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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 |  | RenewalHRA |  | RenewalHRAf |  | 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