

ANNEXURE B: WIR MONITORING & REPORTING

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

1. PERMANENT ACADEMIC EMPLOYEES
	1. Individual scholarship holders must submit quarterly and annual progress reports (WIR2), 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 programme has been successfully completed by the scholarship holder and proof of the expected outputs has been submitted together with the final report (WIR3).
	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.
2. PERMANENT PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES
	1. Individual scholarship holders must submit quarterly and annual progress reports (WIR2), comparing actual progress made with the envisaged, planned progress in the research plan.
	2. Progress reports must be signed-off by the Director / other relevant line manager and the Executive Director of the Department.
	3. Signed-off progress reports must be submitted to the PRG Programmes and Projects Officer, who must submit it to PRC.
	4. PRC must ensure that the information provided in the progress reports is correct and that satisfactory progress was made.
	5. The Director: Research Support as well as the chairperson of PRC 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 qualification has been successfully completed by the scholarship holder and proof of the expected outputs has been submitted together with the final report (WIR3).
	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 be sent to the Research & Innovation Support Programmes Manager as well as the Post Award Manager in the Directorate: Research Support.

ANNEXURE D: WIR PROGRESS REPORT (WIR2)

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|  | **PROGRESS REPORT FOR WOMEN IN RESEARCH SUPPORT PROGRAMME** | **WIR2** |

**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**
	1. **PRINCIPAL INVESTIGATOR (RESEARCH PROJECT LEADER)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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) | [ ]  | Contract(< 5 years) | [ ]  | Contract(5 years + full benefits) |
| **Post Level:** | [ ]  | P5 | [ ]  | P6 | [ ]  | P7 | [ ]  | P8 | [ ]  | P9 | [ ]  | P10 | [ ]  | Other: | \_\_\_\_\_\_\_\_ |
| **Race:** | [ ]  | Black | [ ]  | Coloured | [ ]  | Indian | [ ]  | White |
| [ ]  | Other *(Please specify):* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Nationality:** | [ ]  | South African | [ ]  | Permanent Resident | [ ]  | Foreign National |
| **Office Building, Office Number and Campus:** |  |
| **Academic** | **PRG Member** |
| **College:** |  | **Department:** |  |
| **School:** |  | **Directorate:** |  |
| **Department / Institute:** |  | **Division:** |  |

* 1. **CO-INVESTIGATOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **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) | [ ]  | Contract(< 5 years) | [ ]  | Contract(5 years + full benefits) |
| **Post Level:** | [ ]  | P5 | [ ]  | P6 | [ ]  | P7 | [ ]  | P8 | [ ]  | P9 | [ ]  | P10 | [ ]  | Other: | \_\_\_\_\_\_\_\_ |
| **Race:** | [ ]  | Black | [ ]  | Coloured | [ ]  | Indian | [ ]  | White |
| [ ]  | Other *(Please specify):* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Nationality:** | [ ]  | South African | [ ]  | Permanent Resident | [ ]  | Foreign National |
| **Office Building, Office Number and Campus:** |  |
| **Academic** | **PRG Member** |
| **College:** |  | **Department:** |  |
| **School:** |  | **Directorate:** |  |
| **Department / Institute:** |  | **Division:** |  |

1. **RESEARCH SUMMARY**

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| --- | --- |
| **Research Project Title:** |  |
| Period of Progress ReportDue 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**

|  |  |  |
| --- | --- | --- |
| **Planned Due Date** | **Planned Research Project Activities /****Planned Accredited Research Outputs***(According to Research Plan as submitted in application form)* | **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. **Scholarship Holder**

**Supporting Comments:**

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

* 1. **Approvals for Academic Employees**

**Signed before Submission to Graduate Studies & Research Head**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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. **Approvals for Academic Employees**

**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***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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:** |  |

* 1. **Approvals for Professional and Administrative Employees (PRG Members)**

**Signed before Submission to PRG Programmes and Projects Officer**

* + 1. ***Director / Other Relevant Line Manager***

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| Recommended? | [ ]  | Yes |  | [ ]  | No |  |

**Comments (Optional):**

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

* + 1. ***Executive Director of Department***

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| Recommended? | [ ]  | Yes |  | [ ]  | No |  |

**Comments (Optional):**

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

* 1. **Approvals for Professional and Administrative Employees (PRG Members)**

**Signed after Submission to PRC based on Satisfactory Performance**

* + 1. ***Director: Research Support***

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| Recommended? | [ ]  | Yes |  | [ ]  | No |  |

**Comments (Optional):**

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

* + 1. ***Chairperson of PRC***

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| Recommended? | [ ]  | Yes |  | [ ]  | No |  |

**Comments (Optional):**

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