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| URC | | | | | HONORARY RESEARCH ASSOCIATE/AFFILIATE APPLICATION FORM - R&I29 | | | | | | | | | |
| INSTRUCTIONS | | | | | | | | | | | | | | |
| **When is this form used?**   * This form is used by departments when applying to appoint an Honorary Research Associate (HRA) and Honorary Research Affiliate (HRAf). It covers new and renewal applications. (See: [Application Process: HRA and HRAf](http://forms.uct.ac.za/application_process_hra_hraf.pdf))   **Where should this form be sent?**  Departments should send this form (in the order listed below):   * To Host ( HRAf only) * To the Head of Department for their endorsement; * To the Dean for their endorsement; and * To the Research Office for the approval of the URC Chair.   **When should this form be submitted?**   * When a department wishes to appoint an HRA/HRAf or renew an appointment   **What other documentation needs to be completed and included with this application?**  For all new and renewal applications, please include the following   * [Appointment form (HR100a)](http://forms.uct.ac.za/hr100a.docx) – signed by, HOD and the Dean of the Faculty; * [Personal Details form (HR101)](http://forms.uct.ac.za/hr101.docx) – attach a copy of the nominee’s identity document/passport with this form; * Disclosure form ([HR130](http://forms.uct.ac.za/hr130.docx)) – Higher Education Act, Council’s Policy, and Council’s Rules on Conflicts of Interest * Letter of motivation from the HOD; * Nominee’s Curriculum Vitae – publications and research record; * Copy of SA ID / Passport; * [Memorandum of Understanding between Host and HRAf (R&I34)](http://forms.uct.ac.za/ri34.docx) – HRAf only | | | | | | | | | | | | | | |
| APPLICANT/NOMINEE PARTICULARS | | | | | | | | | | | | | | |
| Title |  | First name |  | | | | | Surname | | |  | | | |
| Email address | | |  | | | | | **\***Current employer | | |  | | | |
| Host department | | |  | | | | | Host faculty | | |  | | | |
| Start date | | |  | | | | | End date |  | | | | | |
| Application  (please tick **🗸**) | | | New  HRA |  | | New  HRAf |  | Renewal  HRA |  | Renewal  HRAf | |  | Term  (if renewal) |  |
| **\***Employment status | | | Employed | | | |  | Self-employed | |  | | Unemployed | |  |

**\*** **Note:** Any affiliation (whether staff or student, including post-docs, registrars etc.) with another South African university will render an   
applicant ineligible.

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| RESEARCH ACTIVITY PLAN | | | |
| **Provide a brief summary of planned research activities and expected outputs** (add more rows as needed) | | | |
| Activity | | Outputs | |
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| **REQUIRED ATTACHMENTS** | | | |
| **The following documents must accompany all new and renewal applications:** | | | **🗸** |
| Curriculum vitae of nominee, including their publications and research record | | |  |
| Letter of motivation from the Head of Department (HOD) | | |  |
| Completed [HR100a](http://forms.uct.ac.za/hr100a.docx) (signed by HOD and Dean), | | |  |
| Completed [HR101](http://forms.uct.ac.za/hr101.docx) (signed by applicant), | | |  |
| Completed [HR130](http://forms.uct.ac.za/hr130.docx) (signed by applicant) | | |  |
| Completed [R&I34](http://forms.uct.ac.za/ri34.docx) (HRAf only; signed by applicant and Host) | | |  |
| Copy of SA ID / Passport | | |  |

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| APPLICATION APPROVED BY | | | | |
|  | Print name | Signature | Contact No. | Date |
| Host (HRAf only) |  |  |  |  |
| Head of Department |  |  |  |  |
| Dean |  |  |  |  |
| URC Chair  (Research Office to process) | Prof Sue Harrison |  | X 4021 |  |

**Note:** Please send complete application (including all requested documentation), to  
**Research Support Services: Allan Cormack House, 02 Rhodes Avenue, Mowbray, 7700** / **Email:** [researchfunding@uct.ac.za](mailto:researchfunding@uct.ac.za)