MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

RESEARCH BOARD

REGULATIONS, PROCEDURES AND GUIDELINES FOR APPLICANTS

REGULATIONS, PROCEDURES AND GUIDELINES FOR APPLICANTS SECTION

1. **The Research Board is a joint committee of council and Senate that reports to the Research, Innovation and Postgraduate Studies Committee and its terms of reference and membership are as follows:**

1.1 Terms of Reference

To assist the prosecution of research at Manicaland State University of Applied Sciences (MSUAS) consistent with the University's vision and act as a channel of communication for research matters.

To be responsible for:

a) The administration of the University Research Fund (URF) and, where appropriate, the allocation of general funds having to do with research activities that advance knowledge in all disciplines and help in providing solutions to challenges bedevilling industry, business sector and society at large.

b) Funding external/internal travel connected with research and participation at national and international conferences.

c) Ensuring that funded research is relevant and all emanating research papers and conference presentations are channelled to the University Institutional Repository.

1.2 Membership

Chairperson (Academic staff elected by the Research Board)
Vice Chairperson (Academic staff elected by the Research Board)
Librarian
Two members of Council appointed by the Council
A Representative of each Faculty
Research Manager
IT Director
Director of Works
Secretary: Assistant Bursar

Ex-Officio Members

Vice Chancellor
Pro Vice Chancellor
The out-going Chairperson of the Research Board

1.2.1 Election of the Chairperson and Vice Chairperson of the Research Board

- The elections will be presided over by the Research, Innovation and Postgraduate Studies Executive Dean or his/her representative
- Eligible members shall be current members of the Board
- Four serving members of the Board shall be nominated
- The elections shall be by secret ballot

- Chairperson shall be the nominee who garners highest number of votes
- Vice Chairperson shall be the nominee who garners the second highest number of votes
- In the event of a tie, the presiding member shall cast his/her vote.

1.2.1 Faculty Representatives should be elected by 31 December each year for the following academic year.

2. Research subcommittees

2.1 Faculty research committee

2.1.1 Membership

- Faculty representative to the Research Board (Committee Chairperson)
- A representative of each department in the faculty
- Secretary: Faculty administrator

2.1.2 Faculty research committee terms of reference

- Development, implementation and monitoring of the Faculty research plan
- Provide semesterly reports to the Research and Postgraduate Studies Committee
- Consider research grant applications from faculty members before they are submitted to the University Research Board
- Advise applicants to forward minutes and their revised applications to the Research Board Secretary

2.2 Departmental research committee

2.2.1 Membership

- Department's representative to the faculty research committee (Committee Chairperson)
- Any other three departmental members appointed by the departmental chairperson
- Secretary: Departmental Secretary

2.2.2 Departmental research committee terms of reference

- Development, implementation and monitoring departmental research plans
- Provide semesterly reports to the Faculty Research Committee
- Consider and make recommendations on research grant applications from departmental members before they are submitted to the Faculty Research Committee
- Advise applicants to forward minutes and revised applications to the Faculty Research Committee.

3 General Guidelines and Dates of Meetings

2.1 The Research Board will meet on the dates as published in the University diary at the beginning of each academic year. Only applications and reports received by 12.00 noon on the closing date will be considered at the following meeting. The secretary with the consent of the Chairperson 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 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:

Progress Reports on Research Grants;
Block Allocations Reports;
Applications for External Travel Grants,
Applications for Research Grants, and
Application for Student Research Assistance to the Faculty Representative.

2.6 The Research Board will only consider applications from Fulltime Academic members of staff. Research Fellows, Staff Development Fellows, Teaching Assistants, Research Students, Technicians and Non-academic staff do not have access to the Research Board funds except through full –time academic member of staff as a principal researcher.

2.7 Applications and reports must be completed in conformity with the attached pro forma as A, B, C, D: see section 16.
All applications and reports must be typed on one side of A4 paper and be sufficiently dark for satisfactory reproduction. Font size 12, and single line spacing must be used.

- The applicant may attach to his/her application any supporting documents that may help the board to make an informed decision pertaining to the submitted application.

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 Assistance	Two

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

2.8 The application 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 – unless specific authority is given by the Research Board.

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 Board's funds in subsequent years should be clearly indicated in any application.

2.12 Chairperson's Action
The Chairperson of the Research Board is empowered to receive for approval requests for Research Grants and Student Research Assistance applications that would have been considered by the Research Board and recommended for his/her approval.
Any allocation of funds made by Chairperson's Action is reviewed at a subsequent meeting of the Research Board.

2.13 Faculty Representatives
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.
- Chair faculty research committee meetings.

Two copies of any supporting documents (e.g. acceptance letter 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.

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 in Research Board Meetings.

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 Board will not entertain any applications for amounts exceeding the annual block Allocation for the applicant see Appendix (Note 3).

3.2 Block Allocation funds can be used for research requirements such as consumable stores, research equipment, ad hoc temporary research assistance, travel, typing of research papers, payment of conference registration fees, telexes, e-mail and faxes related to research and for books, membership of learned societies and subscriptions to academic journals and learned societies.

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 Chairperson's Action as indicated in the Appendix (note 4). The purchase of items costing more than this amount requires the approval of the Research Board.

3.4 The secretary of the Research Board will prepare a report on block allocation expenditure and issue it to all department chairpersons for confirmation.

3.5 These Block Allocation Reports should be received by the deadline of the November Meeting each year, failing which the department concerned will forfeit its allocation for the following financial year.

3.6 A department which carries forward a balance of more than twice its annual allocation will not normally be granted its allocation for the following year even though a satisfactory report might have been received.

4. Research Grant and Equipment

4.1 In considering whether an application for a Research Grant is worthy of support, the Research 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) That it is in line with priority research themes based on the national research priorities, emerging societal needs, new research areas and international trends in research as identified by the University from time to time (See Research Strategy Document – 6. Priority Research Themes)

4.2 Where an application is being made for a major capital grant, 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 Faculty concerned;

ii) If applicable the application should detail all similar equipment owned by the University and should certify that such equipment is fully utilised or is not suitable;

iii) The application should state the level of utilisation anticipated for the equipment.

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 a new grant will only be considered subject to satisfactory accounting for the funds previously granted and presentation of evidence of envisaged research output (s) (Publication, design, innovation).

4.6 The Board does not normally award grants for clerical assistant's salaries, typing and photocopying. Conditions governing employment of Research Assistants and Student Research Assistants are covered in sections 8, 9 and 10.

4.7 All equipment purchased with a Research Grant or Block Allocation are the property of the Research 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 Board maintains a database of all research equipment in the University whether acquired with the Research 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 Board.

4.8.4 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.

4.8.5 The circular accompanying the print-out will also be send 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 send to the Secretary of the Board.

4.8.6 Books and journals purchased from Research Board funds, including the Block Allocation funds, are the property of the University Library.

4.9 Research Output

4.9.1 A proportion of farm produce that is a result of research activities funded by the Research Board is property of the Research Board.
For books funded by the Research Board the author/researcher to acknowledge its assistance.
Authors of books to provide 2 (two) copies to the Main University Library.
Authors of Journal papers and book chapters to submit a copy of the paper/book chapter to the Main University Library Repository.
For designs, innovations, inventions and discoveries resulting from Research Board Funding, researcher has to acknowledge its assistance and forward them to the Incubation Hub pending commercialisation.

5. Progress Reports on Research Grants

5.1 It is a condition of the grant of funds for research that the Research Board is kept informed on the progress and eventual completion of the research project for which each grant has been made. Failure to meet this condition will result in the Board recovering its money from the researcher's salary. An appropriate penalty will be instituted on defaulters i.e. those who take research money and do not conduct the research and produce tangible and credible outputs. The penalty applies to both research grant and external/internal travel grant.

5.2 Progress Reports should include the following:
a) Grant Account number, month and year of grant approval and expected date of completion.

b) Research Board paper number (s) for the original and any supplementary application, and 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 if possible
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 (note2).

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 Reports 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 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 submit it to the Secretary.

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

8.1 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 viability of proposed research project.

8.2 The Research 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 …….....

8.3 Applicants should take the following steps:

1. Make an application justifying 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 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. 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.

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 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 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 Board.
Salary scales shall be obtained from the Bursar, Departmental offices or the Appointments and Human Resource office.

b) Research Assistants funded from a grant from the 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.

9.4 Existing Technical Establishment

The University already supplies personnel to many departments who may legitimately assist members of staff in their research activities (technicians). 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 befits the students as much as possible. The programme should not consists entirely of routine tasks. Members of staff should be available during most of the period employment to supervise and discuss the progress of the research with 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 pay out 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 b) Vacation employment on research project is to be regarded Student

a) Only in exceptional circumstances will grants be given to students of universities other than the Manicaland State University of Applied Sciences as a privilege. Students should thus be chosen on merit, i.e. on their academic ability, performance and interest during 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 Chairperson of the Research Board, who will consult with the Dean of 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 Applications 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 Chairperson's Action, see Appendix (note 4) should be considered by Chairperson's Action. Section 2.12

10.9 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 project required by his/her degree course which would normally be undertaken during an academic term.

10.10 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 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 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).
All full time academic staff members are eligible to apply for external grant and approval is at the discretion of the Research Board.

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 will receive an External Travel Grant during their first year of service. However, senior academic staff members who would have joined the University from another University or research institute may be eligible to apply during their 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 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 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 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 the paper, either orally or by poster, or the chairing of a session at the conference. Documentary evidence from the conference organizers confirming such participation must be provided to the Secretary of the Research 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 grants in excess of one-third of the maximum 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 applicants 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 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.

11.6 Quotations for Airfares

Each applicant has to submit written quotations from at least two 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.

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 Application for Exchange Control Authority to Buy Foreign Currency

The Research Board considers and awards grants in Zimbabwe dollars. Since the grantee will be going out of the country he/she needs to apply for authority to purchase foreign currency in Zimbabwe.

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

This application is submitted through the Bursar's Office and normally requires a minimum of two weeks. It is advisable that applicants liaise with the Assistant Bursar in the Bursar's Office for more information.

11.9 Contact Visits and Sabbatical Leave

Applications in respect of journeys by members of staff going on contact Visits, or Sabbatical Leave are subject to all the foregoing. Normally 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 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 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 – 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.

11.10 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 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 obtainable from the Faculty Representative or Secretary of the Research Board.

12.3 Subsistence Rates for Local Travel

The current subsistence rates as approved by the University Council are obtainable from the Faculty Representative or Secretary of the Research Board.

13. Foreign Currency

13.1 Any application which if successful will result in the importation of goods from outside Zimbabwe should state the Zimbabwe Dollar equivalent of the amount of foreign currency requested, together with an estimate of shipping costs and any duty payable.

13.2 A Research Board grant does not carry with it any implication of priority or specific allocation as regards foreign currency which must be sought through Faculty channels in the usual way.

13.3 Foreign currency for subsistence to attend a conference and registration fees are discussed in detail under External Travel Grants. (Section 11.8)

14. Travel and Other Advances

14.1 Advances will only be made available to staff in whose name the Research 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 Manicaland State University of Applied Sciences.

14.2 The advance should be accounted for within 7 days of incurring expenditure or at the latest within 60 days of the date of cheque.

14.3 If no expenses form is received by the Bursar within the 60 days 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.

14.4 Advance cheques can only be collected from the Cashier's office by the grantee since the Acknowledgement form mentioned in 14.3 above need to be signed.

15. Appendix

Note 1

Current membership of the Research Board is as set out below:

Note 2

Research Board Meetings: see University Diary.

Note 3

Block Allocation for research:

Current figures are obtainable from the Secretary of the Research Board.

Note 4

The maximum amount which can be allocated by the Chairperson of the Research Board (Chairperson's Action) is agreed to by the Board at the beginning of each year.

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

Note 5

The scale of pay Student Research Assistance will be as approved by the University Council.

Note 6

The maximum External Travel Grant is set at the beginning of each year.

Note 7

Current rates are obtainable from Faculty Representative or Secretary of the Research Board.

Note 8

Rates of Charge-out for University vehicles and Boats and Reimbursement for use of Private Motor Vehicles. Current rates are obtainable from Faculty Representative or Secretary of the Research Board.