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**DEPARTMENT OF RESEARCH MANAGEMENT**

**PROCESS DOCUMENT FOR THE SUBMISSION OF CREATIVE RESEARCH OUTPUTS**

1. **Background**

The *Policy on the Evaluation of Creative Outputs and Innovations Produced* *by Public Higher Education Institutions*, was published in 2017 by the Minister of Higher Education and Training, for implementation in 2019. The first creative outputs submissions **are due to the Department of Higher Education and Training (the Department) by 15 November 2019**.

Thereafter, in the following year, the Department will revise the submission date for claims to align with submissions for other types of research outputs, which is 15 May each year.

Creative research outputs emanating from the following sub-fields are eligible for subsidy for outputs that were created during the period 2016-2018:

• Fine Arts and Visual Arts;

• Music;

• Theatre, Performance and Dance;

• Design;

• Film and Television; and

• Literary Arts.

The submission process consists of multiple internal and external stakeholders.

1. **PROCESS STEPS**

1. A call for the submission of creative research outputs will be published by the Department of Research Management. The call covers the 2016-2018 period.
2. Eligible creative research outputs will be submitted to the Research Management department for verification; checking of all supporting documentation, materials, formatting, numbering and correct year period.
3. The creative outputs must be accompanied by the relevant supporting information and documentation (on a spreadsheet as provided by DHET).

A new spreadsheet needs to be completed for each relevant year period (e.g. 2016, 2017 and or 2018).

1. Only the applicable list sheet, at the bottom of the spreadsheet, must be completed (the sheets are categorised by sub-field). All fields/ columns for the relevant sub-field must be completed, as per DHET requirements.
2. Templates for all required documentation will be provided by Department of Research Management to standardise the information submitted.
3. All supporting materials must be made available in electronic form. Research Management will provide a platform for all supporting documentation to be uploaded. DHET will not be able to store and curate the creative outputs, hence all records must be in electronic form. All outputs must be uploaded at the following URL link - <https://creativeoutput.mandela.ac.za/> . Before all the relevant documentation can be uploaded, a zip file needs to be created wherein all the information /documentation/evidence/ and DHET spreadsheet is saved and then uploaded onto the URL link mentioned above. There is a **help file** at the link, to assist you with creating a zip file and to upload it.
4. Once all outputs have been captured, Research Management will consolidate the submissions and the Master spreadsheet will be uploaded on the DHET/NRF Research Outputs Submission System (ROSS). Please note that at this stage, this is not the final submission of the creative research output to DHET.
5. Once uploaded on ROSS, a review process will be triggered (at least two reviewers). The researcher submitting the creative research output provides the names of the possible reviewers.
6. If two positive reviews are received, the submission is finalised.
7. If one positive and one negative review are received, a third review is sought.
8. If the third review is positive, the submission is finalised and forwarded to DHET.
9. If the third review is negative, making two negative reviews, the submission is rejected and will not be forwarded to DHET as a final submission.
10. Only creative research outputs that obtain two positive outputs may be forwarded to DHET as a final submission.
11. Prior to final submission to DHET, an internal review panel will meet and confirm that all the Nelson Mandela University submissions meet the policy requirements.

From the above summary, it is clear that a substantial part of this process resides outside the University and the Department of Research Management. Therefore, the internal deadlines will be set much earlier than the DHET deadline, to allow for follow up, and any other processes that may be necessary to finalise the submission.

1. **Timelines**

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| **Activity** | **Deadline** |
| Call for the submission of creative research outputs | **12 July 2019** |
| Internal deadline for the submission of creative research outputs | **15 August 2019** |
| Consolidation of Master SpreadsheetAll six sub-disciplines | **30 August 2019** |
| Upload to ROSS and review process | **01 September – 15 October 2019** |
| Internal evaluation committee | **30 October 2019** |
| Final submission to ROSS | **15 November 2019** |

1. **Eligible creative outputs**

Only creative outputs produced in 2016, 2017 and 2018 will be eligible for submission in 2019.