

**Creative Research Outputs Submissions**

**Artist’s Checklist**

The checklist below indicates the supporting documentation and information required by the DUT Research and Postgraduate Office for the submission of *Creative Research Outputs* for subsidy, in accordance with DHET *Implementation Guidelines 2019 (Revised October 2021).*

**Output title: Output Category: Sub-field category:**

|  |  |  |
| --- | --- | --- |
|  | **In order to meet the DHET’s submission requirements, have you checked whether you have submitted/ completed the following?** | √ |
| 1. | Endorsement from the DRC signed off by HoD/DRC Chair. |  |
| 2. | Annotation contextualising the creative output, including the research aspect (**500 – 700 words**). |  |
| 3. | Details of **seven contactable and confirmed** peer reviewers, who are experts in the field. Three reviewers should be indicated as suitable for the institution level of review and four reviewers should be suitable to review at the DHET ROSS level. These four DHET level reviewers should be **external to DUT, and could be international**. |  |
| 4. | **Proof of any awards** received |  |
| 5. | A **declaration of originality** |  |
| 6. | A **declaration of authorship / co-authorship** and disclosure of other active participants in the production of the work |  |
| 7. | Proof of DUT contributor’s affiliation, by means of a letter from Human Resources Department, **if the output does not indicate DUT affiliation** |  |
| 8. | Evidence of the creative output (digital submission on URL link) |  |

**Confirmation by:**

Name and Surname: Date:

Department: Extension:



**Durban University of Technology: Creative Research Outputs Declaration Document**

The DHET’s policy requires that a researcher submitting creative research outputs, submit a number of declarations i.e.: **a declaration:** of originality; non-plagiarism and authorship / co-authorship.

|  |  |
| --- | --- |
| **Name of contributor(s**): |  |
| **Staff number(s):** |  |
| **Title of Creative output** |  |
| **Sub-field:** |  |

|  |  |
| --- | --- |
| **Declaration of originality** | I declare that the creative research output has not been published in a peer review journal or a book and has not been submitted for subsidy before |
| **Declaration** that the work generated has not been copied from elsewhere and that theideas are those of the claiming creator | I declare that the creative research output has not been plagiarized and that the ideas are those of the claiming creator. |
| **Declaration of authorship / co- authorship**A declaration of authorship / co- authorship and disclosure of other active participants in the production of the work |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of author(s):** |  | **Date:** |  |



Dr JM Matetoa-Mohapi