



GUIDELINES ON RESEARCH REWARDS EXPENDITURE

1. OBJECTIVES AND GENERAL PRINCIPLES

This document serves as a broad guide on disbursing of funds held in the individual's Researcher Account, specifically the Research Rewards (incentive). **Excluded from this provision are any other research funds that are allocated to an individual researcher for a specified research purpose (e.g. research project grant, funding for a specific conference travel grant).**

Some leeway on the spending of Research Rewards money is afforded to researchers because of the nature of the funds being incentives. **However, each expenditure should be shown to relate to the individual researcher's research activities.**

The research activities may include enhancement of research publications, enhancement of a researcher profile such as establishing an international research reputation, attaining higher academic qualifications, enhancing personal research capacity and assisting in building research capacity in the faculty or department. **Some expenditure that may be allowed provided they clearly show relation to actual research activities are:**

2.1 Conference Travel and Expenses Not Funded by the CFC

Research Rewards money may be spent on attending a conference and related expenditures, whether or not a paper is presented.

- As "Top-up" conference funding over and above the funds granted by the Conference Funding Committee(CFC) for attending a specific conference;
- To fund attendance at the second or subsequent conference attended by the researcher in a particular academic year (where the first conference was funded by the CFC);
- To fund attendance at a conference where the staff/researcher is a non-presenting panel member, or is presenting work that will not immediately render a publication or is a member of the audience.
- Airfare
- Conference registration & Attendance fees
- Purchase of conference proceedings and other similar materials
- Additional transport and travel cost
- Accommodation, Subsistence & Car hire
- Other costs that may reasonably be associated with the conference attendance (approved by CFC)

a) **Other related research travel expenses within ethical parameters may be:**

- Undertaking fieldwork for a particular research project.
- Attending research related workshops, meetings etc.
- Visiting other academic institutions for research or study related purposes, may be local or foreign.

2.2 Research Equipment & Materials

Research Rewards money may be utilized to acquire any computer hardware or software or other technical equipment that is used to facilitate, enhance or simplify the process of conducting research or of preparing research for publication. Books, journals or other academic materials, may also be acquired. **It must be borne in mind that such equipment and materials become the property of the university and not of the individual staff member.**

2.3 Study costs and costs related to Enhancing Qualifications and/or Research Capacity/Outputs

Research Rewards money may be used to cover costs associated with a staff member/researcher pursuing a higher degree or other academic qualification (such as registration fees, travel, expenses related with residence requirements or defending dissertations, dissertation binding and editing cost, etc.) Expenditure should reasonably be shown to relate to the enhancement of the quality of work (editing costs) or the individual's research capacity (workshop attendance on particular research related skills) or costs incidental to research, writing and publishing (e.g. Page Fees, Submission Fees, Interlibrary loan costs, photocopying costs).

2.4 Other expenses Associated to Enablement of Research

Research Rewards money may be used towards buying out a substantive portion of the teaching and administrative responsibilities of a staff member (lecturer replacement), in order to enhance the staff member's research output, in accordance with the department's policy or arrangements.

2.5 Costs Associated with Particular Research Projects

Research Rewards money may be used for costs associated with a particular research project, subject to the principles governing the approval of such a research project grant.

2.6 Research Assistance

Although Research Rewards money may not be spent on paying salaries, it may be utilized to compensate third parties (such as students) for **periodic** research assistance rendered. Assistance which may be compensated in this manner includes, but is not limited to, editing, data-processing, photocopying, translation, data collection, conducting interviews etc.

2.7 Support for Students

Students under the supervision of the Research Rewards account holder with their various study related costs may be supported. Cost for such support may include but are not necessarily limited to registration fees, research project running costs, dissertation editing costs, printing and binding costs, conference attendance, accommodation and registration will be paid to the student account and not to a person.