CAPE HIGHER EDUCATION CONSORTIUM (CHEC)
AND CITY OF CAPE TOWN (CCT) COLLABORATION

CHEC-CCT JOINT RESEARCH PROGRAMME 2023
INSTITUTIONAL AND MULTI-INSTITUTIONAL PROJECTS

CALL FOR PROPOSALS 2023

1.   INTRODUCTION

This call for proposals is grounded in a Collaboration Protocol between City of Cape Town and the Cape Higher Education Consortium (view the collaboration protocol on the CHEC website (http://www.chec.ac.za). The purpose of the collaboration, as stated in the Protocol, is for the City and the four universities in Cape Town to work together towards:

- "Achieving growth and development related to social, economic and environmental goals within the City's areas of jurisdiction and to realize the full potential of the City;
- Building a more skilled and skillful citizenry, equipped to contribute effectively to the development of our democracy and the growth of the economy;
- Supporting the achievement of the City's short, medium and long-term strategic objectives and long-term vision of a high skilled, innovation-driven, resource efficient, connected, high opportunity and collaborative society;
- Developing a plan to address the mutually agreed strategic objectives;
- Strengthening the contribution of higher education to the development of the City of Cape Town."

The CHEC-CCT Standing Committee, comprising representatives of the universities and the CCT, is responsible for coordinating the implementation of the Protocol through a Plan of Action (PoA). One of the key focus areas has been a joint research programme.

In taking forward this aspect of its work, the Standing Committee invites university researchers to submit proposals in line with the over-arching thematic area of local responsiveness for a better future.

2.   LOCAL RESPONSIVENESS FOR A BETTER FUTURE

CHEC and the CCT recognise that the theme of building *local responsivess for a better future* is a important fiven the range of challenges faced by Cape Towns residents, businesses and organisaitons, including the City of Cape Town. This research call encourages researchers to consider how their own research interests align with and could contribute to building more positive futures of all in Cape Town.

The following sub-themes have been identified by the Standing Committee as those of mutual interest.

It should be noted that it is hoped that up to one-third of the awards made this year will be in support of projects related to the sub-theme of; however, the intersections between this and other sub-themes are also recognised. (It is strongly suggested that applicants read the Integrated Development Plan 2022-2027 prior to developing their proposals –

- Economic Growth and Development – Employment (including employability); Ease of Doing Business; Entrepreneurship; Innovation and Design; Informal Economy; Poverty and Inequality (including inclusion)

- Infrastructure, New Technologies and Sustainability – Infrastructure; Water including water quality; Sanitation; New technologies e.g. green technology and machine learning and processing (including AI) in a municipal service delivery context; Energy including renewable and alternative energy; Transport; Connectivity; Disaster Risk Management; Climate Change; Spatial patterns and enablement; Preparing for Cape Town of the future (2050)

- Healthy Communities – Safety (including resilience and impacts of urban disasters or changes including fires); Trauma and Violence (including gangsterism, gender-based violence, violence against children and vulnerable groups); Substance Abuse; Informality (including, from the community perspective – the multifaceted aspects of urban informal activity, informal enterprises and informal settlement); Skills development; Inclusion; Healthy Lifestyles, Wellness, well-being; Community Resilience, Pathways for engagement (including for deepening community resilience)

- Youth (18 – 35-year old age groups) – Sport and Recreation; Peace and Security; Education and skills development; Youth Identity and Inclusion; Youth Unemployment; Youth at Risk (including youth vulnerability, especially mental well-being)

- Citizenship and Democracy – This theme has a specific focus on how CCT and the universities can support each other through enhancing approaches, methods, tools and dialogue in working with and for citizens of Cape Town in the areas of: Engagement; Leadership; Social cohesion and integration; Active citizenship: Citizen generated data and Citizen science, Civic Technology;

Project leaders are urged to ensure that project questions, objectives, findings and outcomes speak to the over-arching theme when completing the application form.

3.   CRITERIA / REQUIREMENTS FOR APPLICATIONS

In addition to assessing the extent to which the research proposals respond to the theme of local responsiveness for a better future, the review and selection panels will take into the account the following additional criteria:

1.   Given that a key purpose of the CHEC/CCT annual research programme is to stimulate research that supports the CCT's development goals, **researchers need to indicate how the anticipated project results could be used to inform policy and/or practice**. Review panels will give attention to the forms of **evidence and arguments that researchers** will use and whether these might be used strategically and/or in terms of implementation.

It is important, therefore, that researchers indicate how their proposed projects will make a contribution in this regard. For example, whether the project will address gaps in the existing body of knowledge (i.e. by developing new knowledge), through the development of new strategies, programmes or interventions, or whether the work undertaken will test / evaluate / benchmark existing strategies, programmes or

interventions. Project recommendations made could also refer to existing and future curricula and short courses required for building capacity in the City.

In summarizing the above, research questions and project results should be **solution-focused** and take into account the need for the City to increase **efficiencies** while enhancing **service to citizens**.

2.   The review panels will give close attention to **approaches and methodologies that ensure that communities are engaged**. For example, the proposed research design could include methods that will raise awareness of an issue in a selected community (i.e. using online focus groups), or those that directly involve communities in developing and/or testing solutions to such issues. A strong rationale for the approach and methods to be used is required.

3.   The Standing Committee encourages submissions that are **inter-institutional** (i.e. include more than one university) and **interdisciplinary** (i.e. include researchers from more than one discipline).

4.   In addition to the above and in line with the goals of building the partnership, every application must include **an identified CCT staff member(s) as a reference person or partner**. This requirement ensures alignment between the research undertaken and City's objectives and enhances the relevance and potential uptake of the results and recommendations.

In the absence of existing linkages, the Standing Committee will assist in facilitating connections between university and CCT Departments and staff. (See further details below.)

Since the nature of the project partnerships may vary, the application form provides for an indication of both the partner / reference person and their roles in the partnership.

5.   ALLOCATION OF FUNDING AND TYPES OF PROJECTS

A total of R 270 000 has been allocated to the research programme for 2023.

This amount will be used to provide funding to single institutional and / or multi-institutional projects (i.e. where there is more than one university working on the study).

In the past, project allocations have ranged between R 50 000 and R 100 000. Once again, these figures should be used as a guide in developing realistic budgets. It is possible that multi-institutional projects may require additional funding.

Given the tight timeframe of this programme, it is important that project leaders give careful consideration to the timelines their work will require. For example, where delays in getting ethical clearance and / or in following institutional procurement processes are anticipated, it may be better to complete these processes before applying for this funding.

6.   GUIDELINES FOR THE COMPLETION OF THE APPLICATION FORMS

Appendix 1 contains the application forms, the first for single institutional projects and the second for multi-institutional projects.

Please note that all sections of the forms need to be completed and that the submissions **should not exceed 5 pages**.

These forms provide for the following information:
- Researchers' details (name, university, contact details)
- Details of the project partner(s) / reference person(s) in the City of Cape Town
- Thematic area in which the project falls (tick relevant box)
- Title of the research project
- Background to the research project (rationale, motivation and explanation of how the project aligns with the call and its requirements)
- Project objectives
- Methods and activities
- Envisaged outputs and outcomes
- Roles of researchers and project partners
- Timeframe and work plan
- Ethical clearance plans
- A realistic budget (see note below)

PLEASE NOTE THE FOLLOWING:

Details of researchers:
1. The details of all researchers and their envisaged roles in the project must be clearly indicated.

Project deliverables and timelines
2. These should be achievable and aligned with the timelines of the Research Programme (see below).

Budget issues
3. The proposed budget needs to be detailed, realistic and directly linked to the project activities and outcomes / outputs. The budget must also take into consideration and include any requirements to comply with any Covid-19 protocols. The costs of salaries, equipment and travel beyond the Western Cape cannot be funded.

4. The Research Programme funding may not be used for the following:
a) payment of staff on the establishment of the universities (i.e. those who already receive salaries from their universities). Exceptions could be made, however, for researchers who are on 'soft funding' (i.e. those whose salaries are not paid by their university).
b) student bursaries; however, students involved in the project activities may be paid stipends.
c) university levies
d) costs of financial reports: these costs should be covered by the universities' own financial reporting systems and processes.
e) costs of accessing existing data through the City of Cape Town.

In addition, please note:
5. Any additional funding received and / or expected from other sources (e.g. the NRF) should be declared fully on the application form.
6. The funding is to cover the running costs of the proposed project and should be considered as a "once-off" payment: researchers should be aware that there should be no expectation of further funding for the continuation of projects.
7. Researchers should aim to spend all their project funding and therefore the budget should be prepared accordingly.

8. Project funding and financial reports are to be kept. Information on budget spend and associated records will need to be provided when requested and with the financial report at the conclusion of the research.
9. All equipment bought by the researchers using funding from the Research Programme will be considered to be the respective university's property to be kept by the university for use in on-going research activities.

Intellectual Property
10. Intellectual property (IP) matters will be guided by the respective university's IP approach and guidelines. Any IP which is anticipated will be developed during the course of the projects should be identified and clarified upfront by the researchers, including the team members' roles and responsibilities in relation to potential IP elements involved, and CHEC and CCT informed.
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Details of CCT partners / reference persons
11. For both single institutional and multi-institutional project proposals, where necessary, requests to the Standing Committee to assist with facilitating connections between university and CCT Departments and staff **should be sent to** Debbie@chec.ac.za **as soon as possible**. These requests should include a short paragraph outlining the project focus and the likely role for the City partner. The period for this facilitation and engagement will start from the date of issue of this call and close on **Friday 14 July 2023**.

7.   SELECTION PROCESS, CRITERIA AND TIMELINES

The lead researcher should submit the completed application form to the institutional representatives (see below) by **Friday 28 July 2023**.

CPUT – Dina Burger (burgerd@cput.ac.za)

SU – Mawethu Nyakatya (nyakatya@sun.ac.za)

UCT – Sonwabo Ngcelwane (sonwabo.ngcelwane@uct.ac.za)

UWC – Elizabeth Archer (earcher@uwc.ac.za)

A two-stage process will follow. The university representatives along with their colleagues will foreground the following criteria in selecting applications to be sent to the Standing Committee:
- alignment of the application with the objectives of the Research Programme and its themes and the work of the City
- quality of the application
- viability of the proposed approach, methods and timeframes and alignment with objectives, outputs and outcomes.

Selected proposals will be submitted to the City of Cape Town for further review on **Monday 7 August 2023**. Any questions related to these proposals may be addressed either in writing or in an online panel discussion to be held on **Wednesday 16 August 2023**.

All applicants will be notified of the outcome following this meeting.

8. THE REPORTING PROCESS

In line with the reporting requirements of CHEC and the City of Cape Town, two formal reports will be required from the research programme's successful recipients:

8.1 An interim report – Friday 15 December 2023

The interim report should describe the activities completed in line with those listed in the application and the project plan, and the details of the budget utilised to date. Wherever possible, outcomes / outputs achieved by this date should be included. The report should also outline the activities to be completed and the anticipated budget spend before the final report is submitted.

8.2 A final report – Friday 30 August 2024

The most critical section of the final report will be the findings, conclusions and recommendations. These should indicate the value of the project both to knowledge generation in universities and the work of the City of Cape Town.

It would be useful if project leaders could also include information on seminars, conference presentations and / or journal articles to which this project may have contributed.

A financial report is also required. This should reflect in detail the actual spend against the budget included in the application.