciences Faculty Research Committee (HSFRC) recently developed a ‘Strategic Plan for Research’ - a major goal of which is to encourage increased research productivity in the Faculty. We know that many papers published from the Faculty have their origins in postgraduate theses, and thus strongly encourage students (and their supervisors) to view publication in peer-reviewed journals as an integral part of the design and work schedule involved in completing higher degrees. We are also aware that many potential papers embedded within theses never get published, usually because the student leaves UCT before converting the dissertation/thesis into publishable manuscripts.

## In an attempt to alleviate this problem the HSFRC has committed a budget to assist needy Faculty of Health Sciences postgraduates to prepare dissertation/thesis work for publication before they leave UCT. This letter invites **supervisors** to apply for funding from this scheme on behalf of their graduating students.

### How the scheme works:

* The intention of these grants is to allow postgraduates who are registered in the **Faculty of Health Sciences**, and who have **recently submitted** or **are about to submit** their dissertation/thesis, to prepare their dissertation/thesis work for submission to ISI rated journals, specifically where this would not be possible without additional financial support. Students who are not registered in the Faculty of Health Sciences, but are registered for a degree that has a **Health** **Sciences Faculty Departmental Course Code**, also qualify for this funding.
* Calls for application will be issued three times a year (May, July and October )
* Applications for funding must be made **by the supervisor**, who must clearly explain what paper(s) will be generated and for what target journals. Clear motivation must also be supplied as to why additional time is needed to prepare such papers (i.e. why the existing chapters need to be substantially changed before being suitable for submission). If funding is awarded, the supervisor will be required to complete a short report, on an annual basis, of the papers submitted as a consequence of the PPI funding. The record of success or failure will then be taken into account when evaluating future PPI applications.
* Grants will be awarded by a small subcommittee of the Health Sciences FRC.
* Awards will be made on a competitive basis; the main criteria being the probability of success of publication in ISI rated journals and identification of financial need.
* The amount of the grant is limited to **R 5000 per month for PhD students** and the normal period of support will be **one month**, since the work involved will be largely reformatting dissertation/thesis material into a journal paper. In special circumstances, up to a maximum of two months will be considered, but this will require strong motivation; for example, if several papers are being written, or if additional work is required to submit a paper to a top international journal. Note, the **awards can later be expanded to Honours and Masters students** depending on availability of funding.
* It is important to emphasize that this award is not intended to be a ‘reward’ to students for submitting already prepared papers, but should only be requested if the paper(s) need substantial reworking before publication and where this work requires financial support that the supervisor is unable to supply from existing resources.
* Students are required to sign a Memorandum of Agreement that should be submitted along with the original application (see attached template). Funds will only be approved if we have received a hard copy of the MOA. The supervisor is responsible for the administration of these funds, and ensuring that students are paid and that manuscripts are submitted.

**How payment is made:**

* The University and Faculty policy position is that once a thesis/dissertation is submitted for examination, the educational work requirements of the degree have been met. Any payment made to a student for work undertaken subsequent to submission must be made via the payroll system to conform to SARS regulations. Consequently, PPI funding must be paid to the student via the payroll system and will not be paid as a tax-free bursary.
* PPI awards are paid directly from a central Faculty PPI Fund.
* All PPI awards have to be paid to students within 6 months of the date of announcement of the awards. If they are not, they will be automatically returned to the Faculty budget.

### How to apply:

Applications should be ***submitted on the following template. Paste this template into a new word document, fill in the details and mail hard copy of the application and signed MOA form to Miss Esmari Taylor email:*** ***Esmari.Taylor@uct.ac.za*** ***Barnard Fuller Building***

 ***Faculty Research Office UCT Medical School Observatory***

***Please note that supervisors (not postgraduate students) must liaise directly with***

***Carlette Hlungwani or (Ext: 406 6734/ 6087) if there are any queries on the PPI***

**APPLICATION FOR PPI FUNDING: 2014**

* **Supervisor’s name:**
* **Supervisor’s department:**
* **Supervisor’s email:**
* **Supervisor’s phone number:**
* **Student’s name and student number:**
* **Degree for which registered:**
* **Confirm that student is still registered at time of award (Y/N):**
* **Date, or proposed date, of submission of dissertation/thesis:**
* **Dissertation/Thesis title:**
* **List draft title(s) and authorship(s) of the paper(s) to be generated via this funding and target journal(s) for each:**
* **Explain why additional time and faculty funding is needed to complete these papers (i.e. what additional work is needed and why this cannot be funded through existing grants awarded in support of the student’s research):**
* **What is the Rand amount requested?**

**Please complete the Table below**

**i) PPI awards made in 2012 or 2013, including student name**

**ii) all manuscripts submitted or published from each of these PPI awards (please give full details, including all authors, journal and title of paper, and status of manuscript)**

 **PPI awards will not be approved if these details are not provided.**

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Date of Award** | **Manuscripts submitted/published (full details)** |
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**Note 1:** Students and supervisors are expected to sign the attached memorandum of agreement and submit it with their applications.

**Note 2**: Awards are made to supervisors and supervisors are responsible for ensuring that students receive payment via their Departmental administrative procedures within 6 months of the date of announcement of the awards.

**Memorandum of Agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student name)**

**and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (supervisor name representing the University).**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student name), understand that in return for accepting this award, I will submit the following manuscript(s) for publication within 6 months of date of receipt of payment of the PPI award. If I do not submit at least one manuscript, I will be obliged to return the PPI award to the Faculty of Science.

|  |  |  |
| --- | --- | --- |
| Title of paper | Authors | Journal to which paper will be submitted |
|  |  |  |
|  |  |  |

Date:

Student Name Supervisor Name

Student Signature Supervisor Signature

**Mail hard copy of the completed form & signed MOA to Miss Esmari Taylor Research Office, Barnard Fuller Building, Observatory by Friday 6 June 2014**