**NB**: This document **must be typed**

|  |  |
| --- | --- |
| RC9/2018 | **ANNUAL REPORT: RESEARCH PRODUCTIVITY** |
| **Research Office Deadlines:** 23 March |
| **Policy provisions:*** All academic staff members, full-time researchers, research fellows and administrative and management staff involved in research shall prepare an annual report which outlines their research productivity for that calendar year.
* In January/February of each year the Research and Innovation Office shall send a reminder to all academic staff and specifically to Deans and HoDs, of the need to submit the annual report by the stipulated deadlines.
* The reports shall be presented in a format prescribed by the Research and Innovation Office.
* HoDs shall collate the reports, including “nil returns”, for all academic staff members, full-time researchers and Research fellows/assosiates in their departments and present them to the Deputy Dean (Research & Innovation) who shall send a comprehensive report on all he submissions to the Research and Innovation Office by 23 March.
* Administrative staff and management staff must submit reports, counter-signed by their overall supervisor, directly to the Research and Innovation Office by 23 March.
* The DVC Research and Innovation may accept or reject the reports, or request additional information before reconsidering the reports.
* A report indicating the DVC Research and Innovation’s decisions will be presented to the Senate at its first meeting of each year.
* No research funding requests or claims in respect of research expenditure shall be considered where reports have not been submitted by the stipulated deadlines.
 |

|  |
| --- |
| **A PERSONAL PARTICULARS** |
| Title (Prof, Dr, Mr, Mrs, Ms) |  |
| Surname |  |
| Name |  |
| Staff/Student number |  |
| Department |  |
| Faculty |  |
| E-mail address |  |
| Telephone number | Work |  | Cell |  |
| Present position |  |
| Full-time | Yes/No |  | Part-time | Yes/No |  |
| Permanent | Yes/No |  | Contract | Yes/No |  |
| If on contract, please indicate period | Start date |  | End date |  |
| Research funds awarded in the reporting year (*specify if category is not listed*) | Research grant | R |
| International conference travel grant | R |
| Local/regional travel grant | R |
| Publication fees | R |
| Other (specify) | R |
| Other (specify) | R |

|  |
| --- |
| B HEADLINE SUMMARY |
|  | **Total** | **Expected SAPSE Units** |
| Publications in accredited journals | Published |  |  |
| Accepted or in print |  |  |
| Submitted but not yet accepted |  |  |
| Publications in other journals | Published |  |  |
| Accepted or in print |  |  |
| Submitted but not yet accepted |  |  |
| Books | Published |  |  |
| In print |  |  |
| Chapters in books | Published |  |  |
| Accepted or in print |  |  |
| Submitted but not yet accepted |  |  |
| Creative works (e.g. Traditional literature/folklore/poems/ drama performances/ music performances) |  |  |
| Research reports, consultancy reports  |  |  |
| International conferences | Papers that were peer-reviewed and published |  |  |
| Other papers presented |  |  |
| Chairperson of plenary session |  |  |
| Attendance only |  |  |
| Local and regional conferences | Papers that were peer-reviewed and published |  |  |
| Other papers presented |  |  |
| Chairperson of plenary session |  |  |
| Attendance only |  |  |
| Academic workshops | Presenter of sessions |  |  |
| Attended only |  |  |
| Conferences, symposia, workshops organised |  |  |
| Talks/lectures to external professional/academic audiences |  |  |
| Postgraduate supervision | Doctoral graduates in May |  |  |
| Current doctoral students supervised |  |  |
| Current doctoral students expected to graduate next May |  |  |
| Research Master’s graduates in May |  |  |
| Current Research Master’s students supervised |  |  |
| Current Research Master’s students expected to graduate next May |  |  |

|  |
| --- |
| C PUBLICATION DETAILS |
| PUBLICATIONS IN ACCREDITED JOURNALS |
|  | Author(s) | Title | Journal | Year | Vol | First page | Last page | Total pages | Status | SAPSE Units? |
| Example A.N., Other A.N., Partner A.N., Associates A.N.D. | Healthcare in KwaZulu-Natal | South African Journal of … | 2017 | 1 | 17 | 30 | 14 | Published/Accepted/ Submitted | 0.25 |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| PUBLICATIONS IN OTHER JOURNALS |
|  | Author(s) | Title | Journal | Year | Vol | First page | Last page | Total pages | Status | SAPSE Units? |
| Example A.N., Other A.N., Partner A.N., Associates A.N.D. | Healthcare in KwaZulu-Natal | Journal of … | 2017 | 1 | 17 | 30 | 14 | Published/Accepted/ Submitted | 0 |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| BOOKS |
|  | Author(s) | Title | Publisher | ISBN Number | Total pages | Status | SAPSE Units? |
| Example A.N., Partner A.N. | Healthcare in KwaZulu-Natal | UNIZULU University Press, KwaDlangezwa | 0 620 17583 4 | 200 | Published/ In print | 3.0 |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |

|  |
| --- |
| CHAPTERS IN BOOKS |
|  | Author(s) of Chapter | Title of Chapter | Editor(s) | Title of Book | Publisher | ISBN Number | First page | Last page | Total pages | Status | SAPSE Units? |
| Partner A.N. | The UNIZULU Clinic | Example A.N., Other A.N. | Healthcare in KwaZulu-Natal | UNIZULU University Press, KwaDlangezwa | 0 620 17583 4 | 17 | 30 | 14 | Published/In print | 0.5 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| CREATIVE WORKS |
|  | Author/ creator performer | Description of work/ output/ performance | Title of work/ output/ performance | Place of display/ exhibition/ performance | Date(s) | Duration | Additional Comments | SAPSE Units? |
| Partner A.N. | Exhibition of paintings | Creative Spaces | UNIZULU Library, Richards Bay Campus, Richards Bay | 1 June to 31 July 2017 | 2 months |  |  |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |

|  |
| --- |
| RESEARCH AND CONSULTANCY REPORTS |
|  | Author(s) of Report/ Chapter | Title of Chapter | Editor(s) | Title of Report | Commissioned by/ Publisher | Date | First page | Last page | Total pages | SAPSE Units? |
| Partner A.N. | The UNIZULU Clinic | Example A.N., Other A.N. | Healthcare in KwaZulu-Natal | Dept of Health | 2017 | 17 | 30 | 14 | 0 |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| CONFERENCE PARTICIPATION |
| INTERNATIONAL (OVERSEAS) CONFERENCES |
|  | Presenter | Author(s) | Name of ConferenceDateHost/ organiserVenue/ city | Title of paper/ poster presented | If plenary chairperson, title of plenary session | Was paper peer-reviewed? | Paper published in conference proceedings? | Expected research outputs | SAPSE Units? |
| Partner A.N. | Example A.N., Other A.N. | Conference on International Healthcare, 2—6 June 2017, The International Association of ….., Glasgow University, Glasgow | The UNIZULU Clinic | N/A | Yes | No | Revised paper will be submitted to the Journal of … | 0 |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| LOCAL AND/OR REGIONAL CONFERENCES |
|  | Presenter | Author(s) | Name of ConferenceDateHost/ organiserVenue/ city | Title of paper/ poster presented | If plenary chairperson, plenary session details | Was paper peer-reviewed? | Paper published in conference proceedings? | Expected research outputs | SAPSE Units? |
| Partner A.N. | Example A.N., Other A.N. | Conference on International Healthcare, 2—6 June 2017, The International Association of ….., University of Cape Town, Cape Town | The UNIZULU Clinic | Healthcare obligations of universities, 3 June 09h00 to 11h00 | Yes | Yes | Revised paper will be submitted to the Journal of … | 0.5 |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| ACADEMIC WORKSHOPS |
|  | Participant | Name of WorkshopDate, Host/ organiserVenue | Nature of participation/Title of presentation | Expected research outputs | SAPSE Units? |
| Partner A.N. | Workshop on Healthcare in KZN, 2 June 2017, The Dept of Nursing Sciences, UNIZULU, KwaDlangezwa | Attendee | None | 0 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

|  |
| --- |
| ORGANISING OF CONFERENCES, SYMPOSIA AND WORKSHOPS |
|  | Name of Organiser | Name of EventDate, Venue | Purpose of the Event/ Intended outcomes | Expected research outputs | SAPSE Units? |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

|  |
| --- |
| TALKS/LECTURES TO EXTERNAL PROFESSIONAL/ACADEMIC AUDIENCES |
|  | Participant | Name of Event, Date, Venue | Nature of participation | Title of presentation | Expected research outputs | SAPSE Units? |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

|  |
| --- |
| POSTGRADUATE SUPERVISION |
| DOCTORAL CANDIDATES |
|  | Candidate | Principal supervisor | Co-supervisor | Thesis title | Year of first registration | Graduation date | Expected research outputs | SAPSE Units? |
| Name | Student number | Actual | Expected |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| RESEARCH MASTER’S CANDIDATES |
|  | Candidate | rincipal supervisor | Co-supervisor | Dissertation title | Year of first registration | Graduation date | Expected research outputs | SAPSE Units? |
| Name | Student number | Actual | Expected |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| DECLARATION BY THE RESEARCHER |
| I declare that the above information is to the best of my knowledge correct and I certify that the foregoing sections constitute a complete and factual statement of the particulars requested.I have enclosed with my report (or previously submitted to the Research Office) copies of all my publications and full details of the conferences I attended and the papers I have delivered. |
| Signature |  | Date |  |
| **HEAD OF DEPARTMENT’S COMMENTS** |
| Please comment briefly on the staff member’s research productivity, research standing and his/her contribution towards the University’s research endeavour |
| Signature |  | Date |  |
| **DEAN/ DEPUTY DEAN’S COMMENTS** |
|  |
| Signature |  | Date |  |