**R:9**

****

**APPLICATION FOR ARTICLE/BOOK CHAPTERS WRITING WORKSHOP**

|  |  |
| --- | --- |
|  | **Year:** |
| **New Extension**  |
|  | **Cost Centre:** |

|  |
| --- |
| **INSTRUCTIONS*** The application must be typed
* **Refer to guidelines on Appendix 1**
* The following documents must be attached:
* Researchers who are project leaders/ supervisor/promoters with funds on their IP accounts from publications are advised to use these funds or may be requested to use own funds or supplement.
* Recommendations (All signatures):
 |

1. **PERSONAL DETAILS**
	1. Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Staff Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Name of Applicant (Project Leader): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Academic Qualifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	6. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Co-Authors:**

|  |  |
| --- | --- |
| **Name**  | **Capacity**  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

In the event of Co-author/ Supervisor/ Promoter being a non-UNIVEN staff, the Directorate of Research and Innovation will only cater for Conference costs and meals. Their institution should cover for travel, accommodation and S&T. External co-workers who publish under UNIVEN name will be sponsored fully.

**Completed Research Project Details:**

Project Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project RPC Registration No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project starting date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project completion date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total RPC Grant/Other Donor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If funded externally, how much is

available to contribute to the Workshop:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funding**

|  |  |
| --- | --- |
| No of attendees: |  |
| Venue : |  |
| Date of the Workshop:  |  |
| No of Days: |  |

|  |  |
| --- | --- |
| **Item** | **Estimated Funds** |
| 1. Conference package
 |  |
| 1. Accommodation
 |  |
| 1. Travel
 |  |
| 1. S&T @ /night
 |  |
| 1. Other expenses

Specify: |  |
| **TOTAL** |  |

**Article Publication Plan**

**Outputs from the workshop**

|  |
| --- |
| Envisaged number of Manuscripts : |
| Envisaged Journal Titles : |
| Envisaged Date of Submission: |
| Attach Draft Programme: |

**Co-Author Commitment**

|  |
| --- |
| I accept that I am Co-Author of the envisaged manuscripts and commit myself to contribution and ensuring final completion.  |
| **Name**  | **Signature**  |
|  |  |
|  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Applicant Signature Date**

**RECOMMENDATIONS AND APPROVALS**

**7.1 HOD:**

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Surname and Initials Signature Date**

**7.2 Verified by Deputy Dean:**

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Surname and Initials Signature Date**

**7.3 Recommended by Executive Dean:**

 Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Surname and Initials Signature Date**

**7.4 Director of Research: Forwarded /Returned to the applicant**

 Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 **Surname and Initials Signature Date**

**APPENDIX 1**

****

**Description of ARTICLE WRITING WORKSHOP/RETREAT**

**Purpose :** To draft Manuscripts for publication

**Requirements**: Completed Research projects funded by RPC or completed Dissertations and Thesis

**Outcome :** Draft Manuscripts ready to be finalized and submitted for

 publication within 60 days of the workshop.

**Eligibility :** Full time academic staff consisting of 3 -10 Authors.

A Project under or Senior Author applies on behalf of the group.

Supervisors/ promoters and their students may also apply for Dissertations or Thesis already completed or submitted for Examination.

**Venue and Period:** The Workshop period should be between 3 to 5 days.

**Funding :** Maximum amount R50,000.00

Funds Conference costs, accommodation including three (3) meals, Travel costs (common transport) and S&T per UNIVEN Tariffs.

**Application :** The Project Leader/Supervisor/Promoter should apply at

 least 2 weeks before the workshop using appropriate form.

**Reporting :** The Project Leader/Supervisor/Promoter is responsible for reporting. Three reports should be written.

**Report 1:** Within five (5) days of returning from workshop using the appropriate form. The report must be signed by all co-authors and copies of draft Manuscripts must be attached.

**Report 2:** Within 60 days. Proof that the Manuscripts have been submitted to journals.

**Report 3:** Proof of acceptance of publication.

**Sustainability :** These workshops will be available annually during the recess

periods. Authors or co-authors should ensure that Manuscripts are accepted for publication before applying for other funding.

**Exclusion :** Only Authors who publish in DHET approved journals will be

funded. The Workshops are not for Proposal Writing or Conceptualization.

**THE PROCESS**

1. Application for funding by the Project Leader/Supervisor/Promoter.
2. Approval by Directorate of Research and Innovation. An award letter is released.
3. Implementation by the Project Leader/Supervisor/Promoter.
4. Reporting by the Project Leader (three reports)
5. Follow-up Workshop if necessary.

**PROCEDURE FOR THE ARTICLE WRITING RETREAT**

1. The Article Writing Retreat is hands on development of Manuscripts from completed research projects.
2. The Project Leader/ Supervisor/ Promoter are the main facilitator for the Workshop, and is responsible for assigning responsibilities to the team.
3. The Project Leader/ Supervisor/ Promoter will develop a draft programme for the whole period and attach to the application form (See examples attached Appendix A)
4. The Project Leader will assign a scriber from the team who will be responsible for writing proceedings of the retreat. These proceedings are evidence and should be distributed to all co-authors for follow-up (see examples attached, Appendix B).
5. A follow-up workshop of no more than two (2) days on campus or near locality may be necessary. Project leaders may apply.