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| **URC** | MEMORANDUM OF UNDERSTANDING BETWEEN HOST AND HONORARY RESEARCH AFFILIATE - R&I34 |
| The Memorandum of Understanding acknowledges the upfront agreement between the Host and the Honorary Research Affiliate (HRAf). |
| **INSTRUCTIONS** |
| **When is this form used?*** This form is used when applying to appoint an 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?*** To appointed Host
* To Honorary Research Affiliate

**When should this form be submitted?*** When a department wishes to appoint an 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
* [Honorary Research Associate/Affiliate Application Form (R&I29)](http://forms.uct.ac.za/ri29.docx)
* Letter of motivation from the HOD
* Nominee’s Curriculum Vitae – publications and research record
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| 1. DETAILS OF HOST |
| First name |  | Last name |  |
| Title |  | Current post |  |
| Email |  | Contact number |  |
| Department |  | Faculty |  |
| Name of Research Grouping (if applicable) |  |
| 2. DETAILS OF HONORARY RESEARCH AFFILIATE |
| First name |  | Last name |  |
| Title |  | Gender | M |  | F |  |
| Highest qualification |  | Year obtained |  |
| Nationality | South African citizen |  | Foreign |  |
| If South African (tick appropriate box) | African |  | Coloured |  | Indian |  | Chinese |  | White |  |
| Appointment | Start date |  | End date |  |
| Application | New |  | Renewal |  |
| **ObjectivesNote:** A statement of objectives will not bind you to the agreement, but can assist to develop a publication trajectory over the next three-year period |
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| 3. SIGNATURE OF AGREEMENT |
| 1. To agree that the Host is responsible for the conduct of the research performed by the Honorary Research Affiliate
2. To agree that the Host will review the publications produced by the Honorary Research Affiliate before it is submitted for publication
3. To agree that the Honorary Research Affiliate will state UCT affiliation on accredited publications
4. If, for whatever reasons, we wish to withdraw our participation from this agreement, the Research Office will be notified immediately
5. We agree that if a Host resigns/retires from the institution, and if the Host-Honorary Research Affiliate relationship cannot be transferred to another suitable academic, the appointment will be terminated
6. To agree to a three-year appointment, and that renewal will be based on a sustained publication track record and sustained relationship with the Host
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| **Comments** |
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| **Endorsed by** | Print Name | Signature  | Date |
| Host |  |  |  |
| Honorary Research Affiliate |  |  |  |