

GUIDELINES SPECIFIC TO PUBLICATION INCENTIVE FUNDING AWARDED AS A PORTION OF THE RESEARCH FUND (RF)

1. Fund management

1.1 Each Faculty/School or RC earning a portion of the RF will determine the approach that they wish to follow in terms of providing publication incentive funding.

The promotion of research publication quality instead of quantity, affordability, as well as the advancement of research being undertaken by full time academic staff at SU should be considered when deciding on the amount awarded per research publication output unit.

In support of this process, the Division for Research Development (DRD) will provide the accredited research publication output unit data, as approved by the DHET, to each Faculty/School/RC.

1.2 Publication incentive funding may be managed within the Faculty/School/RC structures as deemed most appropriate by the relevant environment's management team (i.e. it may be managed at faculty level or using departmental S-cost centres (or OCF equivalent) as in the past, providing access to the funding to authors according to the stipulations around the application of the funds as described in point 2 below).

2. Application and control

2.1 Publication incentives awarded as part of the management of a Faculty/School/RC's RF allocation represent institutional funding earmarked for advancing further research and may not be paid out as additional salary payments to individuals.

2.2 Publication incentive funding may be applied for the following purposes:

- i. Temporary research assistance.
- ii. Publication costs of further research publications.
- iii. Current expenditure for research (and for the projects of postgraduate students).
- iv. The purchase of research-related resources (including books, software, etc)
- v. The purchase of research equipment
- vi. To support analytical or statistical services required for research.
- vii. Subsistence and travelling expenses (or the supplementation of such expenses), subject to the University's prevailing rules and norms, for approved national and international research-related trips, for the attendance of national and international

- specialist congresses, symposia, workshops and seasonal schools, for visits to other laboratories, for research visits to colleagues, for fieldwork, etc.
- viii. Membership fees of scientific specialist societies promoting or stimulating research by, for example, regularly presenting scientific congresses.
- ix. Bursaries for postgraduate study (in accordance with the rules and procedures applicable to bursaries from institutional funds or departmental external funds).
- x. Other research-related activities deemed by the Faculty/School/RC management to support the advancement of research and innovation in the environment.

3. Funds allocated in a specific year are transferable to a following year. Balances of these funds may be considered when further institutional research funding is requested.