



UNIVERSITEIT  
STELLENBOSCH  
UNIVERSITY

## Finance Policy: Research Finances: Submission of Claims and Financial Statements

<b>Type of Document:</b>	Policy
<b>Purpose:</b>	The policy contains the dates for the submission of claims and financial statements with regard to certain research institutions, as well as who is responsible for submitting the documentation.
<b>Approved by:</b>	Finance Committee
<b>Date of Approval:</b>	unknown
<b>Date of Implementation:</b>	Unknown
<b>Date of Next Revision:</b>	As required
<b>Date of Previous Revision(s):</b>	None
<b>Policy Owner<sup>1</sup>:</b>	Chief Operating Officer
<b>Policy Curator<sup>2</sup>:</b>	Chief Director: Finance
<b>Keywords:</b>	Research Finances, Claims, Submissions, Financial Statements
<b>Validity:</b>	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

SU Policies are available at [www.sun.ac.za/policies](http://www.sun.ac.za/policies)

---

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

<sup>2</sup> Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

## 6.4

**RESEARCH FINANCES – SUBMISSION OF CLAIMS AND FINANCIAL STATEMENTS**

**Policy Number: 036A/06/04**

**Scope:** The policy contains the dates for the submission of claims and financial statements with regard to certain research institutions, as well as who is responsible for submitting the documentation.

**Policy:**

Various institutions support research at Stellenbosch University. Examples of these are:

- National Research Foundation (NRF)
- Water Research Commission (WRC)
- Medical Research Council (MRC)
- Protein Research Trust (PRT)
- Unifruco
- Outspan
- Technology and Human Resources for Industry Programme (NRF-THRIP)
  - The researcher is responsible for the control of his/her allocated funds. Where necessary, a contract is drawn up between the University and the institution concerned in which the financial policy / claim procedures are set out.
  - The financial policy, as set out in this document, is also applicable to research funds. Essential claim dates and/or due dates for financial statements are as follows:

<b>INSTITUTION</b>	<b>CLAIMS</b>	<b>FINANCIAL STATEMENTS</b>	<b>DATE</b>
NRF	Continuously throughout the year	Submitted by researcher	31/12
WRC	Advances are requested throughout the year	Is compiled by Financial Services and audited by Pricewaterhouse-Coopers	28/02
PRT	Advances are requested throughout the year	Compiled by Financial Services	Before or on 16/01
NRF-THRIP	Continuously throughout the year	Submitted by researcher	31/12
NRF	Released once	On request	-
UNIFRUCO	Each term	On request	30/09
OUTSPAN	Each term	On request	-
MRC	Each term	On request	30/06

**Contact Division:**  
Financial Services