**RESEARCH PREPARATORY FUNDING SCHEME GUIDELINE AND APPLICATION FORM**

**(MAXIMUM FUNDING: $1,000.00)**

1. For the purchase of research material such as journals and books not freely available online or supported by the Library for writing a funding application.
2. For the hiring of Research Assistants to help with the preparation of the proposal, especially the compilation of literature review.
3. Complete all items on this application form.
4. With the form, please submit:
   1. Title for Proposed Research Project and Research Plan.
   2. A clear budget with justification for the funds requested.

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| --- | --- | --- | --- |
| **SECTION 1: APPLICANT DETAILS** | | | |
| * 1. **Name:** | |  | |
| * 1. **Employee Number:** | |  | |
| * 1. **College:** | |  | |
| * 1. **Position:** | |  | |
| * 1. **Email:** | |  | |
| **SECTION 2: FUNDING DETAILS** | | | |
| **Research Fund** | **Justification**  *(with evidence)* | | **Amount** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| * 1. **Have you previously received Research Preparatory Fund?** | **Yes  No**  *If Yes, provide details of outcomes* ***……………………………………………………………………………………………………………………………………………………*** | | |
| **SECTION 3: PROPOSED RESEARCH DETAILS** | | | |
| * 1. **Title for Proposed Research Project:** |  | | |
| * 1. **Research Plan:** |  | | |
| * 1. **Signature:** |  | | |
| * 1. **Date:** |  | | |
| **SECTION 4: COLLEGE APPROVAL** | | | |
| * 1. **Associate Dean Research Comments:** | | | |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| * 1. **College Dean Comments:** | | | |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **FOR OFFICE OF THE PRO VICE CHANCELLOR RESEARCH USE ONLY** | | | |
| **Comments:** | | | |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |