NOTES

* Send completed form, together with supporting documentation, to your Faculty/PASS/Research Finance Office.
* Faculty/PASS/Research Finance Office to either send to [fnd-ledgers@uct.ac.za](mailto:fnd-ledgers@uct.ac.za) or, if *Investment fund*, to [fnd-treasuryreq@uct.ac.za](mailto:fnd-treasuryreq@uct.ac.za).
* If the fund needs to be linked to more than one cost object, attach form [CO113](http://forms.uct.ac.za/co113.doc) (Fund/Cost Object Relationship)
* For assistance in completing this form, see: [FM003ahlp](https://forms.uct.ac.za/fm003ahlp.docx)
* Required fields are marked with an asterisk, either red asterisks (\*) or, for those fields that are required only if the relevant condition is met, gold asterisks (\*).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| A. *(To be completed by applicant and authorised by fund holder)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Funds center\* | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| More than one cost object to be attached to fund?\* | | | | No | |  | | | Yes | | | | |  | If *No* | | | Enter the cost object to be attached to fund\* | | | | | | | | | | | | | | | | |  | | | | | | |
| If *Yes* | | | Confirm that [CO113](http://forms.uct.ac.za/co113.xls) is attached, if more than one cost object\* | | | | | | | | | | | | | | | | | | | | | |  | |
| Fund description *(max 40 characters)*\* | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fund name *(max 20 characters)*\* | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is this an FDFP fund? \* | | | No | | | | | | | | | | | | |  | | | | Yes | | | | | |  | | | | *If Yes, fund name must start with “FDFP”, VAT must be 100%* | | | | | | | | | | | |
| Fund application\*  *(*as applicable) | | | GOB | | | | | | | | | | | | |  | | | | NON-GOB | | | | | |  | | | | RESEARCH | | | | | | | |  | | | |
| INV NO 1 (Endowment) | | | | | | | | | | | | |  | | | | INV NO 2 | | | | | |  | | | | INV NO 3 (Cash) | | | | | | | |  | | | |
| If investment fund, specify linked operating fund | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Completed by\* | | |  | | | | | | | | | | | | | | | | | | | | | Date\* | | | | | |  | | | | | | | | | | | |
| Authorised by fund holder (FH) | | | I have examined the above and accept accountability for all transactions on this fund. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FH Name\* | | |  | | | | | | | | | | | | | | | | | | | | | FH Signature \* | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B.\* *(Either section B1 OR B2 must completed by Faculty/PASS finance manager or nominee)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| eRA Project number *(if applicable)* | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Indicate which section you are completing (i.e. section B1 or section B2)**\*** | | | | | | | | | | | | | | | | | | Section B1 | | | | |  | | Section B2 | | | |  | | | |  | | | | | | | | |
| B1 – Select Standard Template\* (refer [page 2](#page2)) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Template: Research funds | | R1 | | | | |  | | | | If R1 is selected, then specify year-end rule fund\* | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| Template: Research funds | | R3 | | | | |  | | | | R4 | | | | |  | If R3 or R4 are selected, specify VAT indicator per eRA\* | | | | | | | | | | | | | | | | | | | |  | | | | |
| Template: Research funds | | R2 | | | | |  | | | | R5 | | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Template: GOB funds | | G1 | | | | |  | | | | G2 | | | | |  | If G1 or G2 are selected, specify year-end rule fund\* | | | | | | | | | | | | | | | | | |  | | | | | | |
| B2 – Select the appropriate fund attributes\* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fund type *(select one)* \* | COUNCIL | | | | | | |  | | | | COUNCIL-STUDENT/ STAFF HOUSING | | | | | | | | |  | | DESIGNATED | | | | |  | | | | | RELATED PARTY/NON-UCT | | | | | |  | | |
| Budget Structure Template (BST)\* |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VAT *(select one)\** | Exempt [E] | | | | | | | | |  | | | Vatable [V] | | | | | |  | | | Zero-rated (local) [Z] | | | | |  | | | | | Zero-rated (foreign) [F] | | | | | | | | |  |
| Input VAT claimable  (select one %) | 50% | | | |  | | | 100% | | | | |  | | | All vatable research funds will be 50% VAT claimable UNLESS specifically motivated & approved by Central Finance, via the appropriate Faculty/PASS finance manager.  Note: Approval must be attached to this form if 100% selected. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Maintain Balance (MB)*\** | YES | | | |  | | | NO | | | | |  | | | Revenue Increasing Budget (RIB) *\** | | | | | | | | | | | | | | | YES | | |  | | NO | | |  | | |
| Create Year-end rule *\** | YES | | | |  | | | NO | | | | |  | | | If yes, enter the Year-end rule fund*\** | | | | | | | | | | | | | | |  | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| C. Approval by Faculty/PASS finance manager or nominee | | | | |
| Approved by Faculty/PASS finance manager or nominee | Name*\** |  | | |
| Signature*\** |  | Date*\** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| D. Approval by Treasury (if an investment fund) | | | | |
| Approved by Treasury | Name |  | | |
| Signature |  | Date |  |

**LIST: STANDARD FUND TEMPLATES**

When completing [section B1](#sectionb1), refer to the details in the list of standard fund templates below, select one applicable template and specify the required information as indicated in the notes.

**Research**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Template** | **Nature of fund** | **Fund type** | **Maintain Balance (MB)** | **VAT** | **Budget Structure Template** | **Revenue Increasing Budget (RIB)** | **Year-end rule** | **Year-end rule fund** |
| R1 | Spend and Claim - NRF | Designated | On | Exempt | RSS-GENERIC-RESEARCH | Off | Yes | *To be specified* |
| R2 | Spend and Claim - MRC | Designated | On | Vatable – 50% | RSS-GENERIC-RESEARCH | Off | No | n/a |
| R3 | Spend and Claim - Other | Designated | On | Per eRA | RSS-GENERIC-RESEARCH | Off | No | n/a |
| R4 | Non-spend and claim | Designated | On | Per eRA | RSS-GENERIC-RESEARCH | On | No | n/a |
| R5 | University Research Committee (URC) | Designated | Off | Exempt | RSS-GENERIC-RESEARCH | Off | No | n/a |

**Note:**

* If R1 is selected the year-end rule fund **must** be specified.
* If R3 or R4 are selected the VAT indicator **must** be specified for each eRA project.

**GOB**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Template** | **Nature of fund** | **Fund type** | **Maintain Balance (MB)** | **VAT** | **Budget Structure Template** | **Revenue Increasing Budget (RIB)** | **Year-end rule** | **Year-end rule fund** |
| G1 | Departmental operating | Council | Off | Exempt | FND-DEPT-OPER-EXPS | Off | Yes | *To be specified* |
| G2 | Departmental salaries | Council | Off | Exempt | FND-DEPT-STAFF-COSTS | Off | Yes | *To be specified* |

**Note:**

* If either G1 or G2 is selected, then the year-end rule fund **must** be specified.