

CAPACITY DEVELOPMENT AT SCIENCE CENTRES 2022

GRANT CALL FOR PROPOSALS TO SOUTH AFRICAN PUBLIC UNIVERSITIES

**TO TRAIN SCIENCE CENTRE PERSONNEL ON CAREER AWARENESS DEVELOPMENT
COURSE**

by the

South African Agency for Science and Technology Advancement (SAASTA)

For the

Name of University:	
Contact Person:	
Contact telephone number:	
Alternate Contact Person:	
Contact telephone number:	
Please note that this call is only for universities	

Grant number:	NRF-SAASTA CDSC 2022	
Closing date:	11 March 2022	
All proposals must be emailed to CDSCgrants@saasta.ac.za		
<u>Proposals submitted in any other format AND after the set deadline will be disqualified.</u>		
Technical enquiries may be directed in writing to:		Grants management enquiries may be directed in writing to:
Section	Project content enquiries	Grants process enquiries
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CDSC SCIENCE ENGAGEMENT FUNDING

INTRODUCTION TO THE NRF

The National Research Foundation Amendment Act 19 of 2018 establishes the National Research Foundation (“NRF”) as the juristic entity that makes this Grant Call for Proposals and will enter into a contract with the awarded Grant Holder.

INTRODUCTION TO SAASTA

The South African Agency for Science and Technology Advancement (SAASTA), a business unit of the National Research Foundation (NRF) is the national coordinator of science engagement programmes of the Department of Science and Innovation (DSI). The DSI, through the science engagement programmes, seeks to create a society that is knowledgeable about science issues, able to form their own opinion and scientifically literate. The Department believes that the envisaged society will be realised through a set of initiatives in the implementation of its Science Engagement Strategy (SES), of which the DSI-led cross-sectoral integrated science engagement initiatives are among them.

INTRODUCTION TO THE PROJECT

NRF-SAASTA and DSI identified universities as strategic partners in the provision of science engagement capacity and content specialists in the country. A funding instrument has been created to cater for the support by DSI for these institutions to develop capacity in Science Centres called Capacity Development of Science Centres (CDSC).

Universities’ expertise provides essential support towards the implementation of science engagement programmes through the science centres by capacitating science centres to do their work well.

UNIVERSITIES WITHIN OUR CONTEXT

South Africa’s 26 public universities are all members of *Universities South Africa (USAf)*. They are located within all nine provinces of South Africa. NRF-SAASTA and DSI identified them as institutions with the ability to help build capacity in science centers that implement the science engagement programmes, addressing the following objectives of the network of science centres:

- Promotion of science and technology literacy among youth and the general public;
- Enhancement of learner participation and performance in STEM;
- Promotion of STEM career education; and
- Identification and nurturing of youth talent and potential in STEM.

CONTEXT OF THIS CALL

This Call for Proposals is only for public universities in South Africa as approved in the Science Engagement Grant Management Framework (SEGMF). The call is meant to provide funding to universities that can train science centre personnel in an accredited Career Awareness Development Course.

TARGET INSTITUTIONS

All South African universities accredited to and aligned to government's public support can apply to provide the **Career Awareness Development Course**. The university must be accredited to offer the course and the course must be accredited as well.

ELIGIBILITY AND DELIVERY MODE

The DSI intends to create an enabling environment for science centres in the network to function optimally and provide career awareness to its target audiences.

The following key points will inform the implementation of the programmes.

1.1.1. Delivery of Career Awareness Development Course

The university must have the capacity and expertise to provide the Career Awareness Development Course. The university will also be responsible to provide the necessary resources for the course to the science center personnel.

1.1.2. Eligibility of a university to form part of the panel

The university must be in South Africa and recognized by the South African government. It must be properly registered with the Higher Education department.

1.1.3. Target Reach and Service Offering

The university must have the capacity to train a minimum of ten (10) science center personnel at a time. It must demonstrate the ability to provide an accredited Career Awareness Development Course relevant to science centre personnel. The institution must bear in mind that science centre personnel conduct career awareness to the South African youth, in school and out of school.

The following considerations should inform the Terms of Reference (ToR) to be developed for CDSC 2022:

The appointed university should train Career Development Information Officers (CDIO) that will:

- Provide individuals and groups with information about careers;
- Provide skills to the public to choose career paths and empower them to make informed career related decisions
- Provide skills to maintain the career awareness programme through administrative and networking functions, to ensure efficient and effective career development information services

CANCELATION OF THIS CALL PRIOR TO AWARD

NRF reserves the right to cancel the award prior to issuing the funding letter and signing the contract form.

CONTRACT PERIOD

The contract period for the implementation of the CDSC 2022 commences from the date that both parties sign the contract, terminating at end of the funded project.

IMPLEMENTATION APPROACH

The university must:

- Ensure that the delivery of the course is professionally done.
- The venue/platform used must be accessible, safe and comply with the standard safety and security requirements especially focusing on the COVID-19 protocols.
- Take consideration of the current pandemic situation on the approach that it is proposing to undertake.

REPORTING CONDITIONS

University agree to the following:

- Report to NRF-SAASTA on students who qualified and received certificates.
- Students who are in need of extra assistance to complete their courses.
- Submit financial reports together with all requested documentation (e.g. invoice and proof of participation of students) after the project rollout.
- Address any request for additional information or documents required by NRF-SAASTA and reply within **one week** of receiving a query from NRF-SAASTA.
- Adherence to the conditions of their accreditation/registration.

GRANT HOLDER SELECTION PROCESS

Stage 1 – Compliance to submission requirements (MANDATORY)

DESCRIPTION	YES/NO
The applicant is a South African public university	

NB: If the response above is **YES**, the organization will go through to Stage 2 of the evaluation. If **NO**, the panel will not consider the proposal for further evaluations.

Stage 2 – Evaluation of Proposals against Requirements of the Call

NRF-SAASTA reserves the right to communicate recommendations/queries and the right to request the grant holder (university) to provide a revision of their original proposal in terms of such recommendations/queries and for this revision to be returned to NRF-SAASTA as per the instructed deadline provided in the feedback.

Stage 3 – Funding Award and Contract Signing

Grant holders (university) who passes through the above stages will be approved and provided with:

- Letter of Award and
- NRF-SAASTA will enter into a grant-funding contract with them.

GRANT HOLDER'S RETURNABLE DOCUMENTS CHECKLIST		
Detail of document	Required	Tick where applicable
Grant Call and Proposal Submission Form	COMPULSORY	
Funding request template (Budget)	COMPULSORY	
Proposed career course for a <i>Career Development Information Officer</i> , including the delivery mode	COMPULSORY	

Document description (please choose YES or NO)	YES	NO
Does the proposed course respond and align to the Promotion of STEM career education;		
Is the delivery mode of the course clearly articulated, e.g. online, face-to-face, blended learning, etc?		

ANNEXURE A: PROPOSAL APPLICATION AND SUBMISSION FORM

CAPACITY DEVELOPMENT IN SCIENCE CENTRES (by universities)

Please complete all fields of this form, stating N/A (not applicable) where appropriate. Additional information may be provided at the end of the document.

SECTION A: UNIVERSITY PROFILE

University's Background Information			
Name of university			
Province where the university is located			
District Municipality where the university is located			
Physical Address for courier purposes (Please complete if different from the Project Leader)			
University's Contact Details (Please supply both landline and Cellular Number)			
University's e-mail address			
Alternative contact person in case the project leader is unable to complete his/her obligations:			
Name and Surname		Position	

General Project Administration Information			
Authorised Signatory for Organization / Institution	Name	Email Address	Position
Name and designation of Project Financial Administrator	Name	Email Address	Position
Email Address		Contact Numbers	
University's Banking Details – these details must be the same as the CSD report			
CSD reference number (MAAA...)			

Name of account holder			
Type of account			
Name of Bank			
Bank Branch Code			
Bank Account Number			
University's Career Development Course Profile			
Number of Employees providing the course			
University department's management (Example: CEO, Director, HOD, collaborates etc.)	Name	Position	
Details of the delivery of the course, e.g. face-to-face, online, blended etc.			
Details of Project Leader			
Title			
Full Names and Surname			
Nationality			
Identity Number			
Current Position in the university			
Contact Number (Landline and Cellular Phone)	Landline:		Cell:
E-mail Address			
Alternate E-mail Address			
Physical Address			
Number of team members assisting in the proposed project			

State in detail, a contingency plan to ensure successful implementation of the course should unforeseen circumstances e.g. strikes, power outages, some staff related issues, etc., occur.

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FUNDING REQUEST FOR CDSC 2022

Reasoning for costing each line item separately and guidelines for completing the budget:

- Extensive detail should be provided per line item to explain reasonability of costs and to provide a clear indication on how the total amount per line item had been calculated.
- All descriptions must clearly indicate how the costings were calculated.
- Ensure all calculations are included in the final amount and that the total amount is accurate.
- Feel free to contact the CDSC Team at NRF-SAASTA if you are unsure where a line item belongs.

BUDGET SUBMISSION REQUIREMENTS

1. Calculations must be detailed.
2. **Commitment of funding to the Contract:** The NRF, when issuing the written and approved Letter of Award under the contract guarantees that the funding is available to the value in the contract.
3. Budget proposed In terms of the contract should be in South African Rands
4. ***Prices and items in the proposal should be fully inclusive of all costs including VAT.***

I confirm that I have satisfied myself as to the correctness and validity of my proposal in response to this grant Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the grant Invitation; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this grant Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.

I declare that I have had no participation in any collusive practices with any Potential grant holder or any other person regarding this or any other Proposal.

I certify that the information furnished in these declarations is correct and I accept that the NRF-SAASTA may reject the Proposal or act against me should these declarations prove to be false.

I confirm that I am duly authorized to sign this proposal response.

NAME (PRINT)	
CAPACITY	
SIGNATURE	
DATE	