

APPLICATION FOR THE ESTABLISHMENT OF A RESEARCH CENTRE OR UNIT

PLEASE NOTE THE FOLLOWING:

- A Research Centre or Unit is an affiliated entity of the University which operates fully under University policies, procedures and regulations
- Consult the document Research Policy IV: INSTITUTES, UNITS AND CENTRES and CRITERIA FOR THE ESTABLISHMENT OF UKZN RESEARCH CENTRES AND RESEARCH UNITS, and provide any additional information which you feel would assist the Review Committee in assessing the application.

The following documents must be attached to this application:

- A copy of the proposed Constitution of the Centre or Unit
- Copies of proposed and/or existing contracts/agreements with donors/funders/contractors (those handled through the Research Office need only to be listed)
- Brief CV's for each of the staff team members mentioned under item 2 of the application

NB. Contracts and agreements with external parties may not be signed by any other officer/employee than those delegated such authority by the University Council. The University is a party to all contracts entered into by affiliated Centres and Units.

The completed form should be returned with the relevant signatures to:
The Research Office
Govan Mbeki Centre, Westville Campus

1.	Name of Applicant:	
	Name of Proposed Centre or Unit:	
	Academic Location:	
	(i) School	
	(ii) College	
	(iii) University Portfolio	
	Name of proposed Director:	
	Contact details:	
	Telephone:	E-mail:

2. Staff Team Members (including the Director): *(Please attach a brief CV for each team member)*

Name	Permanent/ Fixed term	If Fixed term, end date of contract	Source of salary : University or External (name of source)

3. Student Team Members:

Name	Degree registered for	Anticipated completion date

4. Description of aims and objectives; noting that they have to be consistent with the vision/mission of the University and the policy document on the establishment of Research Institutes/Centres and Units

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5. MANAGEMENT STRUCTURE

Board of management members:
(Identify representation from School, College, outside bodies)

CHAIRPERSON:

NAME	AFFILIATION

MEMBERS:

NAME	AFFILIATION

6. PROPOSED USE OF OTHER UNIVERSITY ADMINISTRATION/INFRASTRUCTURE

Registrar’s office, Research office, Library, Information Technology Division,
Risk Management Services, Maintenance Services

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7. SPACE REQUIRED/OCCUPIED

Space already allocated by the University: YES NO NOT APPLICABLE

Location:

Area: m²

Period of lease: (IF APPLICABLE).....

Confirm that availability/use of laboratory/office/ equipment/staff has been requested and agreed to by the Dean and Head of School. Proof to be provided.

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8. SOURCES AND AMOUNTS OF FUNDING (attach schedule of expected annual income for 3 years - indicate whether donation or commercial contract)

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Indicate whether funding will be sought from donors/grantors (requiring 18a tax exemption certificates)

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Indicate whether commercial contracts will be undertaken

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NOTE: All Council approved Research Centres and Units are required to carry the logo of the University on their letterheads.

FORMALIZATION OF THE APPLICATION

Recommendation

Proposed Director of the Centre/Unit	Name	Signature	Date
Dean & Head of School (if applicable)	Name	Signature	Date
DVC & Head of College (on behalf of College Management Committee CMC)	Name	Signature	Date

APPROVAL BY UNIVERSITY COMMITTEES	DATE APPROVED
DVC Research (on behalf of RSG)	
DVC & Head of College (on behalf of CAAB)	
Senate	
Council	