



Checklist for Applicants/Faculty Research and Innovation Committee

Consulting Supervisor Application

Checklist	Yes	No	Comments
Are the duration dates correctly given on the application form?			
Are amounts indicated in the budget correct?			
Is a budget attached?			
Are relevant documents attached? e.g. quotations			
Is the application signed by relevant persons?			
Have you tried to obtain other sources of funding (preferably external)?			
Procedures			
Application form must be submitted before the next closing date?			
Funding duration must be stated. Only funds for the current year may be applied for – an estimate for additional years should be included and stated as such.			
All applications must first be approved by the Faculty Research and Innovation Committee and a copy of the minutes must accompany the application form.			
Are all sections completed?			
International Relations Department need to be informed (If relevant)			

Incomplete checklists and application forms will not be accepted for submission to the Executive Senate Research & Innovation Committee. All sections are to be completed.

CONSULTING SUPERVISOR

General Information of Applicant

Surname, Initials,
Title

Staff
Number

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Designation

Institute/niche/focus/centre

Duration

Date of
commencement

Date:

Y	Y	M	M	D	D
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Date:

Date of completion

Y	Y	M	M	D	D
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Motivation

Consulting Supervisor's particulars

Title

Name

Qualification

Affiliation

Field of
specialization

Previous experience

Expected outcome

Budget

Item	Cost

Total amount required	
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Applicant

Y	Y	M	M	D	D
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Date

Line Manager

Y	Y	M	M	D	D
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Date

***Chairperson Faculty
Research & Innovation
Committee***

Y	Y	M	M	D	D
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Date

Executive Dean

Y	Y	M	M	D	D
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Date