

**CoE-MaSS POST-EVENT/PROJECT REPORT**

*Please complete all sections of this report in full.*

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| **CoE-MaSS REFERENCE NUMBER: 202\_\_-0\_\_\_-\_\_\_\_-\_\_\_\_\_\_****CONFERENCE/WORKSHOP/EVENT/PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****1. CoE-MaSS CATEGORIES** |
| CoE-MaSS Node Name  |  |
| CoE-MaSS Focus Area(s)  |  |
| **2. APPLICANT/PRIMARY INVESTIGATOR INFORMATION** |
| Applicant/Primary Investigator Title |  |
| Applicant/Primary Investigator Name |  |
| Applicant/Primary Investigator Surname |  |
| Applicant/Primary Investigator Email Address |  |
| Applicant/Primary Investigator Phone Number |  |
| **3. CONFERENCE/WORKSHOP/EVENT INFORMATION** |
| Event Dates |  |
| Event Website (if available) |  |
| Event Local Organising Committee Members \*\* |  |
| Event Scientific/Programme Committee Members \*\* |  |
| *\*\* Please include full details for each member: Title, Full name, University Affiliation, committee portfolio held.* |
| **OR****3. PROJECT INFORMATION**

|  |  |
| --- | --- |
| Project Start and End Dates |  |
| Collaborating members \*\* |  |
| Beneficiaries \*\* |  |

*\*\* Please include full details for each contributor and beneficiary: Title, Full name, University Affiliation, project portfolio held***4.1 IMPACT OF YOUR EVENT/PROJECT**As part of the mandate of the CoE-MaSS, we have to report to the DSTI-NRF about how your event has contributed to the following **5 categories**:

|  |  |
| --- | --- |
| 1. ResearchPlease advise how your event has led to research being undertaken that focusses on the creation and development of new knowledge and technology. Please list all research activities that took place (keynotes, seminars, etc.) and to whom these were offered. Appendices like copies of attendance registers are important supporting documents.In line with the DSTI transformation requirements, please also outline whether the event (i) focussed on addressing capacity development of female participants, and/or whether (ii) research projects focussed on gender-related research. |  |
| 2. Education and trainingPlease advise how your event has contributed towards human capital development (supporting postgrads, postdocs, interns and research staff). This could include support for students to study abroad and joint ventures in student training. It will include efforts target the development of high level scarce skills.In creating, broadening and deepening research capacity, a CoE needs to pay particular attention to racial and gender disparities while seeking the inclusion of people with disabilities. Please highlight overall demographic trends as a narrative in this section. Please ensure that you list the names, Institutions, race, gender, and nationality of those supported for in the “Who was funded?” section below. Please add additional lines/pages to the list if necessary. |  |
| 3. Service renderingPlease advise how your event or project has provided and analysed strategic information for policy development, as well as other services including informed and reliable advice to government, business and civil society. |  |
| 4. Information brokeragePlease advise how your event or project has provided access to a highly developed pool of knowledge, maintaining data bases, promoting knowledge sharing and knowledge transfer, etc.  |  |
| 5. NetworkingPlease advise how your event or project has led to active collaboration with reputable individuals, groups and institutions. Equally, how did it negotiate and help realise national, regional, continental and international partnerships, etc. Please feel free to refer to policy documents (e.g. National Development Plan, Millennium Development Goals, etc.). |  |

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**4.2 FOR RESEARCH PROJECTS ONLY:**

Please advise on how the project milestones, aims, and objectives were achieved:

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**5. OUTPUTS**

Please list your event or project outputs below:

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|  |

**5. NATIONAL IMPERATIVES**

Does your research/event focus on one/more of the Sustainable Development goals?

[ ] [GOAL 1: No Poverty](https://www.un.org/development/desa/disabilities/?page_id=6226&preview=true) [ ] [GOAL 2: Zero Hunger](http://www.un.org/development/desa/disabilities/envision2030-goal2.html)

[ ] [GOAL 3: Good Health and Well-being](http://www.un.org/development/desa/disabilities/envision2030-goal3.html) [ ] [GOAL 4: Quality Education](http://www.un.org/development/desa/disabilities/envision2030-goal4.html)

[ ] [GOAL 5: Gender Equality](http://www.un.org/development/desa/disabilities/envision2030-goal5.html) [ ] [GOAL 6: Clean Water and Sanitation](http://www.un.org/development/desa/disabilities/envision2030-goal6.html)

[ ] [GOAL 7: Affordable and Clean Energy](http://www.un.org/development/desa/disabilities/envision2030-goal7.html) [ ] [GOAL 8: Decent Work and Economic Growth](http://www.un.org/development/desa/disabilities/envision2030-goal8.html)

[ ] [GOAL 9: Industry, Innovation and Infrastructure](http://www.un.org/development/desa/disabilities/envision2030-goal9.html) [ ] [GOAL 10: Reduced Inequality](http://www.un.org/development/desa/disabilities/envision2030-goal10.html)

[ ] [GOAL 11: Sustainable Cities and Communities](http://www.un.org/development/desa/disabilities/envision2030-goal11.html) [ ] [GOAL 12: Responsible Consumption and Production](http://www.un.org/development/desa/disabilities/envision2030-goal12.html)

[ ] [GOAL 13: Climate Action](http://www.un.org/development/desa/disabilities/envision2030-goal13.html) [ ] [GOAL 14: Life Below Water](http://www.un.org/development/desa/disabilities/envision2030-goal14.html)

[ ] [GOAL 15: Life on Land](http://www.un.org/development/desa/disabilities/envision2030-goal15.html) [ ] [GOAL 16: Peace and Justice Strong Institutions](http://www.un.org/development/desa/disabilities/envision2030-goal16.html)

[ ] [GOAL 17: Partnerships to achieve the Goal](http://www.un.org/development/desa/disabilities/envision2030-goal17.html)

Does your research/event affect one of the DSTI’s National Imperatives?

|  |  |  |  |
| --- | --- | --- | --- |
| **National Imperative** | **Yes** | **No** | **If yes, please explain** |
| 1. Transformation
 |  |  |  |
| 1. Job Alleviation
 |  |  |  |
| 1. Poverty
 |  |  |  |

**6. WHO WAS FUNDED?**

If a keynote speaker / university staff member / post-doctoral fellow / post-graduate student was supported, please provide us with their necessary demographic information, for NRF reporting:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| First name  | Surname | ID#  | Staff/Student # | M/F | Race | Nationality | Amount |
|  |  |  |  |  |  |  | R |
|  |  |  |  |  |  |  | R |
|  |  |  |  |  |  |  | R |
|  |  | **Total** | **R** |

\* *Please add in additional lines, as required.*

**7. PUBLICATIONS ARISING**

Please give us a breakdown all publications/technical reports/presentations from your event:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | ISI? | Status | Full reference of publication |
| 1 | Y/N | In process/ in press |  |
| 2 |  |  |  |

*\* For ISI, please use Y/N if the publication appears in an ISI-accredited journal. Please add in additional lines, as required.*

**8. FUNDING**

As part of your award, funding was awarded for specific line items. We ask that you report on how these funds were spent and to confirm that they were in accordance with the conditions of your award from the CoE-MaSS.

Please give us a breakdown **all** funding obtained for your event (not only funds from the CoE-MaSS):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Funder name (in full) | Local/International | Source Type | Nature of Contribution | Category | Total |
| DSTI-NRF CoE-MaSS |  | Choose an item. |  | CoE | R |
|  |  | Choose an item. |  | Internal/External | R |
|  |  | Choose an item. |  | Internal/External | R |
|  |  | Choose an item. |  | Internal/External | R |
| **TOTAL** | **R** |

*\* Under CATEGORY, please use either INTERNAL when funds are from your own Institution, EXTERNAL when funds are from another donor/sponsor, and CoE-MaSS when the funds were from the Centre. Please add in additional lines, as required.*

Please provide a full breakdown of how your CoE-MaSS funding was spent in the table below:

**Total CoE-MaSS Funding Grant Award Amount: R**

|  |  |  |
| --- | --- | --- |
| **Expenditure Description by line item** | **Amount(s) x Quantity** | **Total** |
| Flights | R | R |
| Visas | R | R |
| Accommodation | R | R |
| Registration Fees | R | R |
| Other Research-related Costs | R | R |
| Catering | R | R |
|  | R | R |
|  | R | R |
| **Total CoE-MaSS Funding Grant Award Spent** | **R** |
| **Unspent Funding? (CoE-MaSS Grant Surplus)**  | **R** |

\* *Please add in additional lines, as required. Please delete unnecessary lines, as required.****Please attach all supporting documentation for audit purposes, i.e. invoices/receipts AND itemised expenditure report from your accounting system.***

**9. UNSPENT FUNDS / GRANT SURPLUS**

Please advise us if there were any unspent funds (total above in red refers) given to you by the CoE-MaSS that need to be returned back to the Centre. If so, please state the information required for the invoice and the amount:

|  |
| --- |
| Invoice details:Company name:Company address:Company VAT number:For attention: Amount: R |

**10. ADDITIONAL INFORMATION**

Please feel free to include any additional information about your event/project that is relevant but is not included in the previous sections here. Please feel free to also add Appendices such as programmes, adverts, abstract books, proceedings, financial auditing information, etc. along with this report, where appropriate.

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**11. PHOTOGRAPHS**

Please paste at least three clear photographs of high-resolution quality of your event or project (e.g., group photo in front of venue/banner/etc.), individuals, activities in progress, etc. into the block below. Please also attach the high-resolution photograph files in .jpg format to the email when you submit your report.

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**NAME AND SIGNATURE OF APPLICANT:**

**Please email your completed report and photographs to:** **CoE-MaSS@wits.ac.za** **by no later than two months after your event.**Thank you.