**RESEARCH PREPARATORY FUNDING SCHEME GUIDELINE**

**AND APPLICATION FORM**

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. In exceptional circumstances where the applicant is in pursuit of a major donor/sponsor grant opportunity requiring assistance such as a consultant grant writer, or is developing a strategic research partnership with an external organization, or any initiative that is of strategic importance to the University, consideration will be given for research preparatory funding in the range of FJD5, 000-15,000
3. For the hiring of Research Assistants to help with the preparation of the proposal, especially the compilation of literature review.
4. HDR Students are eligible for conditional research preparatory funding grant of maximum $1000.00
5. Complete all items on this application form.
6. 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 (ADR) Comments:** | | | |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| * 1. **College Dean Comments:** | | | |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **FOR RESEARCH OFFICE USE ONLY** | | | |
| **Comments:** | | | |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |

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