



UNIVERSITY OF CAPE TOWN

DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH  
RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL  
KLIPFONTEIN ROAD  
RONDEBOSCH  
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## DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH

### GUIDELINES FOR DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH RESEARCH AWARDS

#### General Rules:

- The Department of Paediatrics and Child Health research awards are intended as start-up funding or to provide seed funding for departmental research projects.
- These awards are restricted to researchers whose primary affiliation is to the Department of Paediatrics and Child Health.
- Although all affiliated researchers may apply for this award, junior researchers will be prioritised. A junior researcher is defined as an MBChB qualified individual who falls within 5 years of their specialist or sub-specialist qualification by the submission deadline, OR, for other categories of health professionals, an individual without a PhD. Only if funds are still available after awarding grants to eligible junior researchers, will senior researchers be considered for funding.
- An applicant must be a member or registered student of the Department of Paediatrics and Child Health. **Applicants who are students should please attach proof of registration within the department (for the year in which the award is made).**

- Awards will not be given to researchers who have received a Department of Paediatrics and Child Health research award in the prior 2 years.
- A maximum of R20 000 per project will be awarded.
- Awards may only be used for operational costs of the research and are not intended to cover travel costs for presentation of the research. Please note that while operational costs do not generally include the cost of a statistician and computer equipment, applicants may motivate for these costs to be covered if they are essential to the study. Furthermore, should funds be granted for purchase of equipment, the equipment will be the property of the department and will therefore need to be returned to the department at conclusion of the study.
- New MMed projects will not be given priority because they currently receive separate funding; however, a new MMed project may be eligible for funding if additional budget is necessary for the project.
- Applicants who are students must be registered for their degree within the Department of Paediatrics and Child Health.
- Awards are made twice a year.
- Successful applicants are required to claim their funding via the departmental research finance office within 2 years of notification of the award. Failing this, successful applicants will need to re-submit their application to the DRC for funding if appropriate.
- Successful applicants are required to provide a yearly progress report and budget. If the award is not used within 4 years, then the applicant will be required to repay the unused portion of the award back to the departmental research fund.
- Successful applicants are required to acknowledge the Department of Paediatrics and Child Health research award as a source of funding in any presentation or publication emanating from this research.
- Successful applicants are expected to present their research at the Department of Paediatrics and Child Health (UCT) Research Days within 4 years of receiving the award.

**Kindly also note the following:**

- Funding will not be given for costs of studies that have already been done.
- Proof of DRC (departmental research committee) approval and ethics approval from the Faculty of Health Sciences Human Research Ethics Committee is required before an award is made.
- Funds for approved studies will only be released once proof of ethics approval from the FHS Human Research Ethics Committee

has been received by the Department of Paediatrics and Child Health Research Office.

**Process:**

- Applicants submit to the Department of Paediatrics and Child health Research Office via email:
  1. 1-page synopsis and motivation
  2. detailed research proposal
  3. copy of DRC or ethics approval
  4. budget and budget justification including the details of additional funding indicating what has been requested or obtained (**Please see Appendix A below for guidance.**)
  5. A written commitment from the applicant that, if the application is successful, they will present their research at the Department of Paediatrics and Child Health (UCT) Research Days within 4 years of receiving the award. (**Please see Appendix B below – this form to be signed and attached to your application.**)
  
- The Department of Paediatrics and Child Health Research Committee will review applications and allocate awards.
  
- Applicants are informed of the outcome of their applications via a letter from the departmental Research Office.



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## **APPENDIX A**

### **(i) Budget Guidelines**

#### **Personnel (Examples):**

- **Data capturer**
- **Data Manager**
- **Research Assistant**
- **Research Nurse**
- **Fieldworker**

#### **Support Services (Examples):**

- **Stats support service costs** (*Please note: currently this line item does not require motivation as Faculty does not currently offer this service at no cost*)
- **Translation service costs**
- **ICH Lab and storage costs**

#### **Miscellaneous (Examples):**

- **Patient transport**
- **Stationery**
- **Printing**
- **Photocopying**
- **Telephone/Internet**
- **Equipment** (*Please note: this line item requires motivation*)

## **(ii) Budget Template**

<b>No</b>	<b>Item</b>	<b>Unit Cost / Cost per Hour</b>	<b>Total Cost</b>

## **(iii) Budget Justification**

*Please provide details of each budget line item for your project; as well as details of any additional funding (indicating what has been requested or obtained).*



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## **APPENDIX B**

### **Certificate of Undertaking – Department of Paediatrics and Child Health Research Awards**

I, the undersigned, hereby undertake to acknowledge this source of funding in any presentation or publication emanating from this research.

I undertake to present the research at the Department of Paediatrics and Child Health (UCT) Research Days within 4 years of receiving this award.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witnesses:

1. \_\_\_\_\_

2. \_\_\_\_\_