



GUIDELINES ON THE RESEARCH REWARDS EXPENDITURE

(Research Outputs)

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Owner: RPS: Research Information Management & Systems Office

Document Type: Guide on the Use of Research Rewards

1. OBJECTIVES AND GENERAL PRINCIPLES

This document serves as a formal guide for the disbursement of funds held in an individual's Researcher Account, specifically those designated as Research Rewards (Research Outputs Funding). **Excluded from this provision are any other research funds allocated to an individual researcher for a specified purpose** (e.g., research project grants, conference travel grants).

Due to the incentive-based nature of Research Rewards, researchers are afforded reasonable flexibility in spending. **However, each expenditure must be demonstrably related to the individual's research activities.**

University Allocation Structure:

- 60% retained by the university
- 40% credited to the researcher's account

Eligible Research Activities Include:

- Enhancement of research publications
 - Enhancement of researcher profile (e.g., establishing international research reputation)
 - Attaining higher academic qualifications
 - Enhancing personal research capacity
 - Assisting in building research capacity within the faculty or department
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2. PERMISSIBLE EXPENDITURES

2.1 Conference Travel and Expenses (Non-CFC Funded)

Research Rewards may be used for conference attendance and related expenses, regardless of whether a paper is presented.

Allowable Uses:

- As "top-up" funding above amounts granted by the Conference Funding Committee (CFC)
- Attendance at a second or subsequent conference in the same academic year (where the first conference was CFC-funded)
- Attendance as a non-presenting panel member, audience member, or when presenting work that will not immediately result in a publication

Allowable Costs:

- Airfare
- Conference registration and attendance fees
- Purchase of conference proceedings and related materials
- Additional transport and travel costs
- Accommodation, subsistence, and car hire
- Other costs reasonably associated with conference attendance (subject to CFC approval)

2.2 Other Research-Related Travel (Ethical Parameters)

- Undertaking fieldwork for a specific research project
- Attending research-related workshops and meetings
- Visiting other academic institutions (local or foreign) for research or study purposes

2.3 Research Equipment and Materials

Research Rewards may be used to acquire:

- Computer hardware or software
- Other technical equipment that facilitates, enhances, or simplifies research or publication preparation
- Books, journals, or other academic materials

Important: Such equipment and materials remain the property of the university, not the individual staff member.

2.4 Study Costs and Enhancement of Qualifications or Research Capacity

Funds may be used for costs associated with pursuing a higher degree or other academic qualification, including:

- Registration fees
- Travel and expenses related to residency requirements
- Dissertation binding and editing costs
- Workshop attendance for research-related skills
- Page fees, submission fees, interlibrary loan costs, and photocopying costs

Expenditure must be reasonably shown to enhance the quality of work or the individual's research capacity.

2.5 Other Expenses Related to Research Enablement

Research Rewards may be used to buy out a substantive portion of teaching and administrative responsibilities (e.g., lecturer replacement) to enhance research output, in accordance with departmental policy.

2.6 Costs Associated with Specific Research Projects

Funds may be used for costs related to a particular research project, subject to the principles governing approval of research project grants.

2.7 Research Assistance

While Research Rewards may not be used to pay salaries, they may be used to compensate third parties (e.g., students) for **periodic** research assistance, including but not limited to:

- Editing
- Data processing
- Photocopying
- Translation
- Data collection
- Conducting interviews

2.8 Support for Students

Funds may be used to support students with study-related costs, including but not limited to:

- Registration fees
 - Research project running costs
 - Dissertation editing, printing, and binding
 - Conference attendance, accommodation, and registration
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3. NON-SUPPORTED ACTIVITIES

Solo writing retreats are **not** supported by the RPS Directorate.

4. PROVISIONS FOR DEPARTURE OR DECEASE

When a researcher leaves the university or passes away, any remaining Research Rewards become university funds and shall be placed in the central funding pool.

5. PREPARED BY

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