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| **URC** | CREATIVE WORKS AWARD & MERITORIOUS CREATIVE WORKS PRIZEAPPLICATION FORM - R&I31 |
| APPLICATION FOR THE 2024 CREATIVE WORKS AWARD & MERITORIOUS CREATIVE WORKS PRIZE**Deadlines for submission of nominations to the Research Office:** Monday, 15 April 2024.**Purpose:**To reward the production of outstanding and/or influential creative works (artworks, performances, productions, compositions, architectural design) by current employees of the University, and thereby to encourage creativity and scholarship.**Value**The Creative Works Award carries a purse of R 30 000; Up to two Meritorious Creative Works Prizes of R15 000, each may be awarded.**Eligibility criteria:**To be considered for the Creative Works Award or Meritorious Prize:* The applicant/nominee must be a current, full-time employee of UCT. Part-time staff are eligible, provided that the nominee is permanently appointed, and employed to work at least 50% of the full-time working hours requirement. Emeritus staff do not qualify.
* The creative work nominated must have been substantially completed during the applicant’s permanent employment at the University.
* The creative work must have been produced within the last five years.
* In the case of jointly produced works where non-UCT persons are involved, the UCT person should have made the most significant contribution to the work. Evidence of this must be supplied with the nomination.

**Nomination process:*** Eligible staff may nominate their own work.
* Nominations need not be endorsed by the person who produced the creative work, although this is preferred.
* Creative works previously nominated (except winners) may be re-nominated.

Each nomination must be seconded and should include the following:* A letter of nomination stating comprehensively why the nominator is recommending the creative work for this award. The Committee relies heavily on the nomination letter as the starting point for evaluating the creative work, so it should be aimed at assisting the Committee in determining the exceptional merits of the work.
* A copy of, or supporting portfolio for, the creative work (as appropriate); as well as
* Substantive published peer reviews or information regarding public response to the work must be attached to the creative work. The impact of the creative work is one of the means by which its excellence will be assessed. The Committee depends to a great extent in its decision-making process on peer reviews of the work nominated, written by serious scholars or creative workers of repute. The availability of such reviews will assist greatly in the Committee’s work. Where the work nominated is a performance or an exhibition that lies in the past, the Committee will have to rely on such a supporting portfolio to an even greater extent than if it was still able to be viewed by its members.

**Submission requirements:**Completed nominations must be e-mailed to researchfunding@uct.ac.za. Where electronic copies are not possible, hard copies can be submitted to the Research Support Services Cluster (for attention: Zam Ndzotyana), Research Office, 2 Rhodes Avenue, Mowbray on or before the deadline **(Monday, 15 April 2024)**. |

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| **1. Details of Nominated Work** |
| Title of creative work |  |
| Type of creative work  |  |
| Brief description of creative work |  |
| If you are not the sole creator of the work, please indicate here:1. Your role in the project/collaboration.
2. The names and roles of significant contributors to / participants in the work.
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| 2. Details of Nominee |
| Title, Name & Surname |  |
| E-mail address(es) |  | Contact number(s) |  |
| Department |  | Faculty |  |
| Present position |  | UCT appointment date |  |
| Employment status |  |

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| 3. Details of Nominator (if not the same as the nominee) |
| Title, Name & Surname |  |
| E-mail address(es) |  | Contact number(s) |  |
| Department |  | Faculty |  |
| Present position |  |

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| 4. Details of Seconder |
| Title, Name & Surname |  |
| E-mail address(es) |  | Contact number(s) |  |
| Department |  | Faculty |  |
| Present position |  |
| Reason for seconding nomination |  |

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| 5. Application checklist for nominator |
| Have you attended to/included the following: | Please tick (✓) |
| A letter of nomination stating comprehensively why the creative work is being nominated for the award. |  |
| A copy of, or supporting portfolio for, the creative work. Please provide electronic copies/ audio/audio-visual recordings (as appropriate). |  |
| Substantive **published** peer reviews or information regarding public response to the work. |  |