

ANNEXURE B: RP MONITORING & REPORTING

The following procedures will be followed for monitoring of and reporting on the progress of Research Professors under this programme:

1. IPMS MONITORING
   1. Research Professors (RPs) must enter into a performance agreement with the CoD / Head of the Institute at the start of the RP appointment and the beginning of each subsequent calendar year, based on the approved research plan submitted with the RP application.
   2. Mid-year and year-end assessments must be completed with the CoD / Head of the Institute, according to the performance agreement and the IPMS process.
   3. Completed performance agreements and assessments must be submitted to CRIC to monitor the performance of RPs.
2. PROGRESS REPORTING
   1. RPs must submit quarterly and annual progress reports (RP2), comparing actual progress made with the envisaged, planned progress in the research plan.
   2. Progress reports must be signed-off by the CoD / Head of the Institute and the School Director.
   3. Signed-off progress reports must be submitted to the Office of Graduate Studies & Research, the Executive Dean’s Office for CGS or the Research Manager’s office for GSBL, who must submit it to CRIC.
   4. CRIC must ensure that the information provided in the progress reports is correct and that satisfactory progress was made.
   5. The Heads of the Offices of Graduate Studies & Research or the Research Manager for GSBL, as well as the CRIC Chairs must sign-off on the progress reports, if progress is found to be satisfactory.
   6. If progress is found to be unsatisfactory, refer to paragraph 12.
   7. All signed-off progress reports must be submitted to SRIPCC for noting, until such time as the expected outputs have been produced and proof thereof has been submitted together with the final report (RP3), even after the RP appointment has come to an end.
   8. Electronic copies of the signed-off annual progress reports as well as proof of the successfully delivered outputs together with the final report should also be sent to the Research & Innovation Support Programmes Manager as well as the Post Award Manager in the Directorate: Research Support.

ANNEXURE D: RP PROGRESS REPORT (RP2)

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|  | **PROGRESS REPORT FOR RESEARCH PROFESSOR SUPPORT PROGRAMME** | **RP2** |

**CONFIDENTIAL**

**Incomplete and / or applications filled in by hand will not be accepted**

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| **How to tick a tick box:** Double-click inside the square and select *Checked* under *Default Value* |

1. **PARTICULARS OF RESEARCH PROFESSOR**

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| **Surname:** |  | | | | | | | | | | | | | | | | **Title:** | | | | | | |  | | | | | | | | | |
| **Maiden Name:**  *(surname before marriage)* |  | | | | | | | | | | | | | | | | **Initials:** | | | | | | |  | | | | | | | | | |
| **Full Names:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Designation / Position:** |  | | | | | | | | | | | | | | | | **Staff Number:** | | | | | | |  | | | | | | | | | |
| **Email:** |  | | | | | | | | | | | | | | | | **Work Tel No:** | | | | | | |  | | | | | | | | | |
| **ID / Passport Number:** |  | | | | | | | | | | | | | | | | **Date of Birth:** | | | | | | |  | | | | | | | | | |
| **Gender:** |  | | Male | | | |  | | | Female | | | | | | | **Disability:** | | | | | | |  | | | Yes | | | | |  | No |
| **Employment Status:** |  | Permanent  (Tenured) | | | |  | | | Permanent  (Not Tenured) | | | | | | | Year Tenured as Full Professor | | | | | | | | | | | |  | | | | | |
| **Post Level:** |  | P3 | |  | P4 | | |  | | | | P5 | |  | P6 | | | |  | | P7 |  | | | Other: | | | | | \_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Race:** |  | | Black | | | | |  | | | Coloured | | | | | | |  | | Indian | | | | | | | | |  | | White | | |
|  | | Other *(Please specify):* | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| **Nationality:** |  | | South African | | | | | | | |  | | Permanent Resident | | | | | | | | | |  | | | Foreign National | | | | | | | |
| **Office Building, Office Number and Campus:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **College:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **School:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Department / Institute:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

1. **RESEARCH SUMMARY**

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| **Research Topic:** |  | | | | | | | |
| Period of Progress Report Due Dates for Reports:   * + - * 01 April       * 01 July       * 01 October       * 02 January | **Year 1** | | | | | | | |
|  | Quarterly 1 |  | Quarterly 2 |  | Quarterly 3 |  | Annual 1 |
| **Year 2** | | | | | | | |
|  | Quarterly 1 |  | Quarterly 2 |  | Quarterly 3 |  | Annual 2 |
| **Year 3** | | | | | | | |
|  | Quarterly 1 |  | Quarterly 2 |  | Quarterly 3 |  | Annual 3 |
| **Provide a Short Description of Progress to Date:** |  | | | | | | | |

1. **RESEARCH PLAN AND OUTPUTS AND PROGRESS ACCORDING TO PLAN**

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| **Planned Due Date** | **Planned Research Activities /**  **Planned Accredited Research Outputs**  *(According to Research Plan as submitted in application form and in IPMS Agreement)* | **Date Completed / Still in Progress** |
| **First 12 Months (Year 1)** | | |
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| **Second 12 Months (Year 2)** | | |
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| **Third 12 Months (Year 3)** | | |
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1. **BUDGET UTILISED**

| **Budget Item** | **Date** | **Amount Claimed** |
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| **First 12 Months (Year 1)** | | |
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| **Second 12 Months (Year 2)** | | |
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| **Third 12 Months (Year 3)** | | |
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| **Total** | | **R** |

1. **SIGNATURES**
   1. **Signed before Submission to Graduate Studies & Research Head:**
      1. ***Research Professor***

**Supporting Comments:**

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| **Name:** |  | | |
| **Date:** |  |  | **Signature:** | |  |

* + 1. ***Chair of Department (CoD) / Head of Institute***

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| Recommended? |  | Yes |  |  | No |  |

**Comments (Optional):**

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| **Name:** |  | | |
| **Date:** |  |  | **Signature:** | |  |

* + 1. ***School Director***

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| Recommended? |  | Yes |  |  | No |  |

**Comments (Optional):**

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| **Name:** |  | | |
| **Date:** |  |  | **Signature:** | |  |

* 1. **Signed after Submission to CRIC based on Satisfactory Performance:**
     1. ***Head of the Office of Graduate Studies & Research***

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| Recommended? |  | Yes |  |  | No |  |

**Comments (Optional):**

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| **Name:** |  | | |
| **Date:** |  |  | **Signature:** | |  |

* + 1. ***Research Manager***

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| Recommended? |  | Yes |  |  | No |  |

**Comments (Optional):**

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| **Name:** |  | | |
| **Date:** |  |  | **Signature:** | |  |

* + 1. ***College Research and Innovation Committee (CRIC) Chair***

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| Recommended? |  | Yes |  |  | No |  |

**Comments (Optional):**

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| **Name:** |  | | |
| **Date:** |  |  | **Signature:** | |  |

* + 1. ***Executive Dean***

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| Recommended? |  | Yes |  |  | No |  |

**Comments (Optional):**

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| **Name:** |  | | |
| **Date:** |  |  | **Signature:** | |  |