



Health Sciences Faculty Research Committee
INVITATION TO APPLY FOR
POSTGRADUATE PUBLICATION INCENTIVE (PPI) FUNDING



Submission deadline: 22 August 2024

Much of the publishable research in the Faculty of Health Sciences has its origins in postgraduate dissertations/theses, and we therefore strongly encourage students (and their supervisors) to view publication in peer-reviewed journals as an integral part of the design and work schedule for completing higher degrees. We are also aware that many potential papers embedded within dissertations/theses never get published, usually because the student leaves the University of Cape Town (UCT) before converting the dissertation/thesis into publishable manuscripts.

To alleviate this problem, the Health Sciences Faculty Research Committee (FRC) has committed budget to a Postgraduate Publication Incentive (PPI) scheme to assist needy Faculty of Health Sciences postgraduates to prepare dissertation/thesis work for publication before they leave UCT. The funding is intended to “buy time” to support students by contributing to their living expenses and not for general research expenses (such as paying for statistical analysis, additional research assistants, transport costs and publication costs), which should be covered by other research funds. This letter invites supervisors to apply for funding from this scheme on behalf of their graduating students.

How the PPI scheme works:

- The intention of the PPI awards is to allow postgraduates who are registered in the **Faculty of Health Sciences**, and who have **recently submitted** or **are about to submit** their dissertation/thesis, to prepare their dissertation/thesis work for submission to ISI-accredited journals, specifically where this would not be possible without additional financial support. Students who are not registered in the Faculty of Health Sciences but are registered for a degree that has a **Health Sciences Faculty Departmental Course Code**, also qualify for this funding.
- Calls for application will be issued twice a year (March and July).
- Applications for funding must be made **by the supervisor**, who must clearly explain what paper(s) will be generated and for which target journals. Clear motivation must also be supplied as to why additional time and funding is needed to prepare such papers (e.g., why the existing chapters need to be substantially changed before being suitable for submission and why existing grants cannot cover this expense). If funding is awarded, the supervisor will be required to complete a short report six months after the funds have been released with proof that the paper/s have been submitted to an ISI-accredited journal. The record of success or failure in paper submission/acceptance will then be considered when evaluating future PPI applications from the supervisor.
- Applications will be evaluated by a small subcommittee of the Faculty Research Committee (FRC).
- Awards will be made on a competitive basis; the main criteria being the probability of success of publication in ISI-accredited journals and identification of financial need.
- The amount of the award is limited to **R 5000 per month for PhD students** and the normal period of support will be **one month**, since the work involved will be largely reformatting

dissertation/thesis material into a journal paper. In special circumstances, up to a maximum of two months will be considered, but this will require strong motivation; for example, if several papers are being written, or if additional work is required to submit a paper to a very competitive international journal. Note that **awards for Master's students** may be considered depending on availability of funding.

- It is important to emphasise that this award is not intended to be a 'reward' to students for submitting already prepared papers and should only be requested if the paper(s) need substantial reworking before publication and where this work requires financial support that the supervisor is unable to supply from existing resources.
- Students are required to sign a Memorandum of Agreement that should be submitted along with the application (see attached template). Funds will only be approved if we have received your completed MOA. The supervisor is responsible for the administration of these FRC funds, ensuring that students are paid and that manuscripts are submitted.

How payment is made:

- The University and Faculty policy is that, once a thesis/dissertation is submitted for examination, the educational work requirements of the degree have been met. Any payment made to a student for work undertaken after submission must be made via the payroll system to conform to SARS regulations. Consequently, PPI funding must be paid to the student via the payroll system and will not be paid as a tax-free bursary.
- All PPI awards must be paid by supervisors to students within 6 months of the date of announcement of the awards. If they are not, they will be automatically returned to the Faculty budget.

How to apply:

Applications should be *submitted on the template provided on the next page*. *Send the completed application and signed MOA by email to Precious Nobongoza at the Faculty Research Office: research.health@uct.ac.za*

Please note that supervisors (not postgraduate students) must liaise directly with the Faculty Research Office if there are any queries on the PPI.



APPLICATION FOR PPI FUNDING: Deadline 22 August 2024



- **Supervisor's name:**
- **Supervisor's department:**
- **Supervisor's email:**
- **Supervisor's phone number:**
- **Student's name and student number:**
- **Degree for which registered:**
- **Confirm that student will still be registered at time of award (Y/N):**
- **Date, or proposed date, of submission of dissertation/thesis:**
- **Dissertation/thesis title:**
- **List draft title(s) and authorship(s) of the paper(s) to be generated via this funding and target journal(s) for each:**
- **Explain why additional time and faculty funding is needed to complete these papers (i.e. what additional work is needed and why this cannot be funded through existing grants awarded in support of the student's research):**
- **Motivation regarding the importance of the work submitted for publication:**
- **What is the Rand amount requested?**
- **For how many months is the funding requested (1 or 2 months maximum)?**

Details of previous PPI funding received; please complete the table below:

This should include PPI awards made to you as supervisor in 2022 or 2023, including student name(s) and all manuscripts submitted or published from each of these PPI awards (please give full details, including all authors, journal and title of paper, and status of manuscript).

PPI awards will not be approved if these details are not provided.

Student Name	Date of Award (2022/ 23 only)	Manuscript (full details)	Submitted or published?	Date of submission/ publication

Note 1: Students and supervisors are expected to sign the attached Memorandum of Agreement and submit it with their applications.

Note 2: Awards are made to supervisors and supervisors are responsible for ensuring that students receive payment via their Departmental administrative procedures within 6 months of the date of announcement of the awards.



Memorandum of Agreement between _____ (student name)
and _____ (supervisor name representing the University).

I, _____ (student name), understand that in return for accepting this PPI award, I will submit the following manuscript(s) for publication within 6 months of the date of receipt of payment of the PPI award. If I do not submit at least one manuscript, I will be obliged to return the PPI award to the Faculty of Health Sciences.

Title of paper(s)	Authors	Journal to which paper will be submitted

Date:

Student Name:

Supervisor Name:

Student Signature:

Supervisor Signature: