



science  
& technology

Department:  
Science and Technology  
REPUBLIC OF SOUTH AFRICA



## Science Platform Months 2007 Submission Form<sup>1</sup>

Please complete all fields of this form, stating N/A where appropriate.

### Project Proposal Details

PLATFORM MONTH (TICK ONE)	ANTARCTICA	BIOSCIENCES	AFRICAN ORIGINS	ASTRONOMY
PROJECT TITLE				
PROJECT SUMMARY (MAXIMUM 400 WORDS) Please provide additional information on a separate page, if necessary.				

<sup>1</sup> For SAASTA office use only

Programme:	SAASTA Ref Number:	Closing Date:
------------	--------------------	---------------

<b>PROJECT DURATION (IN WEEKS/MONTHS)</b>		
<b>STARTING DATE</b>		
<b>PROJECT LOCATION</b>		
<b>TOTAL GRANT APPLIED FOR (R)</b>		
<b>OBJECTIVES</b> Please be very specific.		
<b>TARGET POPULATION &amp; EXPECTED SIZES<sup>2</sup></b>	<b>TARGET POPULATION</b>	<b>SIZE</b>
<b>PROJECT IMPLEMENTATION PLAN</b> Please provide details and if you require more space, use a separate page.	<b>DATE</b>	<b>ACTIVITY</b>

---

<sup>2</sup> **Target population:** Including cultural groups reached in which language, geographical coverage, quantitative date (total audience numbers, performances etc)

<b>WILL THE PROJECT GENERATE INCOME, AND IF YES, HOW WITH THIS INCOME BE USED IN THE PROJECT?</b>		
<b>INDICATE SPECIFIC WAYS USED TO MEASURE PROJECT SUCCESS (DIRECTLY OR INDIRECTLY THROUGH INDICATORS)<sup>3</sup></b>		
<b>IS THIS PROJECT AN EXTENSION OF ANOTHER PROJECT? (TICK ONE)</b>	<b>YES</b>	<b>NO</b>
<b>IF SO, WAS THAT PROJECT EVALUATED? (TICK ONE)</b>	<b>YES</b>	<b>NO</b>
<b>IF YES, PLEASE GIVE SPECIFICS</b>	<b>PROJECT EVALUATED BY</b>	<b>GENERAL OUTCOME (+VE OR -VE)</b>

<sup>3</sup> **Project indicators:** Both quantitative and qualitative

--	--	--

**Contact details of Project Leader**

<b>SURNAME &amp; TITLE</b>		
<b>FULL NAMES</b>		
<b>NATIONALITY</b>		
<b>DATE OF BIRTH</b>		
<b>IDENTITY NUMBER</b>		
<b>NAME OF ORGANISATION</b>		
<b>TYPE OF ORGANISATION</b>		
<b>ORGANISATION REFERENCE NUMBER</b>		
<b>STREET ADDRESS OF ORGANISATION</b>		
<b>MAILING ADDRESS OF ORGANISATION</b>		
<b>ORGANISATION TELEPHONE NUMBER</b>		
<b>ORGANISATION FAX NUMBER</b>		
<b>CELLPHONE</b>		
<b>EMAIL</b>		
<b>PREVIOUS SIMILAR PROJECTS UNDERTAKEN BY PROJECT LEADER/IMPLEMENTING ORGANISATION</b>	<b>PROJECT</b>	<b>DATES UNDERTAKEN</b>

<b>POSITION HELD BY &amp; DEPARTMENT OF PROJECT LEADER</b>	
--	--

### Abbreviated CV of Project Leader

<b>SUMMARY OF ACADEMIC QUALIFICATIONS</b>	
<b>SUMMARY OF RELEVANT EXPERIENCE</b>	
<b>BRIEF CAREER HISTORY</b>	
<b>RECENT PUBLICATIONS</b>	

### General Project Administration Information

<b>AUTHORISED SIGNATORY FOR ORGANISATION</b>	<b>NAME</b>	<b>POSITION</b>
<b>NAME/DESIGNATION OF PROJECT FINANCIAL ADMINISTRATOR</b>	<b>NAME</b>	<b>POSITION</b>
<b>ALTERNATIVE CONTACT PERSON IF PROJECT LEADER IS UNABLE TO COMPLETE OBLIGATIONS</b>	<b>NAME</b>	<b>POSITION</b>
<b>PROPOSED TEAM MEMBERS</b>	<b>NAME</b>	<b>POSITION</b>

<b>ORGANISATIONS VAT REGISTRATION NUMBER</b>		
<b>BANK DETAILS</b> Name of account holder Type of account Name of Bank Branch Bank Branch Code Bank Account Number		

### Project Budget

**Budgets that include VAT must be submitted in the range of R20,000 – R40,000.** Please provide full details of all expected costs of the project as outlined in the table below and refer to footnote regarding capital equipment<sup>4</sup>.

Item	Cost (Rand)
Professional costs (staff costs) <sup>5</sup>	
Travel & Subsistence <sup>6</sup>	
Consumables	
Event costs	
Production & printing	
Distribution	
Administrative and support costs <sup>7</sup>	
Others....	
<b>Total Cost</b>	
<b>Other funding sources (source &amp; purpose)</b>	
<b>Amount requested from SAASTA</b>	

<sup>4</sup> **Capital equipment:** SAASTA does not fund the purchase of fixed assets. However, specialized equipment can be motivated if there is clear relevance to the project, together with details of how/where this equipment will be used after the completion of the project.

<sup>5</sup> **Professional costs:** insert definition.

<sup>6</sup> **Travel and subsistence rates:** Rates used must adhere to NRF policies, specifically:

- Accommodation costs limited to a maximum of R500 per night;
- Daily allowance/subsistence costs of R120 for full 24 hours away or R5 per hour for incomplete day up to a maximum of R120 per day;
- Maximum rates for use of privately owned motor vehicles are: 150 cents for 0-1300 engines; 200 cents for 1301-1800 engines and 250 cents for 1801+ engines.

<sup>7</sup> **Administrative and Support Costs:** insert definition

## Organisation profile

<b>NO OF EMPLOYEES</b>		
<b>ORGANISATION MANAGEMENT</b> (E.G. CEO, Director, HOD, partners etc)	<b>NAME</b>	<b>POSITION</b>
<b>NATURE OF CORE BUSINESS</b>		
<b>INDICATE FINANCIAL CONTROLS IN PLACE</b>		
<b>DATE OF LAST AUDITED ANNUAL FINANCIAL STATEMENTS</b>		
<b>NAME &amp; ADDRESS OF AUDITORS</b>		

## Referees

Please provide the names and contact details of two reputable persons who can attest to the quality of your work.

Name	Organisation & designation	Telephone	Email

## Submission of Proposals

Applications must be submitted by the following deadline dates:

**Antarctica Month**

Deadline for submission of proposals - close of business, **31 January 2007**.

Submissions received after this date will not be considered.

**Biosciences Month**

Deadline for submission of proposals - close of business, **14 February 2007**.

Submissions received after this date will not be considered.

**African Origins Month**

Deadline for submission of proposals - close of business, **28 February 2007**.

Submissions received after this date will not be considered.

**Astronomy Month**

Deadline for submission of proposals - close of business, **14 March 2007**.

Submissions received after this date will not be considered.

**All applicants will receive feedback regarding the selection committee's decision**

Please fax your submission form to 012 320 7803 or email to [scienceplatforms@saasta.ac.za](mailto:scienceplatforms@saasta.ac.za), completed online ([www.saasta.ac.za](http://www.saasta.ac.za)) or mailed to:

**Mail deliveries:**

Daphne Lekgwathi, Project Officer  
SAASTA  
PO BOX 1758  
PRETORIA  
0001

**Hand deliveries:**

Daphne Lekgwathi, Project Officer  
Didacta Building  
211 Skinner Street  
Pretoria

For further enquiries, please visit [www.saasta.ac.za](http://www.saasta.ac.za) or refer to the Call and Terms of Reference.