



THE POSTGRADUATE STUDIES RESEARCH & INNOVATION COMMITTEE
APPLICATION FOR RESEARCH FUNDS

INSTRUCTIONS TO APPLICANTS:

- a) This application must be typed. Handwritten, Incomplete, and late applications will not be considered. The Hardcopy and soft copy applications are to be submitted to the EO of PGSR&I.
- b) Completed application must be supported by appropriate documentary evidence including:
 - i) Detailed Research Proposal
 - ii) Letter of Confirmation by Research Partners and collaborators.
 - iii) Evidence of the Head of Department support.
 - iv) All research involving the use of animals and human subjects must have ethical approval from the PNGUoT Academic Ethics and Integrity Committee. (Questionnaire and Ethics Clearance Application to be submitted)
- c) Postgraduate students' applications be submitted by Principal Supervisors.

1. PROJECT DETAILS:

(a) TITLE:

(b) GENERAL AREA OF RESEARCH

(c) OBJECTIVES OF PROJECT

2. RELEVANCE:

JUSTIFY THE RELEVANCE OF THIS PROJECT TO PNG

3. DETAILS OF APPLICANT:

(a) NAME OF TEAM LEADER

(b) DEPARTMENT

(c) POSITION

**(d) RESEARCH EXPERIENCE IN THE GENERAL AREA
(ATTACH LIST OF PUBLICATIONS)**

4. TEAM STRUCTURE:

- (a) *(LIST MEMBERS OF RESEARCH TEAM, INDICATING NATIONAL STAFF REGISTERED FOR POSTGRADUATE RESEARCH STUDIES WITH AN ASTERIX)*
-

- (b) LIST DEPARTMENTS COLLABORATING ON THIS PROJECT:
-

5. EXTERNAL COLLABORATION AND FUNDING:

- (a) WILL THIS RESEARCH BE CONDUCTED IN COLLABORATION WITH AN EXTERNAL AGENCY?

YES

☐

NO

☐

IF YES, SUPPLY DETAILS:

- (b) ARE EXTERNAL SOURCES OF FUNDING AVAILABLE?

YES

☐

NO

☐

IF YES, SUPPLY DETAILS:

6. METHODOLOGY, TIME SCALE AND PUBLICATION:

- (a) DETAILS OF RESEARCH METHODOLOGY
-

- (b) EXECUTION SCHEDULE AND EXPECTED DATE OF COMPLETION FOR LONG TERM PROJECTS INDICATE MEASURES TAKEN TO ENSURE SUSTAINABILITY:
-

- (c) HOW WILL THE WORK BE PUBLISHED?:

INTERNATIONAL REFEREED JOURNAL

☐

NATIONAL REFERRED JOURNAL

☐

CONFERENCE PROCEEDINGS	<input type="checkbox"/>
DEPARTMENTAL MONOGRAPH	<input type="checkbox"/>
OTHER (DESCRIBE)	<input type="checkbox"/>

7. PREVIOUS PROJECTS:

LIST ALL PREVIOUS PROJECTS FUNDED BY RESEARCH COMMITTEE AND/OR EXTERNAL AGENCIES WHILST AT PAPUA NEW GUINEA UNIVERSITY OF TECHNOLOGY AND INDICATE CURRENT STATUS (I.E. COMPLETED SATISFACTORILY OR IN PROGRESS). IN THE CASE OF PROJECTS IN PROGRESS, AN EXPECTED COMPLETION DATE IS REQUIRED:

8. JUSTIFICATION FOR FUNDS REQUESTED:

EXPLAIN IN DETAIL WHY EACH ITEM IS REQUIRED AND HOW IT WILL BE USED. PROVIDE A SUMMARY ON THE NEXT PAGE:

- (a) STAFF:
- (b) TRAVEL:
- (c) CONSUMABLES:
- (d) MAINTENANCE & OPERATING EXPENSES

Budgetary Item	Quantity	Unit	Unit Cost	Total Cost	Remarks
A. STAFF:					
1.					
2.					
3.					
B. TRAVEL:					
1.					
2.					
3.					
C. CONSUMABLES:					
1.					
2.					
3.					
D. MAINTENANCE & OPERATING EXPENSES:					
1.					
2.					
3.					
GRAND TOTAL					

9. ATTESTATION:

I..... of certify that I will conduct my activities as a researcher with integrity and honesty; I will use my scientific knowledge and skills for the benefit of humanity and for a sustainable development; I will show respect for animals and nature; I will act in accordance with research ethics, and I will not allow considerations based on ideology, religion, ethnicity, prejudices or material advantages to overshadow my ethical responsibility as a researcher and to the best of my knowledge and belief, the details filled in this document correctly describes myself, my qualification, my experience and my research undertaking. I understand that any willful mis-statements described herein may lead to my disqualification or forfeiture of my funding if allocated to me for this project.

SIGNATURE: **(APPLICANT)**

DATE:

10. RECOMMENDATION OF THE HEADS OF DEPARTMENT:

(a) DO THE DEPARTMENTS HAVE THE CAPACITY TO CARRY OUT THIS PROJECT?

YES

☐

NO

☐

(b) DOES THIS PROJECT HAVE YOUR APPROVAL AND SUPPORT?

YES

☐

NO

☐

IF NO, GIVE
REASONS

(c) DO YOU AGREE TO HAVE THE WORK CARRIED OUT IN YOUR DEPARTMENTS?

☐

YES

NO

☐

IF NO, GIVE
REASONS

(d) **OTHER COMMENTS IN SUPPORT OF THIS APPLICATION/INCLUDING LOCATION OF EQUIPMENT OF PROJECT; AFTER COMPLETION.**

(e) **SIGNATURES OF DEPARTMENT HEADS CONCERNED:**

.....	Date:
.....	Date:
.....	Date:

Conditions for the Use of Research Funds

1. Research funds are allocated by the Postgraduate Studies, Research and Innovation Committee for use by a specific person (s), on a particular project. The fund should not be used for other activities or on research projects other than the one approved.
2. Research funds will usually be allocated in the form of amounts for travel, consumables, equipment, and research personnel. The amount allocated for one of these items should not be transferred to another without the consent of the Committee. Transfer between heads requires approval as follows:
 - a) Up to and including K100 on the written authorization of the Chairman of the Postgraduate Studies, Research and Innovation Committee.
 - b) Over K100 by the Postgraduate Studies, Research and Innovation Committee.
3. Research funds will be allocated as specified amounts for personnel emoluments, travel, consumables and equipment. Transfer between heads requires approval as follows:
4. Each approved research project will be given a project number that will be specified on all purchase orders or claims submitted for approval.
5. All purchase orders or claims must be submitted to the Bursar through the Executive Officer, Postgraduate Studies, Research and Innovation Committee for approval.
6. Research funds for air travel may not be converted to miscellaneous charges orders. Unused air tickets must be returned to the Accountant.
7. Research funds may not be carried forward from year to year
8. Recipients of research funds are required to provide up-to-date progress reports and a final report upon completion of the project together with complete statements of expenditure to the Executive Officer of the Committee. Reports should be submitted following the Guidelines for Research Progress Reports available from the Executive Officer.
9. The Research Committee will not consider any application for new funds if reports are not submitted as set out under 7 above.

10. The Postgraduate Studies, Research and Innovation Committee will not consider hand-written applications.
11. Where University funding is severely affected, the Postgraduate Studies, Research and Innovation Committee reserves the right to reduce requested funding and or establish funding ceiling to accommodate for all.