



Guidelines for Department of Paediatrics and Child Health: Departmental Research Awards

The Departmental Research Committee (DRC) of the Department of Paediatrics and Child Health (DPCH) supports a limited number of applications for research projects.

General Rules:

- 1) Research awards are intended as **start-up funding or seed funding** for departmental research projects.
- 2) Awards are restricted to researchers whose **primary affiliation** (as a member or a registered student) is to the DPCH.
- 3) Calls for research awards will be made **4 times a year** (March, May, July and September).
- 4) A maximum of **R30 000 per project** will be awarded, pending available budget.
- 5) While all members of the department are eligible to apply, **junior clinicians and junior researchers will be prioritised for these awards**. Senior clinicians and other senior researchers may also apply, but must demonstrate that they have applied for other funding, if eligible.
- 6) Applicants who are students should attach **proof of registration** for the year in which the application is made, and should attach proof of supervisor support of the application (letter or email from supervisor).
- 7) Awards will not be given to researchers who have received a DPCH research award in the **previous 2 years**.
- 8) Awards may only be used for **operational costs** of the research and are not intended to cover travel costs for presentation of the research.
- 9) While operational costs **do not generally include the cost of computer equipment**, applicants may motivate for these costs to be covered if they are essential to the study. Furthermore, should funds be granted for purchase of equipment, the equipment will be the property of the department and will therefore need to be returned to the department at conclusion of the study. **A written undertaking from the PI/supervisor will be required stating that they will take responsibility for the management and return of this equipment to UCT.**
- 10) Applicants may motivate cover **costs to attend a training course** directly related to the research project: costs up to **R20 000 for attendance at an international course** and up to **R12 000 at a local (national) course**.
- 11) New **MMed projects will not be given priority** because they currently receive separate funding; however, a new MMed project may be eligible for funding if additional budget is necessary for the project.
- 12) Proof of **DRC approval** is required **before an application is submitted**, and **Human Research Ethics Committee (HREC)** approval is required **before an award can be made**.
- 13) Funding will not be given for costs of studies that have already been completed.
- 14) Applicants who are undertaking research outside of South Africa should describe the established **international payment mechanism**. The applicant must demonstrate formal proper collaborative agreement between the University of Cape Town and the international academic institution.

- 15) Successful applicants are required to claim their funding via the departmental research finance office **within 2 years** of notification of the award. Failing this, applicants will need to re-submit their application to the DRC.
- 16) Successful applicants are required to provide a **yearly progress report** and budget. If the award is not used within 4 years, then the applicant will be required to repay the unused portion of the award back to the DRC.
- 17) Successful applicants are required to **acknowledge the DPCH research award** as a source of funding in any presentation or publication emanating from this research.
- 18) Successful applicants are expected to **present their research at the DPCH Research Days** within 4 years of receiving the award.

Process:

Applicants submit to the Department of Paediatrics and Child health Research Office via email:

- 1) **1-page synopsis** and motivation
- 2) Detailed **research proposal**
- 3) Proof of **DRC approval** (submission requirement)
- 4) Proof of **Ethics approval** (submission may be made with ethics approval pending, but if application successful, funding will only be disbursed on receipt of proof of ethics approval)
- 5) **Budget and budget justification**, including details of additional funding indicating that has been requested or obtained (See Appendix A below for guidance.)
- 6) Written commitment that the applicant, if successful, will present their research at the DPCH Research Days within 4 years of receiving the award. (See Appendix B below: form to be signed and attached to application.)

The DPCH DRC will review applications and allocate awards.

Applicants will be informed of the outcome of their applications via a letter from the departmental Research Office.

Chairperson

Departmental Research Committee, Department of Paediatrics and Child Health
February 2025

**DPCH Research awards application: APPENDIX A Budget guidelines**

Budget should consist of summary table of total study costs and a 1 page budget motivation. In the motivation, indicate clearly which aspects of the study will be covered by the DPCH Research Award, and what other funding sources have been requested or obtained. Provide details and motivation for each budget line item.

Budget could include:

1) Personnel costs

Staff who will be paid from a research fund must be remunerated according to UCT Cost of Employment (COE) ranges. Hourly rates can be calculated from annual COE (48 weeks per year, 37.5 hours per week). See UCT COE payclass ranges:

http://www.hr.uct.ac.za/hr/benefits/remuneration/coe_ranges/contract_staff#support_2021

Generally, research staff fall into the following UCT payclasses:

Fieldworker: (home visits, interviews; no clinical procedures): payclass 4
Data capturer: payclass 5
Research nurse (interviews, basic observations – weight, length, urine, blood pressure): payclass 7
Research registered nurse: (phlebotomy, issue study medication): payclass 8
Study coordinator: payclass 9
Medical officer: Grade 1 Notch 1 (Academic Payscale – contact Adele.Pearce@uct.ac.za for details)

2) Support services

Stats support service: Can be arranged via DPCH. Initial and follow-up consultations, and assistance with data management and data analysis should be costed at R500 per hour (no motivation required)

Translation costs (provide quote)

ICH Lab and storage costs (provide quote)

3) Miscellaneous costs

Patient transport, stationery, printing, photocopying, telephone/internet

Equipment (Please note: this line item requires motivation)

Budget template:

No	Item	Unit Cost / Cost per Hour	No. units / hours	Total cost
Personnel costs (NB specify payclass):				
Support services:				
Miscellaneous costs:				



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DPCH Research awards application: APPENDIX B: Certificate of Undertaking

I, the undersigned, hereby undertake to acknowledge this source of funding in any presentation or publication emanating from this research.

I undertake to present the research at the Department of Paediatrics and Child Health (UCT) Research Days within 4 years of receiving this award.

Signed: _____

Date: _____