



**science & innovation**

Department:  
Science and Innovation  
REPUBLIC OF SOUTH AFRICA

## **CALL FOR GRANT PROPOSALS FOR INCLUSIVE COMMUNITY-BASED RESEARCH (SCIENCE SHOPS DEVELOPMENT)**

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**SOUTH AFRICAN PUBLIC UNIVERSITIES  
ARE HEREBY INVITED TO SUBMIT PROPOSALS FOR REQUIREMENTS LISTED IN THIS  
DOCUMENT**

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**DESCRIPTION OF THE SCIENCE SHOP PROJECT**  
PROVISION OF GRANT FUNDING TO FACILITATE INCLUSIVE COMMUNITY-  
BASED RESEARCH THROUGH A SCIENCE SHOP MODEL (2022/23)



## CALL FOR PROPOSALS

<b>Grant Reference</b>	<b>Science Shops Development Grant 2021</b>
<b>Closing date</b>	<b>17 December 2021</b>
<b>Closing time</b>	<b>Midnight (00h00)</b>
<b>Grant number</b>	<b>NRF-SAASTA SSD 2021</b>

The NRF recognises the date and time as recorded on its systems for closure purposes

### WHO IS ELIGIBLE TO APPLY

Grant proposals will **ONLY** be accepted from **South African Public Universities**

### HIGH LEVEL SUMMARY OF GRANT FUNDING

The Science Shops grant funding outlined in this call is part of the system-wide science engagement programme funded by the Department of Science and Innovation (DSI). This grant funding to public universities will be critical in the establishment and operation of Science Shop entities within the appropriate university structure/s on a contractual basis for a period not exceeding 36 months. The initiative intersects with the third pillar of South Africa's higher education system (i.e. community engagement) which contributes towards efforts that "demonstrate social responsibility and a commitment for common good through enabling public access to research expertise and infrastructure for community service programmes".

The Science Shops grant funding provides support to public universities for the purposes of facilitating inclusive community-based research under a Science Shop model in line with the DSI's Science Engagement Strategy (SES). Through the Science Shop model, research that addresses societal challenges is conducted in a collaborative and participatory way and requires that researchers, the community and other stakeholders equally participate in most or all stages of the research process. Therefore, the initiative is earmarked to contribute to bridging the gap between research and communities through the democratisation of knowledge production for the betterment of society.

### DEADLINE FOR APPLICATIONS

The deadline for submitting proposals in response to this call is **17 December 2021 at midnight**. Submissions received after this date will not be considered. Applicants' proposals should be e-mailed to [scienceshops@saasta.ac.za](mailto:scienceshops@saasta.ac.za) either in PDF or Word.doc format. Proposals submitted in any other format will not be considered.

### GRANT CONTRACT PERIOD

The contract period commences from the date that both parties sign the contract and terminates based on the timelines as per contractual agreement between both parties.

### CANCELLATION OF THIS CALL PRIOR TO AWARD

NRF reserves the right to cancel the award prior to issuing the funding letter and signing the contract form.

### Enquiries may be directed in writing to:

<b>Enquiry</b>	Project Content	Grant Process
<b>Contact person</b>	Mr Sizwe Khoza	Ms Maphefo Chauke
<b>E-mail address</b>	<a href="mailto:SC.Khoza@saasta.nrf.ac.za">SC.Khoza@saasta.nrf.ac.za</a>	<a href="mailto:ML.Chauke@saasta.nrf.ac.za">ML.Chauke@saasta.nrf.ac.za</a>



**SAASTA**

South African Agency for Science  
and Technology Advancement

## TABLE OF CONTENTS

<b>SECTION A.</b>	<b>BACKGROUND.....</b>	<b>4</b>
<b>SECTION B.</b>	<b>TERMS OF REFERENCE.....</b>	<b>5</b>
<b>SECTION C.</b>	<b>RESOURCE SUPPORT.....</b>	<b>8</b>
<b>SECTION D.</b>	<b>APPLICATION ASSESSMENT .....</b>	<b>9</b>
<b>SECTION E.</b>	<b>REPORTING AND MONITORING .....</b>	<b>14</b>
<b>SECTION F.</b>	<b>ANNEXURES .....</b>	<b>17</b>

## BACKGROUND

### INTRODUCTION TO THE NRF

The National Research Foundation Act, Act 19 of 2018, establishes the National Research Foundation (NRF) as the juristic legal entity that makes provision for this grant for proposals and will enter into a contract with the awarded grant holder. Kindly visit the NRF website (<https://www.nrf.ac.za>) for more information.

### INTRODUCTION TO THE NRF BUSINESS UNIT MANAGING THIS GRANT

The South African Agency for Science and Technology Advancement (NRF-SAASTA) is a business unit of the NRF tasked with the science engagement function to lead and coordinate the discourse on science with and for society in support of the national imperative of developing a scientifically literate society. NRF-SAASTA is the national coordinator of science engagement programmes of the DSI. Please visit the NRF-SAASTA website (<https://www.saasta.ac.za>) for more information.

### CONTEXT TO THIS CALL

This call is reserved for public universities and provides resources for the establishment and operational requirements of a Science Shop facility. The Science Shop entities funded through this call will facilitate the process of conducting research at a low cost and / or on pro-bono basis, with particular studies guided by the needs of ordinary citizens in their individual capacity or as a collective; e.g. community-based organisation.

#### **Science Shop under Science Engagement Strategy**

The Science Shop funded through this call is defined as a community-based research endeavour undertaken by a university over a defined period of time, within a defined scope and awarded grant funding, where universities have an equal chance to participate in the DSI-funded, community-based research, and are thereby afforded an opportunity to contribute to the advancement of communities located where these institutions are based. The Science Shop endeavour will seek to achieve the following objectives:

- (a) To contribute to the development of research skills in young people;
- (b) To provide research support in response to concerns and issues experienced by civil society; and
- (c) To showcase real-world situations where problems and/or challenges encountered by citizens are addressed through multi-disciplinary research; e.g. interfacing social sciences and/or humanities with natural sciences.

#### **Operational Context**

To ensure that the concept is relevant to the South African context, this Science Shop initiative will be unique in its design with the intention to promote equity in accessing funding and cost effectiveness of the overall endeavour. Hence, this necessitates that Science Shops under the SES should assume a university-based virtual model with no physical structure in the host institution/s. To ensure that existing Science Shops are not excluded from this initiative, the virtual model could be integrated with the business processes of their physical establishments. The Science Shops under the SES will be driven by a “grant maker/grant seeker” model where –

- (a) SAASTA as the grant maker defines the grant conditions for community-based research grants and issues grant alerts targeting local public universities;
- (b) local public universities as grant seekers respond to community research projects grant alerts (published by the grant maker) through a collaborative research proposal between a university and a community or civil society;
- (c) the grant maker, upon assessing community research proposals submitted by grant seekers, awards grants to qualifying community-based research proposals; and
- (d) the grant maker and the grant seeker enter into a grant funding agreement for a particular community-based research project. Because of the adopted project approach, each awarded grant will constitute an undertaking that comes to an end upon the release and dissemination of the research report.

## TERMS OF REFERENCE

### ELIGIBLE DISCIPLINES

The scope of research projects for the Science Shop grant funding should be within the broad category and understanding of “science” and “the sciences”, which encompasses the systematic knowledge spanning natural and physical sciences, engineering sciences, medical sciences, agricultural sciences, mathematics, social sciences and humanities, technology, all aspects of the innovation chain and indigenous knowledge.

### TERMS OF REFERENCE

In compiling a research proposal that responds succinctly to this grant funding, the following requirements and guidelines should be considered by all applicants:

- The institution should submit only **ONE** research proposal to host and operate a Science Shop facility.
  - The hosting will be as per the grant awarded for a specific topic and thus may be hosted by several different universities and/or various faculties within a public university at a given time, depending on the grant awarded for the topic.
  - The institution is permitted to follow its own internal processes in assessing all proposals from various faculty departments and make a decision on its preferred proposal to be submitted for the Science Shops grant funding.
  - The institution should ensure that all general and its specific internal processes and policies relating to research project planning and approval, are satisfied by consulting the relevant university structure/s e.g. the institute’s Research and Innovation office.
- The institution should ensure that the Science Shop facility is located within the appropriate university structure/s, preferably within a university department or faculty, with sufficient expertise in engaged research approaches.
- The proposal submitted should provide a summary description not exceeding **TEN PAGES** on the research project, which includes but is not limited to:
  - Background and problem statement, research question/s, brief literature review, description of study design and methods, data collection and analysis, ethical considerations, and the implementation of the solution and its benefit to the community (e.g. a statement on the project’s expected impact).
- The community-based research that qualifies for the DSI-funded Science Shop should serve any of the following purposes: to
  - clarify and/or seek solutions to problems experienced by a community including clarifying the extent of the challenge or the problem;
  - clarify or establish likely impact/s of a policy or project decision on a community;
  - seek a solution or minimise negative impact on a community of a policy or project decision and/or authorities’ dereliction of duty; and
  - enhance a community’s understanding and awareness to enable the community to meaningfully participate in public hearings that are part of project decisions and public involvement in law-making, oversight and other processes of Parliament, as provided for by South African Constitution.
- The proposal should detail the project personnel (e.g. co-investigators, coordinator, administrator, students) critical to pursuing the research project in line with the Science Shop model.
  - The proposal should identify the co-principal investigators which should include at least one academic (i.e. researcher) and at least one community-based co-investigator, with full commitment to the project and who will bring relevant expertise and intellectual input in designing the study, conducting research and implementing the solution/s.
  - In an attempt to enhance the project objectives, the proposal, if deemed appropriate, should identify external partners with whom to collaborate in a community-based research project.

- The proposal should clearly describe the credentials and experience (or plans to capacitate the project personnel), roles and responsibilities of all project personnel and indicate all partnerships within the institution and/or with external institutions or partners and the importance that all partners bring in addressing the challenge/s identified.
- In accordance with the “grant maker/grant seeker” model, the host institution is expected to:
  - respond to a call for community-based research proposals issued by NRF-SAASTA;
  - make communities aware of community-based research service/s offered within the Science Shop context;
  - accept research requests from communities and in turn, collaborate with communities to conceptualise a “university-community partnership” research project that tackles community challenges or problems;
  - ensure that the research process embarked upon incorporates community participation;
  - collaborate with communities to identify community challenges that would result in a possible Science Shop project;
  - depending on the research subject matter, constitute a cross-functional team comprising university staff;
  - identify students who are to gain research experience by participating in the community-based research project, with a clearly articulated plan to provide them with such exposure.

### ETHICAL CONSIDERATIONS

The proposal should demonstrate the highest ethical standards with regards to the following different dimensions of the research study:

- Research ethics requirements concerning human (including as informants) subjects and their informed consent with collaborators before commencing the study. This dimension also includes observing animal research ethics requirements as stipulated in the most recent version of SANS10386, as well as considerations for the well-being of the environment.
- Research ethics requirements concerning community participation by ensuring community involvement in setting the research agenda, research process participation and implementation of the solution/s, etc. The basic principles of community-based research that promote transparency, accountability and equity should be adhered to.
- Research ethics requirements concerning conflict/s of interest by the institutions, co-investigators, research staff and partners. All conflict/s of interest should preferably be avoided at all costs or, if this is unavoidable, be clearly stated.

The institution should ensure that all applicable ethical considerations are clearly articulated in the research proposal. Ethics requirements across multiple disciplines should be considered and adhered to. The pre-recommendation granted by the evaluation committee will require that ethical clearance from an appropriate university structure (i.e. research ethics board or relevant body) be submitted to NRF-SAASTA prior to the release of the first tranche payment in order to proceed.

### GRANT CATEGORY

This funding instrument will permit the eligible institutions to pursue a research project either on an annual or a quarterly basis, with project implementation to commence at the beginning of the government financial year (i.e. April) or at the start of each quarter (i.e. April, July and September).

- **Option 1: Annual Grant Category**
  - This proposal outlines a research project with a time span of at least one year and a maximum duration of three years, with contract renewal based on the terms and conditions of the grant, and subject to the

submission of appropriately detailed progress reports. The research project under this category should or will be of substantial scope and, as such, this should be reflected in its budget.

- **Option 2: Quarterly Grant Category**

- This proposal outlines a research project of limited scope and budget. As such, the project will be conducted over three (3) to six (6) months. These projects should be completed by the end of the third quarter to enable all parties sufficient time to reconcile the project's finances.

Should any research proposals recommended by the evaluation committee not be funded due to budgetary constraints, the recommended project/s will be reconsidered for prioritisation and funding in the next funding cycle. Applicants may be required to re-submit an updated proposal.

## GENERAL AND SPECIAL CONDITIONS OF A GRANT

The Science Shops grant funding is guided by the Science Engagement Grant Management Framework (SEGMF) in line with the approved NRF Research, Innovation and Science Engagement Funding Policy and all the general conditions of a grant are applicable.

- **Contractual**

- The successful applicant/s will be required to enter into a grant funding agreement with NRF-SAASTA for a specified period. The call and grant terms of reference contained herein and the grant funding agreement to be signed by both parties, will constitute a legally binding contract.
- The contract funding will be **dispersed in two tranches**, the first of which will constitute 80% of the total funding immediately after both parties have signed the contract. The remaining 20% will be released after the conclusion of the project. The reporting guidelines and template will be developed by NRF-SAASTA outlining report submission requirements and shared with the successful applicant/s to inform their reports.
- The Intellectual Property (IP) Rights from Publicly Financed Research and Development Act (Act No. 51, 2008, IPR Act) governs all IP developed in the course of all research activities that receive any public funding. Contractual obligations of the grant stipulate that the successful applicant/s should enter into an arrangement in accordance with the Act, unless deviation from the stipulations of the Act is agreed in writing prior to the development of the IP.

- **Branding and Communications**

- The successful applicant/s agree that the DSI and NRF-SAASTA will be acknowledged in all the peer reviewed publications
- The successful applicant/s agree, for publicity purposes, to adhere to the branding requirements of NRF-SAASTA and DSI on all materials produced for this project. The DSI logo must be in the most prominent position, with the NRF-SAASTA logo and the grant holder logo, respectively, to follow. The grant holder logo and the NRF-SAASTA logo must be smaller than the DSI logo.
- The successful applicant/s agree, for the purposes of safeguarding the credibility and accuracy of the scientific and corporate information produced through NRF-SAASTA and DSI's funding, that all resources will be subject to NRF-SAASTA's scientific editorial processes. The appropriate documents should be submitted to NRF-SAASTA for authorisation.

## RESOURCE SUPPORT

### FINANCIAL RESOURCES

The funding for Science Shops will be released upon both parties accepting the grant funding agreement, which sets the conditions of the grant. The institution/s may use the Science Shop funding support to cover a short fall or insufficient funding for its community-based research initiative. The Science Shop funding may also be complemented by other third party sources. These co-funding arrangements should be reflected in the project's branding and communications.

- **Pricing Guidelines**

South African public universities have their own guidelines or costing structure for pricing grant-funded research projects as approved by their appropriate internal authority. Despite minor differences, pricing arrangements are comparable as informed by the Universities South Africa recommended Expenditure Apportionment method. Therefore, the applicants are encouraged to use their institution's approved guidelines to cost their research proposal.

- **Inclusion and Exclusions**

This funding support is to be used for community-based research under the Science Shop facility and caters for the related operating research, staff development, administrative, community participation expenses and honoraria. The funding support excludes the purchase of research equipment, human capital development (i.e. bursaries), salaries and conference attendance (international and local) expenses.

### HUMAN RESOURCES

To operate a Science Shop facility and conduct community-based research, the following available human resources will be required:

- (a) University staff-based expert pool:

By their nature, universities are multidisciplinary institutions, making it possible that each time there is a Science Shop project, the host university will identify suitable individuals from its academic staff complement to constitute a research team that will disband at the end of the project. Where necessary, a university can source expertise from other universities or related institutions to make up for required scarce skills.

- (b) DSI-National Youth Service Programme:

The DSI runs a national youth service initiative, through which unemployed graduates are deployed to institutions whose work complements the strategic objectives of the Department in one way or another. Through this programme, universities will identify their postgraduate students to participate in the community-based research project. These students will receive monthly stipends based on applicable scales for the duration of their involvement in the community-based research project.

- (c) Community Participation:

During the community-based research proposal conceptualisation, the university and the community will determine and agree on the kinds and timing of labour to be supplied by the community in the research project.



## APPLICATION ASSESSMENT

### EVALUATION FRAMEWORK

The research proposals will be assessed by following the SEGMF evaluation framework that consists of three stages that emphasise: Compliance with submission requirements; Adherence to Technical Aspects; and the Funding Award and Contract Signing.

- **Stage 1: Eligibility and Compliance**
  - The institution confirms that it meets the pre-eligibility requirements.
  - The institution confirms that it has submitted the specified documentation required for evaluating their proposals as set out in the **Mandatory Returnable Documents** and conforms to all the terms, conditions and specifications as set out in this document.
  
- **Stage 2: Evaluation of Technical Specifications**
  - Stage 2A
    - Institutions that satisfy the eligibility and compliance criteria will have their research proposal assessed. Institutions that meet or exceed the minimum threshold in the evaluation criteria set out in this document will be considered for funding support. NRF-SAASTA reserves the right to allocate funding according to its budget and will do so in accordance with the technical ranking of the proposals.
    - The assessment of proposals will be guided by the Panel Assessment Scorecard (**see annexure 2**) and scored according to the Proposal Grading (**see annexure 3**).
  - Stage 2B
    - NRF-SAASTA reserves the right to communicate with institutions that meet or exceed the minimum threshold and/or which are being considered for funding for additional information or slight revisions to the proposal based on the recommendations by the evaluation panel. A suitable deadline will be set for such requests to be met.
  
- **Stage 3: Funding Award and Contract Signing**
  - Institutions that pass through all stages and are approved by NRF-SAASTA management, will receive the following documents as part of the offer:
    - A letter of award approved by the Managing Director: NRF-SAASTA
    - A grant funding agreement setting the conditions of the grant.

### MANDATORY RETURNABLE DOCUMENTS

The applicant/s should ensure they submit the mandatory returnable documents. Failure to fully complete and submit the documents below will result in the application being disqualified.

1.	Application Form	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page	
2.	Project Research Proposal	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page	
3.	Project Costing and Budget	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page	
4.	Tax Compliant CSD Report	M	<input type="checkbox"/> Yes <input type="checkbox"/> No	Page	

**GRANT APPLICATION FORM**

**SECTION A: SCIENCE SHOP LOCATION**

<b>University Name</b>	
<b>Location of the University</b>	
<b>District Municipality of the University</b>	
<b>Department to Host the Science Shop</b>	
<b>E-mail Address: Science Shop Host Department</b>	
<b>Physical Address: Science Shop Host Department</b>	
<b>Telephone Number: Science Shop Host Department</b>	

**SECTION B: INSTITUTION BUSINESS PROFILE**

<b>Institution Management</b> (Example: Vice-Chancellor, Director etc.)	Name	Position	
<b>Financials Controls</b>			
<b>Name and Address of Financial Auditors</b>			
<b>Date of Last Audited Annual Financial Statement</b>			
<b>Authorised Signatory for the University</b>			
<b>Name and Designation Project Financial Administrator</b>			

**SECTION C1: PROJECT LEADER**

<b>Title</b>	
<b>Full Names and Surname</b>	
<b>Position at the University</b>	
<b>E-mail Address</b>	
<b>Telephone   Mobile Numbers</b>	
<b>Highest Academic Qualifications</b>	

<b>Brief Career History</b>	
<b>Expertise and Experience</b>	
<b>Related Projects Facilitated</b>	

**SECTION C2: RESEARCH PERSONNEL**

<b>Name and Surname</b>	<b>Position e.g. Co-investigator</b>	<b>Project Responsibility</b>	<b>Highest Qualification and Relevance Experience</b>

**SECTION C3: INTERNAL AND EXTERNAL COLLABORATIONS**

<b>Name and Surname</b>	<b>Department   Institution</b>	<b>Expertise in addressing the Challenge(s)</b>	<b>Highest Qualification or Relevance Experience</b>

**SECTION D: REFEREES**

<b>Name and Surname</b>	<b>Institution   Organisation</b>	<b>Telephone   Mobile Number(s)</b>	<b>E-mail Address</b>

**PROJECT RESEARCH PROPOSAL**

<b>Grant Category i.e. Annual or Quarterly</b>	
<b>Academic Discipline(s)</b>	
<b>Project Title</b>	
<b>Study Submitted By</b>	
<b>Problem Statement</b>	
<b>Project Background</b>	
<b>Summary Description of the Study</b> [e.g. Research Question(s), Literature Review, Design, Methods, Data Collection and Analysis, and Data Management]	

<b>Ethical Considerations</b>	
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<b>Implementation of the solution(s) and benefit to the community</b> (e.g. Impact statement)	
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<b>IMPLEMENTATION SCHEDULE</b>
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Project Timeline	Project Activity	Project Milestone

<b>CONTINGENCY PLAN</b>
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## REPORTING AND MONITORING

### REPORTING GUIDELINES

The grant holders will be required to submit two main sets of project close-out reports at the end of the research project as part of their contractual obligations. These reports should be submitted to NRF-SAASTA no later than **ONE MONTH** after project completion, for both annual and quarterly categories. The reports will be as follows:

- Narrative Report
  - The report will discuss the overall project in sufficient depth by covering, amongst others, background, performance against proposal, achievements and challenges as well as mitigation steps. For projects that are conducted over a two or three-year period, the grant holders will be required to provide annual progress report, which will unlock the next round of funding. A standard template outlining the report submission requirement will be provided to ensure consistency in reporting across all grant holders.
- Financial Report
  - The report should show all project costs, acceptable proof of expenses and expenditure for the purposes of grant reconciliation. A standard template will be provided to ensure consistency in reporting across all grant holders.

The project close-out reports should clearly articulate the research solution(s) and its implementation in addressing the challenge(s) identified. Due to the adopted project approach, each grant awarded will constitute an undertaking that ends upon the release and dissemination of the project close-out reports. In consideration of the government quarterly reporting cycle, all grant holders under the annual grant category may be required to submit brief progress status reports on a quarterly basis.

### MONITORING, EVALUATION AND DATA MANAGEMENT

The monitoring and evaluation (M&E) of the Science Shops initiative is a multi-institutional responsibility requiring that the grant holders commit to ensuring that relevant data is collected and managed appropriately to enable their extraction to measure the extent to which the project objectives are being met and for system wide reporting on the DSI led science engagement programme.

Data produced through Science Shops grant funding is regarded as publicly funded research and as such, should be free to access and in the public domain. However, the co-investigators should ensure the careful handling of sensitive data, confidentiality (e.g. protection of personal information) and observe appropriate protocols on the protections and rights of knowledge co-produced with communities. The restrictions on sharing certain data should be justifiable and clearly explained.

## DECLARATION

- I confirm that I have satisfied myself as to the correctness and validity of my proposal in response to this grant Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the grant Invitation; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this grant Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.
- I declare that I have had no participation in any collusive practices with any potential grant holder or any other person regarding this proposal.
- I certify that the information furnished in these declarations is correct and I accept that NRF-SAASTA may reject the proposal or act against me should these declarations prove to be false.
- I certify that I have **NOT** tempered or edited this grant call in a manner that might alter or change the intentions of this grant call and or terms of references. This excludes the grant application and project research proposal forms.
- I confirm that by signing this page and attaching my initials on all pages of this document, I am duly authorised to sign this proposal response.

**NAMES AND SURNAME (PRINT)**

**CAPACITY**

**SIGNATURE**

**DATE**

## INFORMATION SOURCES

Department of Higher Education and Training (DHET). (1997). White Paper on Higher Education Transformation. Available at:

<https://www.justice.gov.za/commissions/feeshet/docs/1997-WhitePaper-HE-Tranformation.pdf>

Department of Science and Innovation (DSI). (2015). Science Engagement Strategy. Available at:

[https://www.saasta.ac.za/saasta\\_wp/wp-content/uploads/2017/11/Science\\_Engagement\\_Strategy-11.pdf](https://www.saasta.ac.za/saasta_wp/wp-content/uploads/2017/11/Science_Engagement_Strategy-11.pdf).

Department of Science and Innovation (DSI). (2016). Science Engagement Strategy Implementation Plan. Available at:

[https://www.dst.gov.za/images/Science\\_Engagement\\_Implementation\\_Plan\\_13\\_Nov\\_2018\\_copy\\_002.pdf](https://www.dst.gov.za/images/Science_Engagement_Implementation_Plan_13_Nov_2018_copy_002.pdf)

Irish Research Council. (2016). A Framework for Engaged Research: Society & Higher Education Working Together to Address Grand Societal Challenges Together. Dublin, Ireland.

Bhagwan, R. (2017). Towards a conceptual understanding of community engagement in higher education in South Africa. Perspectives in Education. Volume 35 (1): pp 171-185.

Outreach and Community Engagement in Higher Education. The American University in Cairo. John D. Gerhart Center for Philanthropy and Civic Engagement. Available at:

<https://talloiresnetwork.tufts.edu/wp-content/uploads/OutreachandEngagementTerminologyinHigherEducation.pdf>



## ANNEXURE 1: TERMINOLOGY

Term	Definition
Community engagement	Community engagement is the collaboration (among) institutions of higher education and their larger communities (local, regional/state, national and/or global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.
Community-based research	Community based research is a learning partnership between researchers and students and members of a community (broadly defined) with the purpose of addressing a need, solving a community problem or effecting social change. It is conducted with and for, not upon, members of the community.
Engaged research	Engaged research describes a wide range of rigorous research approaches and methodologies that share a common interest in collaborative engagement with the community and aim to improve, understand or investigate an issue of public interest or concern, including societal challenges. Engaged research is advanced with community partners rather than for them.
Science Shop	A Science Shop is a facility, often attached to a specific department of a university or a non-governmental organisation, which provides independent, free, community-based research support in response to problems experienced by the community. It is a demand-driven and bottom-up approach to research.

## ANNEXURE 2: PANEL ASSESSMENT SCORECARD

PANEL ASSESSMENT SCORECARD					
Criteria	Sub-Criteria	Points to Consider for the Criteria	Score / 4	Weight (Total = 100%)	Weighted score (Total = 4)
Proposal	Alignment to the strategic objectives of the Science Shops initiative	Does the proposal respond to all or at least one of the strategic objectives of the initiative		10%	0.00
	Scientific merit and feasibility	<p>Are the fundamental principles of community-based research observed in the proposal?</p> <p>Does the proposal summary describe the research study in detail and identify co-investigators as required?</p> <p>Have ethical considerations been addressed? Are the data management requirements addressed?</p> <p>Will the knowledge produced contribute to a body of knowledge in community-based research?</p>		40 %	0.00

Collaborations	Academic collaborators	Will this include collaborations across disciplines and or thematic fields? Are the roles of these collaborators clearly indicated in the proposal?		10 %	0.00
	With the communities	Are the roles of the co-investigators and community members clearly indicated in the proposal?			
Impacts	Community challenges and impact measurement	Is the proposal justifiably addressing a challenge in the community?		20 %	0.00
		Will the solution/s provided have measurable impact on the well-being of the communities?			
Track record of the research co-investigator, research staff and project leader or coordinator	Past research	Is there evidence of prior community-based research within the research team?		20 %	0.00

### ANNEXURE 3: PROPOSAL GRADING

PROPOSAL GRADING		
SCORE	MEANING OF SCORE	NOTES
4	Excellent	Application demonstrates evidence of outstanding performance across all the stated criteria, as determined by the panel and relative to the knowledge field under consideration
3	Above Average	Above average performance across all criteria, as determined by the panel and relative to the knowledge field under consideration
2	Average	Application demonstrates average performance across all the stated criteria, as determined by the panel and relative to the knowledge field under consideration
1	Below Average	Below average performance across all the criteria, as determined by panel and relative to knowledge field
0	Poor	There are major shortcomings or flaws within and across the stated criteria, with particular emphasis on the scientific and or feasibility merit