



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Department of Research and Innovation Support

2017-2018 DST-NRF INTERNSHIP WORK PLAN: RESEARCH ADMINISTRATIVE SUPPORT

KEY PERFORMANCE AREAS	PERFORMANCE INDICATORS
Manage Research Africa platform	<ol style="list-style-type: none">1. Register new users2. Track and report on specific users3. Track and report general database usage4. Follow up on Expressions of Interest5. Set and send funding alerts6. Update annotations with institutional deadlines7. Host/ arrange training sessions on how to use the database on different campuses8. Consult individual researchers to familiarise them with the database features and to identify suitable funding opportunities9. Regularly interact and maintain professional relationship with database representatives10. Prepare guides/ podcasts/ videos on specific database features
Maintain Kendy listserv	<ol style="list-style-type: none">1. Register users on Kendy listservs2. Delete users on Kendy listservs
Maintain Research Grants Management website	<ol style="list-style-type: none">1. Regularly update the Research Grants Management website
Assist with pre-award support services	<ol style="list-style-type: none">1. Upload funding opportunities to the Research Funding Bulletin/ Pre-Award PeopleSoft system2. Assist Research Administrator: Pre-Awards/ researchers to collect and verify documents for grant applications

	<ol style="list-style-type: none"> 3. Assist Research Administrator: Pre-Awards/ researchers to collect and verify documents for prizes and awards 4. Upload documents such as application forms, budgets, etc. to Research Grants Management collaboration space 5. Manage the NRF Sabbatical Grant application process (i.e. institutional nomination, training, internal review panel and applications) under the mentorship of the Research Administrator: Pre-Awards 6. Assist to transfer existing data to the new Pre-Award PeopleSoft system
Assist with Post-award support services	<ol style="list-style-type: none"> 1. Assist to maintain the grant award notification system 2. Assist to transfer existing data to the P-GAMA system 3. Send report/ invoice reminders to researchers 4. Update Research Grants Management Collaboration space with grant agreements and other relevant documentation 5. Manage the NRF Sabbatical Grant acceptance and management process (i.e. accepting grant, claiming funds, ensure reports are completed on time) under the mentorship of the Research Administrator: Post-Awards 6. Assist the Research Administrator: Post-Awards/ researchers to obtain cost centre numbers 7. Support the Research Grants Manager /Research Administrator: Post-Awards with institutional audits
Professional development	<ol style="list-style-type: none"> 1. Attend UP Groupwise training 2. Attend UP Website training 3. Attend UP Time management training 4. Attend all NRF training 5. Attend SARIMA conference (depends on funding)

