



National Research Foundation
Division for Social Sciences and Humanities

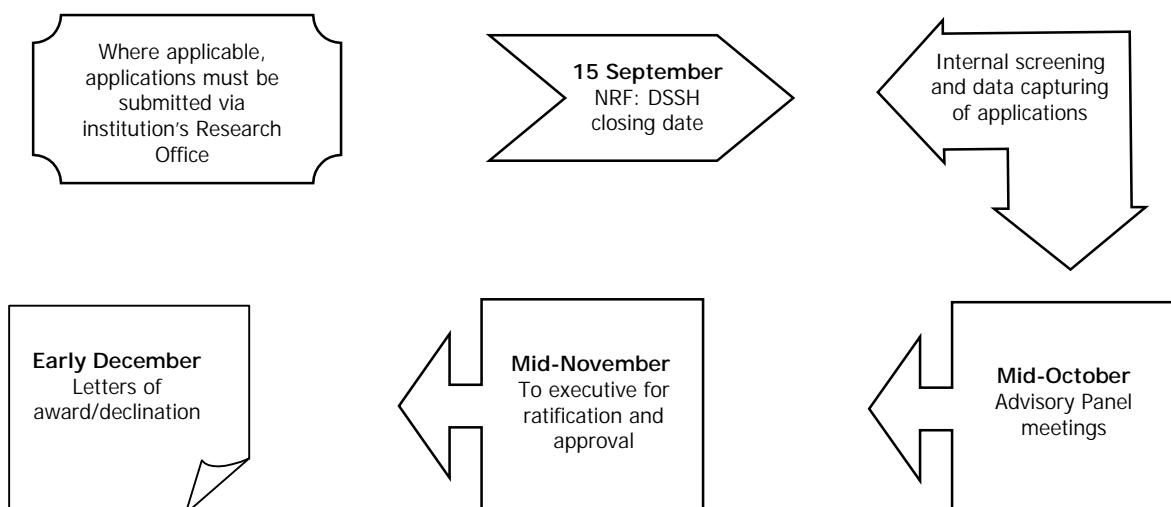
PAN 5/2000

PAN SOUTH AFRICAN LANGUAGE BOARD (PANSALB)

APPLICATION FOR A RESEARCH AND DEVELOPMENT GRANT

The closing date for applications is September 15. Applications must be submitted via the institution where the applicant is based or directly to the NRF: DSSH in case of independent applicants. After consideration by the research committee, the applications are submitted to the NRF: DSSH. These grants are administered by the NRF:DSSH on behalf of PANSALB.

EVALUATION PROCEDURE: FOR INFORMATION ONLY



EVALUATION CRITERIA FOR A RESEARCH AND DEVELOPMENT PROJECT

CATEGORY 1: QUALITY OF THE PROJECT PROPOSAL

1.1 PROBLEM IDENTIFICATION

- 1.1.1 Is the problem to be addressed clearly identified?
- 1.1.2 Does the project build on earlier projects in the subject of investigation?
- 1.1.3 Has appropriate literature been examined in order to contextualise the problem at a theoretical and methodological level?
- 1.1.4 Have other relevant sources been used to identify the problem?
- 1.1.5 Are the aim and objectives of the research clearly stated?

1.2 APPROACH

1.2.1 Development projects

- 1.2.1.1 Is the proposed project implementation plan clearly stated?
- 1.2.1.2 Are the proposed project activities logically related in support of the project aims and objectives?
- 1.2.1.3 Are project phases and milestones indicated for the duration of the project?
- 1.2.1.4 To what extent does the implementation plan to be used in executing this project linked to the achievement of the project aims?
- 1.2.1.5 Are the project outputs/deliverables clearly stated?
- 1.2.1.6 To what extent are performance indicators stated to measure the project's achievement of its aims and objectives?

1.2.2 Research projects

- 1.2.2.1 Are the project design, methods of data collection and analysis appropriate to the aims of the research?

1.3 BENEFITS AND BENEFICIARIES

- 1.3.1 Are the project benefits and beneficiaries clearly stated?
- 1.3.2 To what extent will the proposed project make an original contribution or be an innovative application of knowledge to solve language questions?
- 1.3.3 To what extent will the project make an original contribution to the development of African languages in South Africa with a view to elevating their status and functions?
- 1.3.4 Is the proposed project the first in a series of planned projects, or will it stand alone?

1.4 FEASIBILITY

- 1.4.1 Do the preliminary data and the available resources (where applicable) support the feasibility of the project?
- 1.4.2 Does the project leader's track record or potential, support his/her ability to successfully accomplish the project?
- 1.4.3 Have enough preliminary consultations been made to secure the support of the key stakeholders in the community (where applicable)?

1.5 BUDGET

- 1.5.1 Is the budget justified in relation to the proposed project activities and in terms of PANSALB regulations on permissible expenditure?
- 1.5.2 Does the project include a clear project implementation plan and budget management plan?

CATEGORY 2: IMPACT OF THE PROPOSED PROJECT

2.1 WITHIN THE TARGET GROUP

- 2.1.1 Does the project promote training?
- 2.1.2 Does the project promote the value of multilingualism as a national resource?
- 2.1.3 Does the project include the participation of researchers, junior researchers and post-graduate students from historically disadvantaged institutions, race and gender groups?
- 2.1.4 Is the project likely to promote an awareness of multilingualism?
- 2.1.5 Is the project likely to create networks and partnerships locally, regionally and/or internationally?
- 2.1.6 Is the project likely to promote the acquisition of new databases, literature collections, computer software and hardware or to promote existing databases and literature collections?
- 2.1.7 Is there a plan to distribute the findings within the discipline and across discipline where applicable?

2.2 OUTSIDE THE TARGET GROUP

- 2.2.1 Is there a plan to disseminate the findings amongst stakeholders and the wider public?
- 2.2.2 Does the project have a potential social impact, i.e. promote problem solving, social policy development, or evaluation, etc.?

APPLICATION FORM FOR A RESEARCH AND DEVELOPMENT GRANT

- ↳ Please read PANSALB regulations before completing this form
- ↳ Please make **two legible copies** and submit via your institution's research office (if not attached to a research institute independent applicant, send directly to NRF: DSSH)
- ↳ This application form is available electronically on the Internet - address: <http://www.nrf.ac.za> or via e-mail on ABudgetR@nrf.ac.za.

APPLICANT :

ORGANIZATION ATTACHED TO :

AMOUNT APPLIED FOR : R.....

*ADVISORY PANEL :
 (*For office use only)

APPLICATION (SELECT ONE GRANT TYPE)

GRANT TYPE

Standardisation of the official languages	<input type="checkbox"/>
Terminology	<input type="checkbox"/>
Lexicography	<input type="checkbox"/>
Status Language Planning	<input type="checkbox"/>
Language in Education	<input type="checkbox"/>
Translation	<input type="checkbox"/>
Interpreting	<input type="checkbox"/>
Development of literature and the previously marginalised languages	<input type="checkbox"/>
Language Rights and Mediation	<input type="checkbox"/>

PROJECT TYPE (FOR OFFICE USE ONLY)

Research & Development project	<input type="checkbox"/>
(a) Research content	<input type="text"/> %
(b) Development content	<input type="text"/> %

LANGUAGE EMPHASIS (IF MORE THAN ONE LANGUAGE TICK ACCORDINGLY)

Sepedi	<input type="checkbox"/>	isiXhosa	<input type="checkbox"/>
Sesotho	<input type="checkbox"/>	isiZulu	<input type="checkbox"/>
Setswana	<input type="checkbox"/>		
siSwati	<input type="checkbox"/>	All official languages of Republic	<input type="checkbox"/>
Tshivenda	<input type="checkbox"/>	The Khoe and San languages	<input type="checkbox"/>
Xitsonga	<input type="checkbox"/>	South African Sign Language/s	<input type="checkbox"/>
Afrikaans	<input type="checkbox"/>		
English	<input type="checkbox"/>		
isiNdebele	<input type="checkbox"/>		

PROVINCIAL EMPHASIS (IF MORE THAN ONE PROVINCE, TICK ACCORDINGLY)

Eastern Cape	<input type="checkbox"/>
Free State	<input type="checkbox"/>
Gauteng	<input type="checkbox"/>
KwaZulu-Natal	<input type="checkbox"/>
Mpumalanga	<input type="checkbox"/>
Northern Cape	<input type="checkbox"/>
Northern Province	<input type="checkbox"/>
North West	<input type="checkbox"/>
Western Cape	<input type="checkbox"/>

Will the research be undertaken towards degree studies?

Yes	No
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APPLICATION FORM FOR A RESEARCH AND DEVELOPMENT GRANT

1. PARTICULARS OF THE APPLICANT AND CO-WORKERS (*duplicate for co-workers*)

Surname:

Maiden name:

Title: Initials:

First names:

Date of birth:

Gender:

M	F
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 Race:

African	Coloured	Indian	White
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 Specify other
:.....

ID Number:

Citizenship: Permanent Residence in SA

Yes	No
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Postal address

Work: Home:

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Telephone no: (Work) (Home)

(Cell)

Fax no: (Work)

(Home)

E-mail address:

2. APPLICANT'S AND CO-WORKER'S PROFESSIONAL RECORD (*duplicate for co-workers*)

Highest qualification: Year: Institution:

Present position:

Full-time	Part-time
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Department/Institute/Centre/Unit:

Institution:

Academic career:

<u>Post</u>	<u>Institution</u>	<u>Period</u>
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Attach a concise CV (not more than 5 pages)

3. ORGANISATION/INSTITUTION PROFILE

Nature (e.g. Education, NGO, CBO, Parastatal):

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Name:

Address:

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Telephone no:

Fax no:

E-mail address:

History / background:

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Mission:

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Vision:

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Goals:

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Achievements:

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4. SCHEDULING

Date of commencement:

Y	Y	Y	Y	M	M	D	D
Y	Y	Y	Y	M	M	D	D

Anticipated date of completion:

5. FUNDS REQUESTED

Amount applied for:

Have / Will you apply to another organisation for funding?

If YES, give the following information:

Name of institution: Year:

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Amount requested: Amount Awarded:

6. HAVE YOU ATTENDED A WORKSHOP(S) ORGANISED BY NRF: DSSH/PANSALB?

Yes	No
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If YES, please state which one(s):

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7. RESEARCH AND DEVELOPMENT PROJECT PROPOSAL

✎ Type your research and development project proposal not exceeding **six A4 pages**, double-spaced in **10pt-type font**. Since the proposal will be evaluated according to the PANSALB evaluation criteria, please format your proposal using the broad headings of the evaluation criteria. In addition, give a detailed schedule including a **timetable and plan of action** of the research and development project, **and attach the proposal to the application form together with a detailed budget according to PANSALB permissible expenditure.**

✎ Teams should provide particulars and concise CV's (*duplicate para 1 and 2*) of the proposed team. Specify the work which each co-worker / research assistant will undertake, their research competency and how the team will be managed as a co-ordinated unit. Please note that the composition of the team should provide *inter alia*, for the training of researchers especially those from historically disadvantaged backgrounds.

8. **THE BUDGET** should be linked to the project activities and each line item has to be justified. In addition the technical cost details must be spelt out according to the PANSALB permissible expenditure rates in section 3 of the regulation booklet PANSALB/2000, example of detail required below.

SUBSISTENCE Centre to be visited: Cape Town 4 nights @ R350 per night	EXAMPLE	R1400.00
TRAVEL Local travel 1600 cm3 vehicle – 4000 km @ R1.50 per km		R6000.00
PHOTOCOPIES 5000 copies @ 20 c per copy		R1000.00
RESEARCH ASSISTANTS Two Honours students @ R15, 00 per hour for 5 hours a day (highest qualification B degree) x 200 days		R30000.00
TRANSLATION 7000 words @ R30 per 100 words		R2100.00
EDITING (professional and technical) 40 pages @ R10.00 per page		R400.00
TOTAL		R40900.00

9. STATEMENT BY THE APPLICANT

I declare that:

- ☞ The foregoing information is correct
- ☞ I have studied the regulations applicable to this grant
- ☞ Where applicable, my lecturing and /or other duties will allow me to undertake and complete the project within the prescribed time should I be awarded a grant
- ✦ ☞ Where applicable, I have applied for a computer print-out from the Nexus Database System (*NRF: DSSH: P O Box 2600; Pretoria 0001*) to obtain information about completed and current research projects in the field in which I plan to undertake my research and have planned my project accordingly. (*Universities are users of the database and information may be obtained from their libraries*)
- ✦ ☞ Where applicable, should the South African Data Archive (*SADA*) request data sets upon completion of my research, the data would be cleaned and documentation prepared, and both will be made available to SADA

Signature of Applicant

Date

✦ *Delete where not applicable*

10. TO BE COMPLETED BY THE REFEREE/RESEARCH COMMITTEE CHAIRPERSON

This referee/chairperson has reviewed the project proposal submitted by

..... (*applicant's name*) and

and rates the application as:

good	very good	excellent
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please indicate which

Signature of reviewer

Date

Name and Designation in block letters (e.g. Pastor, NGO/CBO Director, Teacher, Businessman/woman, or Ward Councillor)

Signature/Head of organisation

Date

Organisation's Stamp (where applicable)

Since late / illegible and / or
incomplete applications will not be
considered, the following check
should be made before submission

CHECK LIST

<i>ITEM</i>	<i>HAVE YOU?</i>	<i>YES/NO</i>
1.	established that the research and development project falls within the priority areas of the PANSALB	
2.	used the PANSALB guidelines in completing your application	
3.	checked the closing date for this application	
4.	marked the type of grant applied for clearly and correctly	
5.	indicated where items on the application form are not applicable in your case	
6.	indicated commencement and anticipated completion dates correctly	
7.	read the criteria for the evaluation of research and development project proposals	
8.	included concise curriculum vitae of co-workers (<i>duplicate relevant application forms for completion by co-workers</i>)	
9.	included a realistic annual budget according to PANSALB permissible expenditure	
10.	specified current and pending support from sources other than the PANSALB	
11.	completed and signed every section of the application where applicable	
12.	included all the pages of the application	
13.	made two legible copies of the application (<i>original plus two</i>)	
14.	if applying to undertake comparative research, motivated the necessity to do the research	
15.	included a detailed research and development/research/development project proposal ?	