

GUIDELINE FOR RESEARCH FUND

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1) INTRODUCTION

Welcome to the Moses Kotane Institute (MKI) Postgraduate Research Fund Guidelines. These guidelines aim to provide clear and user-friendly instructions for students interested in applying for the MKI Postgraduate Research Fund. The following guidelines outline the selection criteria, required documents, and application process to be considered for the Moses Kotane Institute (MKI) Postgraduate Research Fund in 2023.

2) AIMS OF THE RESEARCH FUND

The aim of this fund is to support honours, masters, and doctoral students in conducting research that addresses scientific, social, and economic challenges in KwaZulu-Natal (KZN). The research outcomes will contribute to policy development and service delivery interventions, and students will have the opportunity to publish their work in the Moses Kotane Institute Journal.

3) ELIGIBILITY CRITERIA

- 1) Applicants must be enrolled in an accredited South African university for Honours, Masters, or Doctorate degrees.
- 2) Fields of study are determined annually based on provincial priorities.
- 3) The research project should require the production of a dissertation, thesis, or research papers related to the specified areas of study.
- 4) Applicants must be residents of KZN, regardless of their enrollment institution.

4) SUPPORTING DOCUMENTATION REQUIRED

Please take note that it is crucial to provide all the required supporting documents with your application. Failure to submit any of the required documents may result in disqualification. It is important to ensure that you include the following documents when submitting your application:

- 1) Application Form
- 2) Certified copies of your Identity Document (certification should not be older than 3 months).
- 3) Certified copies of your previous qualification certificates.
- 4) Admission letter or proof of registration at a recognized SAQA-accredited higher education and training institution.
- 5) Fee Statement issued by the institution.
- 6) Academic record.
- 7) Proof of original residence (e.g., utility bill, municipal letter, bank statement, ward councilor letter, traditional authority).
- 8) Proof of current address (e.g., university resident fee statement or valid lease agreement in your name).
- 9) Research proposal including supervisors' details.

- 10) A full budget breakdown of the costs you are requesting. (Providing a detailed and well-structured budget breakdown can help the selection committee better understand your project's financial requirements.)

6) APPLICABLE ALLOWANCES

The following allowances may be provided:

- 1) Tuition: The fund may cover tuition fees related to your program of study.
- 2) Meal Allowance: This allowance is applicable if you are living away from home and covers meal expenses.
- 3) Accommodation: If you have a valid lease agreement, the fund may contribute towards accommodation costs. Please note that this allowance is provided for a period of 10 months only (5 months if you receive funding second semester).
- 4) Research: The fund may cover costs related to your research project.
- 5) Laptop: A laptop may be provided to support your research and academic activities.
- 6) Stationery: Only approved textbooks will be considered for reimbursement under this allowance.
- 7) Please note that the specific allocation of allowances will depend on the availability of funds and the assessment of your application. The final decision regarding the allocation of allowances will depend on the availability of funds and the assessment of your application. The final decision regarding the allocation of allowances will be made by the MKI Research Fund Committee.

7) THE MAXIMUM PERIOD OF SUPPORT FOR EACH POSTGRADUATE LEVEL OF STUDY

Level of Study	Maximum Period of Support
Honours	1year
Masters	1year
Doctorate	3 years

8) SUBMISSION OF APPLICATIONS

To ensure that your application is carefully considered, please follow these guidelines for submission:

- 1) All completed applications and required documents must be emailed to researchfund@moseskotane.com. Please note that applications will only be accepted through this designated email address.
- 2) It is important to submit your application before the specified deadline. The deadline for submission is 23:59 on the published date. Applications received after the deadline will not be taken into consideration.
- 3) When sending your application via email, please remember to include the reference number in the subject line. This will help us accurately identify and process your application.

9) WHAT DOES MKI OFFER?

- 1) **Financial Support:** If applicable, funding will be provided for tuition fees, data collection, research tools, and a living allowance. These funds will be disbursed through your institution.
- 2) **Non-Financial Support:** In addition to financial assistance, you will also receive non-financial support. This includes mentorship and coaching to help you with your academic and research journey. You will have the opportunity to publish your work in the MKI Journal, and you may be eligible for research experiential learning if such opportunities arise, and you meet the requirements.
- 3) **Monitoring and Evaluation:** To ensure your progress and success, regular monitoring and evaluation will take place on a quarterly basis. It is important that you make yourself available for these assessments as part of your commitment to the program.

By providing both financial and non-financial support, conducting regular evaluations, and fostering a supportive environment, we aim to assist you in your academic and research endeavor.

10) MKI EXPECTATIONS FROM FUND RECIPIENTS

- 1) As recipients of the MKI fund, it is expected that you will become ambassadors for the MKI brand. In this role, MKI has certain expectations from you, which are as follows:
 - ❖ **Diligence and Research Integrity:** You are expected to be dedicated to your studies and maintain a high level of research integrity and ethics.
 - ❖ **Embracing MKI Values:** You are required to subscribe to and embody MKI's core values, which include:
 - ❖ **Quality:** Delivering research of high quality that meets the needs of our province.
 - ❖ **Professionalism:** Demonstrating high skill and competence in your work.
 - ❖ **Ubuntu:** Exhibiting humanity and respect towards others.
 - ❖ **Integrity:** Upholding honesty and adhering to sound ethical principles.
- 2) **Publication of Research:** It is expected that you submit a minimum of one written paper on your research findings during your studies or within three months after completing your studies.
- 3) **Sharing Research Outputs:** Upon completion of your studies, you are requested to provide MKI with a copy of your dissertation, thesis, or research papers.
- 4) **Acknowledging Support:** You are required to acknowledge the financial support received from MKI in both written and verbal forms, as applicable.
- 5) **Attendance at MKI Functions:** When requested, you are expected to attend MKI functions. These requests should not be unreasonably rejected.
- 6) **Maintaining Open Communication with MKI:** It is crucial to maintain open communication with MKI regarding your research topic, research progress and affiliated institution. Before making any necessary revisions, any deviations from the original study topic or institution must be cleared by the funder. It is also important to provide regular updates on your progress both during and after

receiving support from MKI. By keeping MKI informed, you ensure transparency and enable effective collaboration throughout your research journey.

By adhering to these expectations, you contribute to promoting the values and objectives of MKI, and you play a vital role in enhancing the reputation and impact of the organization.

11) RECRUITMENT PROCESS

- 1) **Recruitment Process:** The recruitment process will occur twice a year, during the first and second semesters.
- 2) **Open and Public Recruitment:** The recruitment process will be conducted openly and publicly. In addition to this, MKI will employ additional marketing strategies such as university outreach, website promotions, and media advertisements.
- 3) **Formal Recruitment Process:** It is important to note that no applicant or application will be accepted outside of the formal recruitment process. All interested individuals must go through the established recruitment procedures.
- 4) **Submission of Application Form and Supporting Documentation:** All applicants are required to complete an MKI Application Form and provide all the necessary supporting documentation as specified. These documents must be submitted within the designated deadline.

12) MKI DISCLAIMER FOR ALL RESEARCH FUND APPLICATIONS

- 1) MKI retains the discretion to not award the research fund to an eligible applicant.
- 2) MKI reserves the right to withdraw its support from a recipient if, in MKI's judgment, the recipient's actions reflect negatively on the MKI brand or the recipient's affiliated institution.
- 3) MKI's decision to grant or decline a research fund is final.
- 4) The availability of funds may impact the offer of the Research Fund due to limited funding resources.

13) SELECTION EVALUATION PROCESS

To ensure a systematic review process, the following order will be followed:

- 1) **Compliance Review:** The applications will be assessed for compliance with the requirements outlined in paragraphs 3 and 4 above. Applicants who meet these requirements will move forward in the evaluation process.
- 2) **Shortlisting:** Based on the compliance review, a shortlist of applicants will be created. These applicants will be considered for further evaluation, which may include an interview process.
- 3) **Evaluation by Research Fund Committee (RFC):** The shortlisted applications will undergo a thorough evaluation by the Research Fund Committee. The Research Funding Committee (RFC) comprises a panel of subject matter experts who carefully evaluate each research proposal before making a recommendation on the outcome. When the Research Fund Committee (RFC) makes the funding decision, careful consideration will be given to enhancing research capacity in areas of scarce skills,

priority skills, and knowledge fields. Additionally, we want to emphasize the significance of aligning the topic, aim, and objectives of your research with the MKI research standards and priorities. It is essential to ensure that your proposed research meets the required standards and addresses the identified priorities of MKI. The committee will assess the applications and make recommendations on whether they should be recommended or not recommended for funding. Detailed reasons for the recommendations will be provided.

By following this order of review, we aim to ensure a fair and transparent evaluation process for all applicants.

14) APPROVAL PROCESS

The Research Fund Committee within MKI will provide recommendations on the awarding and/or non-awarding of the research fund to the Executive Committee.

The Executive Committee will carefully review the recommendations and make decisions on the approval or declination of applications, considering the evidence submitted by the Research Fund Committee.

15) IMPLEMENTATION

- 1) Funding will be exclusively granted to students whose research aligns with the specific challenges faced within the province. Therefore, it is essential that the research directly addresses these challenges to be eligible for funding.
- 2) Following the evaluation of applications, the Administrator will promptly notify applicants of their individual outcomes. For those who qualify and receive the Research Fund provisional offer, it is mandatory to formally accept the offer in writing via email and they are required to carefully read, complete, and sign the MKI terms and conditions. To finalize the process, the signed terms and conditions must be submitted along with the required documents within the specified timeframe.
- 3) Failure to accept the offer within the specified period will result in the withdrawal of the Research Fund Offer. Therefore, it is crucial for recipients to adhere to the provided timeframe and submit all necessary documentation promptly.
- 4) Lastly, all applicants who accept the Research Fund Offer will be required to comply with the terms and conditions stated in the Research Fund's contract. It is important to review and understand these conditions before accepting the offer.

16) APPEALS PROCESS: FUNDING DECISION

- 1) We want to inform you that appeals regarding funding decisions, or the non-awarding of funds cannot be submitted. It is important to understand that these decisions are final and not subject to appeal. The allocation of funds is determined by a range of factors, including budget constraints and alignment with research priorities.

