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Creative Research Outputs Submission

FREQUENTLY ASKED
QUESTIONS

Division for Research
Development (DRD)

December 2024

Submitting creative research outputs to the Department of Higher Education and Training (DHET) for subsidy: (As on 1 December 2024).

Researchers submit their creative research outputs annually (for the year n-3) for subsidy purposes. Each researcher is responsible for capturing their own output/s. The submission of the outputs can be captured via RedCap, but a new capturing system is in the process of being developed. The closing date for internal submissions is March/April each year, depending on the DHET deadline.

The Department of Higher Education and Training subsidizes research outputs in the following categories:

Design	Film	Fine Arts	Literary Arts	Music
Architectural Design	Acting	Animation	Creative Non-Fiction	Conducting / Directing
Built Environment	Cinematography	Artists books	Novels, Novellas	Music Composition
Communication Design	Costume Design	Collage	Collection of Short Stories	Group Performance
Fashion Design	Directing	Drawing	Novels, Novellas	Solo Music Performance
Graphic Design	Editing	Installation	Oral Performance / Literature	
Industrial Design	Producing	Mixed media	Poetry	
Information Design	Script Writing	Multimedia		
Interior Design	Set Design	Online art		
Jewellery Design		Other		
Landscape Design		Painting		
Multimedia Design		Performance		
Textile Design		Robotic		
		Sculpture		
		Software art		
		Video art		
Television	Theatre, Performance and Dance			
Documentary	Directing			
Fiction	Oral Performance			
Investigative Journalism	Performance			
Script writing	Scenography/ design/ performance Technology			
Directing	Theatre- Making/ Dramaturgy/ Choreography			
Producing	Writing			
Acting				
Cinematography				
Editing				
Set Design				
Costume Design				

The criteria and definition of each category and sub-category can be found in the DHET policy here: <http://www.sun.ac.za/english/research-innovation/Research-Development/Documents/Research%20Outputs/Government%20Gazette%20Policy%20Evaluation%20Creative%20Outputs%202017.pdf>

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1. General questions

1.1 How do I submit my creative research output/s?

Every year (during the last term), the call for creative research outputs is circulated by the Division for Research Development (DRD). The call provides details on where/how the outputs should be submitted. The call is distributed through the DRD's mailing list and placed on the university's website. RedCap is currently being used for the submissions whilst a new capturing system is being developed.

See Addendum A for the information you will require to complete the form.

1.2 Who can submit an output?

<http://www.sun.ac.za/english/research-innovation/Research-Development/Documents/Research%20Outputs/Government%20Gazette%20Policy%20Evaluation%20Creative%20Outputs%202017.pdf>

Researchers are also encouraged to ask the internal review panel members representing their prospective submission category for advice:

1.3 Contracted/ Commissioned Work.

As a general rule, research outputs emanating from commissioned or contracted work will not be subsidised by the Department. Commissioned work in this context refers to work paid for by contracting organisations or persons. It should also be noted that the Department subsidy is aimed at universities and not individual researchers or academics.

The department only subsidises creative research work that is generated from the institution and not those that are generated from the outside and implemented in the institution. Commissioned work or work that is contracted (in this regard) is not eligible for subsidy.

1.4 I am not sure my output qualifies for subsidy / in which category my output falls.

Please see the list of outputs which the DHET subsidizes at the start of this document as well as the DHET policy which provides the criteria and definition of each category here: The DHET policy lists the available categories and sub-categories with a definition. See the policy here:

<http://www.sun.ac.za/english/research-innovation/Research-Development/Documents/Research%20Outputs/Government%20Gazette%20Policy%20Evaluation%20Creative%20Outputs%202017.pdf>

Researchers are also encouraged to ask the internal review panel members representing their prospective submission category for advice:

Fine Arts & Visual Arts	Prof Kathryn Smith	kathryns@sun.ac.za
Music	Prof Mario Nell Dr Esther Marié Pauw	mdn@sun.ac.za empauw@sun.ac.za
Theatre, Performance & Dance	Dr Mareli Pretorius	mareli@sun.ac.za
Design	Ms Jo-Ann Chan	jcchan@sun.ac.za
Film & Television	Dr Mareli Pretorius	mareli@sun.ac.za
Literary Arts	Prof Willem Anker	anker@sun.ac.za

Please make sure you submit your output in the correct category and sub-category as the DHET will not award subsidy if it is submitted in the wrong category/sub-category.

1.5 How do I submit a late output?

Unfortunately, the DHET policy does not allow for the submission of late creative research outputs. They only allow outputs which fall within the years (n-3).

For example, for the 2025 submission cycle we are submitting outputs produced in 2022, 2023 and 2024. No outputs produced prior to 2022 (e.g., 2021) will be accepted.

2. Supporting documents

2.1 What supporting documents do I need to submit?

The following documents are DHET policy requirements:

Public profile of the output	Proof must be attached of (e.g., posters, launch adverts, programmes etc.)
Press review/Public response	Has there been a press review or has there been a response from the public and engagement of work from peers. Proof must be attached.
Proof of affiliation (for all internal contributors)	This letter can be requested from HR via sun-e-hr@sun.ac.za <ul style="list-style-type: none"> ▪ Please note: this letter needs to confirm affiliation of the year in which the output was produced. ▪ For students, the letter needs to be from the supervisor.
Signed declaration letter:	<ul style="list-style-type: none"> • A declaration of originality which indicates that the creation has not been published in a peer reviewed journal or a book and has not been submitted for subsidy before. • A declaration that the work generated has not been copied from elsewhere and that the ideas are those of the claiming creator/scholar. • A declaration of authorship/creatorship/co-authorship/co-creation and disclosure of other active participants in the production of the work. Failure to declare all co-contributors may lead to the submission being found to be fraudulent. <p>Please use a SU letterhead; and date and sign the letter.</p> <p><u>See Addendum B for a proposed template</u></p>
Proof of Awards / Nominations (If applicable)	Upload proof of awards/nominations received.

3. Annotation (500 – 700-word motivation)

3.1 What should I include in my motivation?

Each creative output submission must be accompanied by a written annotation by the artist/applicant to contextualise or elucidate the work as a creative research output. The commentary must be between **500 – 700** words and set out the following:

- The overview of the output - A brief introduction to the creation and the research context behind it.
- A clear definition of the Problem Statement and Key Research Questions.

- The primary objective or aim of the study and/or creation.
- An explanation of the creative research methodology, including the conceptual and scholarly framework in which it should be heard and/or viewed.
- The results - Locate the output within the discipline and demonstrate the contribution to new knowledge.

NB: It is important to adhere to the word count as the DHET's online submission system does not allow for a submission of which the word count is less than 500 words or more than 700 words.

4. Creating a link

4.1 How do I create a link to my output?

The DHET review panels as well as the peer reviewers require a link to the output. The link needs to be easily accessible and available for at least two years.

The open data repository FigShare (<https://figshare.com>) is available as a platform to store your output and create a link to the output.

Please note you can also make use of existing (active) links from i.e., YouTube, Google Drive, SoundCloud etc.

Please note, only the internal review panel, the peer reviewers and the DHET sub-panel will be granted access to view the output.

NB: No hard copies of outputs are allowed by DHET.

See Addendum C on how to upload files to FigShare.

5. Peer Review

PLEASE NOTE: DHET is in the process of moving towards the double-blind peer review process. We are still awaiting communique from DHET on how the process will unfold. We will in the interim proceed with our internal submission process and communicate the changes once available.

5.1 What does the peer review of creative research outputs entail?

- As part of the submission process, you will need to indicate three external peer reviewers who will be contacted by the DRD to review your output/s.
- Please don't use the same peer reviewers for all outputs if you are submitting more than one output. Use one peer reviewer for a maximum of two outputs.
The integrity of peer review reports is of critical importance for quality assurance and ethics. In this regard, any conflict of interest must be declared. Any conflict of interest may compromise the evaluation of the creative research output.
- The submission system will need the following information on the peer reviewers: Name & surname, title, affiliation, email address & telephone number.
- The peer reviewers do not all have to be from South Africa or have an academic affiliation, they may also be industry professionals.

5.2 What happens after the output is reviewed?

- If an output received two positive peer reviews, it is submitted to the DHET sub-panels.
- If an output received one negative and one positive review, we may request a third reviewer to determine a conclusive outcome of the output.
- If an output received two negative reviews, it will not be submitted to the DHET sub-panels.

5.3 What does the sub-panel review entail?

- The DHET sub-panels do the final review of the outputs and look at the peer review reports. They also decide whether an output should be awarded one or two subsidy units.
- Approved submissions can be awarded up to a maximum of 2 units.
- Please see the guidelines from the DHET with regards to unit allocation for creative outputs here. http://www.sun.ac.za/english/research-innovation/Research-Development/Documents/Research%20Outputs/Creative%20outputs/Creative%20Outputs%20Implementation%20Guidelines_October%202021.pdf

6. SOS Funds

6.1 How do I access SOS Funds (Special Support Scheme for Research funds)?

The Research Committee made the decision that only outputs which were approved by DHET, will receive SOS funding. Therefore, not all outputs which were approved internally, and submitted for peer review, will receive SOS funds.

As soon as the DHET sends their feedback, the DRD will notify each head of department of the SOS funds for their department (that is then paid into their S accounts), as well as let each individual researcher know what the outcome of their submission was.

NB: The DHET operates on a biennial cycle in terms of the creative research outputs. Researchers can thus expect to receive the outcome of their creative research output, as well as any SOS funds (where applicable), two years after they have submitted the output. The outcome of outputs submitted in 2023 can be expected in 2025, outputs submitted in 2024 can be expected in 2026, and outputs submitted for the 2025 cycle can be expected in 2027.

6.2 May I appeal the DHET outcome?

Unfortunately, the DHET policy on creative research outputs does not allow the appeal of the DHET panel's final decision.

7. Contact details

7.1 Who do I contact for support?

For any further questions, please contact the Division for Research Development:

Contact person for *general questions*: Whitney Prins, whitney@sun.ac.za

Maryke Hunter-Hüsselmann, mh3@sun.ac.za

Contact person for help with the *online form (RedCap)*: Jennifer de Beer, jad@sun.ac.za

Addendum A

Information required to complete the RedCap form.

Contributor Details

Surname	must provide value
Initial(s)	must provide value
Full Name(s)	must provide value
Gender	must provide value
Disability?	must provide value
Population group	must provide value
Date of Birth	must provide value
Country of Birth	must provide value
Residency Status	must provide value
Employment Status	must provide value
Please upload proof of affiliation if not stated on the output. Affiliation letter can be requested from sun-e-hr@sun.ac.za	must provide value
Student/Employee No.	must provide value
Orcid ID	
Academic Title	must provide value
Highest Qualification	must provide value
Department of Contributor	must provide value
Other Affiliation (only applicable if the contributor had an affiliation with another South African Higher Education Institution (HEI) for this specific creative output)	
Creator Comments	

Creative Output Details

Creative Output (Please select the creative output type)	must provide value
Sub-field category	must provide value
Output Title	must provide value
Year of First Performance (E.g., 2019, 2020)	must provide value
Date of First Performance / Exhibition / Broadcasting / Launch (E.g., August 2019, 15-17 Sep 2020, etc.)	must provide value
Type of Output (E.g., CD Recording, Stage sets, and costumes)	must provide value
Location of Performance / Output / Film Festival / Appropriate Space for Genre (E.g., Parktown Children's Theatre, Klein Karoo Nasionale Kunstefees)	must provide value
Number of performances (If applicable) (Indicate the number of performances to date, including those scheduled.)	
Please upload proof of public profile of the output (Venue, date and year of publication)	must provide value
Press review/Public response (Has there been a press review or has there been a response from the public and engagement of work from peers)	must provide value
Annotation from Applicant / Commentary	must provide value
Please upload your formal declaration letter as stated in 4.1- 4.4 in the form guidelines	must provide value
Awards Received (E.g., SAMA Nominated] (List of awards that have been received, if applicable. Leave blank if none.)	
Please upload proof of award(s)	must provide value
URL(s) Please provide the URL(s) for the actual creative output (MP3, MP4, PDF, etc.)	must provide value

Other Internal Contributors / Third Internal Contributor

Surname	must provide value
Initial(s)	must provide value
Full Name(s)	must provide value
Gender	must provide value
Disability?	must provide value
Population group	must provide value
Date of Birth	must provide value
Country of Birth	must provide value
Residency Status	must provide value
Employment Status	must provide value
Please upload proof of affiliation if not stated on the output. Affiliation letter can be requested from sun-e-hr@sun.ac.za	must provide value
Student/Employee No.	must provide value
Orcid ID	
Academic Title	must provide value
Highest Qualification	must provide value
Department of Contributor	must provide value
Other Affiliation (only applicable if the contributor had an affiliation with another South African Higher Education Institution (HEI) for this specific creative output)	
Creator Comments	

External Contributor (Non-affiliated)

Other Contributors (non-affiliated) E.g., Smit J (CSIR), Molapo RA (UNI)

Number of Internal contributors:	must provide value
Total number of external contributors	must provide value
Was Ethical clearance required?	must provide value
Was this project part of a PhD or Masters qualification?	must provide value
PhD/Masters: Explanation for Subsidy. If the output was part of your PhD/Masters degree, please provide a detailed explanation as to why this work	must provide value

should be subsidised under Creative Outputs as well as PhD/Masters subsidy.	
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Peer Reviewers' Details

First Reviewer	
Surname	must provide value
Full Name(s)	must provide value
Title	must provide value
Institutional Affiliation of the Reviewer	must provide value
Email Address	must provide value
Cell Number	must provide value
Field(s) of expertise	must provide value
Second Reviewer	
Surname	must provide value
Full Name(s)	must provide value
Title	must provide value
Institutional Affiliation of the Reviewer	must provide value
Email Address	must provide value
Cell Number	must provide value
Field(s) of expertise	must provide value
Third Reviewer	
Surname	must provide value
Full Name(s)	must provide value
Title	must provide value
Institutional Affiliation of the Reviewer	must provide value
Email Address	must provide value
Cell Number	must provide value
Field(s) of expertise	must provide value

Addendum B - Proposed Declaration template (or use your own departmental letterhead, ensure the SU logo is displayed)



1 December 2023

To Whom It May Concern:

I (*insert your name and surname*), declare that *insert title of output/s*, has not been published in a peer review journal or a book and has not been submitted for subsidy before.

I declare that *insert title of output/s* has not been copied from elsewhere and that the ideas are solely my own.

I declare that the output consists of work solely under my authorship/creatorship.

Sincerely,

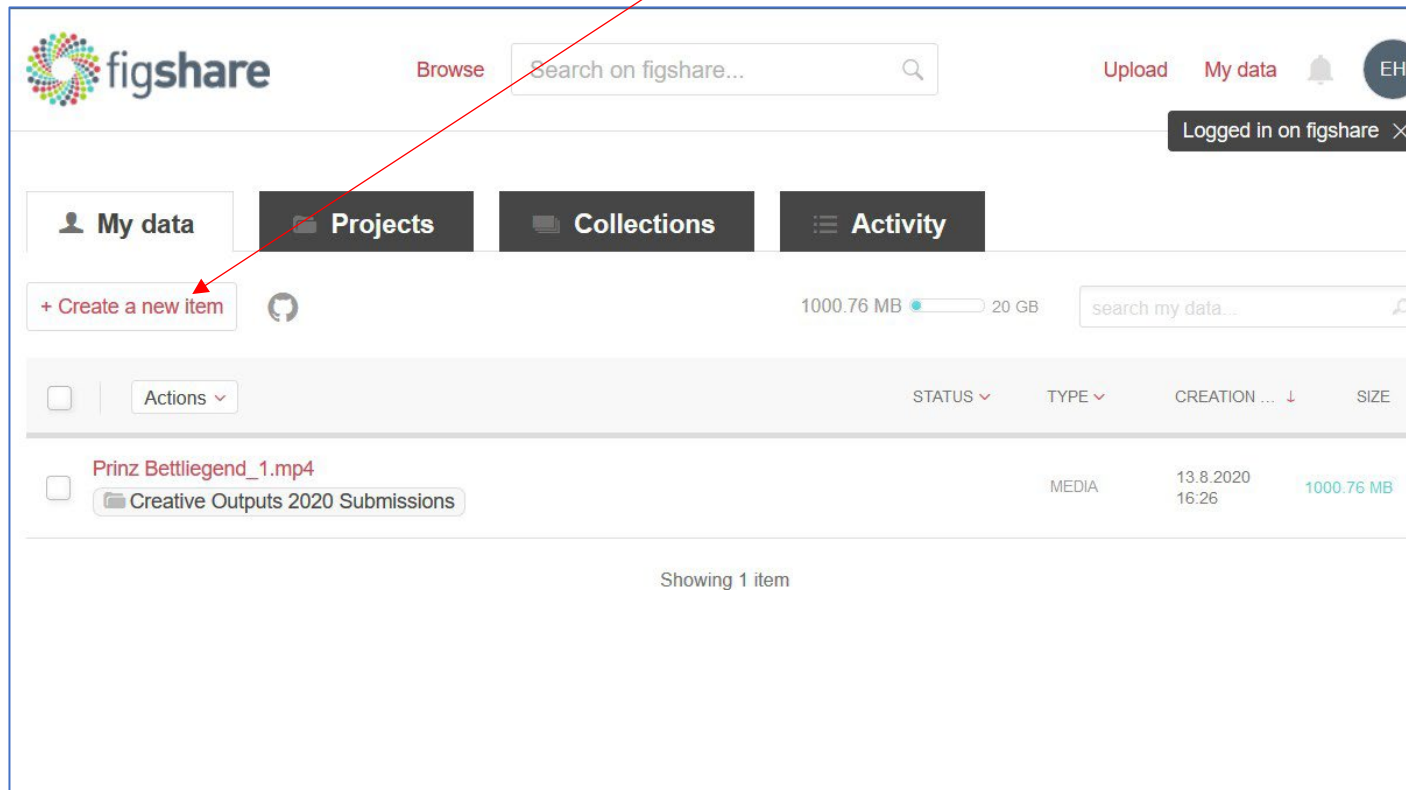
Insert signature.

Insert name and surname.

Insert department.

A. UPLOAD TO FIGSHARE

1. Go to Figshare via this link: <https://figshare.com/>
2. Create a profile (**Sign up** is in the right-hand corner of the screen)
3. Then log in with your email address and the password you just created
4. Your screen will look like the below and you can go to **CREATE NEW ITEM**



The screenshot displays the Figshare user interface. At the top, the Figshare logo is on the left, and navigation links for 'Browse', 'Upload', 'My data', and a user profile 'EH' are on the right. A search bar is located in the top center. Below the navigation, a 'Logged in on figshare' notification is visible. The main navigation bar includes 'My data', 'Projects', 'Collections', and 'Activity'. The 'My data' section is active, showing a '+ Create a new item' button with a red arrow pointing to it. A progress bar indicates 1000.76 MB of data out of a 20 GB limit. Below this, a table lists the user's data items. The table has columns for 'Actions', 'STATUS', 'TYPE', 'CREATION ...', and 'SIZE'. One item is listed: 'Prinz Bettlegend_1.mp4' under the collection 'Creative Outputs 2020 Submissions', with a creation date of 13.8.2020 16:26 and a size of 1000.76 MB. The text 'Showing 1 item' is centered at the bottom of the table area.

Actions	STATUS	TYPE	CREATION ...	SIZE
<input type="checkbox"/>		MEDIA	13.8.2020 16:26	1000.76 MB

5. Your screen will now look like this:

cookies to help you have a better on-line experience. By using this

to upload, drag file(s) on the page or [browse](#)

Metadata record only [Link file](#)

needed to publish

Title
Untitled Item

Authors
Esmari Huysamen
Search co-authors by name, full email or ORCID. Hit enter after each.

Categories
Select categories

Item type
Select item type

Keyword(s)
Add keywords for easy discovery. Hit enter after each

Description
Describe your data as well as you can. Formatting is preserved when pasting from other sources and counts towards character limits

Preview item (private)
Edit timeline

Cancel DOI Publish [Save changes](#)

5.1 Drag the output here

5.2 **TITLE:** Type in the title of the output

5.3 **Authors:** Authors will be “auto completed” with the person’s name who has logged in, leave it like that

5.4 **Categories:** Choose the category most relevant to your output (the options expand per category. i.e., Creative arts and writing -> Music -> Music performance)

5.5 **Item Type:** Choose the relevant output type

5.6 For **Keywords** and **Description:** Provide a description of the output. i.e., music composition / review letter /

ies to help you have a better on-line experience. By using this

Funding

Search grant by name/number or add your own

+ Add another grant

Resource title

Add the title of the resource you want to link to

Resource DOI

Add the DOI you want to link to

References

Link to references or related content

Licence (what's this?)

CC BY 4.0

This item is a draft (metadata required for publication missing)

Make file(s) confidential

Reason: Add details or contact information

Generate private link

DOI Reserve Digital Object Identifier

Delete item

Cancel DOI Publish **Save changes**

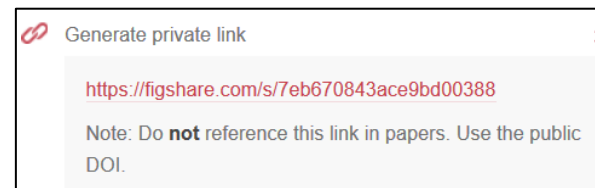
5.7 **Ignore these fields/leave blank:** FUNDING/RESOURCE TITLE/RESOURCE DOI/REFERENCES

5.8 **License:** Leave it at the default **CC by 4.0**

5.9 Click on **Make it Confidential** (No need to provide a reason)

5.10 Click on **Generate Private Link** – once the link is created, you can copy and paste it to the Redcap Survey

Once you've created the link, it will appear on the screen from where you can copy it, example:



5.11 Click on **SAVE CHANGES**

5.12 You have now created the link.

5.13 Once you have pasted the link in RedCap, you can click on "Cancel" to move on to uploading the next file and creating its link.