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Special Support Scheme (SSS) for Research: Application for a Portion of the Research Subsidy Earned Through Publications

Type of Document:	Policy
Purpose:	To set guidelines for the use of the Special Support Scheme for Research.
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Policy Curator²:	Senior Director: Research and Innovation
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Validity:	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

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¹ Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

² Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

STELLENBOSCH UNIVERSITY

SPECIAL SUPPORT SCHEME (SSS) FOR RESEARCH

(Application of a portion of the Research Subsidy earned through publications)

POLICY

(In accordance with the Council Resolution of 15 May 1987, implemented on 1 January 1988, approved by the Senate on December 2004, updated August 2011)

1. Amounts

- 1.1 A global amount is calculated annually at a unit amount (which will also be determined annually) for every publication unit qualifying with the Department of Higher Education and Training for a state subsidy. The global amount is made available from the Research Committee funds as a credit entry on the research accounts of the departments, institutes, bureaus, centres, units and identifiable groups concerned to which the lecturers and researchers who contributed to the University's research output belongs.
- 1.2 An equal amount will be allocated for each credit unit earned both by articles for technical journals and books qualifying with the Department of Higher Education and Training for a state subsidy.
- 1.3 Heads of departments are requested to, in consultation with the authors that contributed towards these outputs, ensure that the funds are strategically utilised. The balance of SSS-funds in departmental accounts will be taken into consideration in the allocation of institutional research funds.

2. Local selection

- 2.1 Ad hoc committees of the various subcommittees of the Research committee, with the right to co-opt people with appropriate expertise, will function annually as selection committees. These committees will consist of the Chairperson of the Research Committee (chairperson), the Senior Director: Research and Innovation, and the chairpersons of Subcommittees A, B and C of the Research Committee or their proxies. The committees will select books on specialist topics for
 - inclusion, where appropriate, in the University's publication data to be sent to the Department of Education, and
 - the purposes of 1.2 above.

3. Application and control

The attached guidelines will serve as a basis both for the application of the channelled funds and for control over such application.

GUIDELINES FOR THE APPLICATION OF ALLOCATED PUBLICATION SUBSIDY MONEY AND FOR CONTROL OVER SUCH APPLICATION

1. The allocated funds should be applied by the department, institute, bureau, centre, unit or group concerned in the promotion of RESEARCH but only with the written APPROVAL of the departmental chairperson or director. (In the case of applications by chairpersons and directors themselves, approval should be granted ONLY in respect of applications for (i) international travelling expenses and/or (ii) accompanying accommodation and other expenses by the dean or management committee chairperson. In the case of researchers at dean level, approval in respect of (i) and (ii) should be granted by the Vice-Rector (Research) at the recommendation of the departmental chairperson. All other applications of chairpersons and directors should be sent directly to the Division Budget Control for finalisation.
2. Allocated funds may be applied for the following purposes: (also see point 1.1. of the SSS Regulation)
 - 2.1 Temporary research assistance.
 - 2.2 Additional publication costs (page costs and reprints) of, for example, particularly expensive research publications.
 - 2.3 Current expenditure for research (and for the projects of postgraduate students).
 - 2.4 The purchase of special books or written sources for the central or branch (faculty or departmental) libraries.
 - 2.5 The purchase of research material or objects.
 - 2.6 The purchase of research apparatus.
 - 2.7 Subsistence and travelling expenses (or the supplementation of such expenses), subject to the University's prevailing support norms, for approved national and international research-related trips, for the attendance of national and international specialist congresses, symposia, workshops and seasonal schools, for visits to other laboratories, for research visits to colleagues, for fieldwork, etc.
 - 2.8 Membership fees of scientific specialist societies promoting or stimulating research by, for example, regularly presenting scientific congresses.
 - 2.9 Research fellows, such as post-doctoral fellows (post-docs).
 - 2.10 Research activities of retired personnel (in all cases, in consultation with the departmental chairperson and the dean of the faculty concerned).
 - 2.11 Bursaries for postgraduate study (in accordance with the rules and procedures applicable to bursaries from institute funds or departmental external funds).
3. Funds allocated in a specific year are transferable to a following year.