



**DOCTORAL AND POST-DOCTORAL
FUNDING WINDOW GUIDELINES - 2023**

FOR EMPLOYED AND UNEMPLOYED APPLICANTS

BANKSETA FUNDING WINDOW GUIDELINES

1. Purpose

This document has been developed to guide the application process for BANKSETA Discretionary Grant Funding Windows. It considers the SETA Grant Regulations and the BANKSETA Discretionary Grant Policy. This document provides guidelines for the opening of funding windows, inviting applications, evaluation of applications, allocation of funds and payment of funds. This document aims to ensure a consistent, fair, and transparent process.

Definition: A funding window is an invitation to stakeholders to apply for funding from the SETA for the programmes that the funding window is intended for. The window period has a specified opening date and a specified closing date.

2. Objective

The objective of this funding window is to invite qualifying Doctoral students and Post-Doctoral applicants to apply for bursary funding relating to their doctoral qualification, and post-doctoral research.

3. Invitation Process

- BANKSETA will publish all funding window invitations on the BANKSETA website www.bankseta.org.za
- Each funding window will remain open for at least 6 weeks

4. Who can apply?

- Employed or unemployed applicants for studies in Banking or Alternative Banking or any topic relative to the Banking and Alternative Banking Sector
- University lecturers in the fields of financial services, education, entrepreneurship, mathematics and related fields,

5. Eligibility Criteria

New Applicants	Previously funded Applicants	Post-Doctoral Applicants
<p>New applicants must meet the eligibility criteria as indicated below to qualify for funding:</p> <ul style="list-style-type: none"> • Copy of South African ID • Proof of registration • Research Proposal • Approval letter/Proof of approval of the research proposal • Completed application form • Motivation of relevance of the research topic to the Banking Sector 	<p>Applicants who have previously been funded by BANKSETA for the same qualification who are progressing to the next year of studies must meet the eligibility criteria as indicated below to qualify for funding.</p> <ul style="list-style-type: none"> • Copy of South African ID • Proof of registration • Signed progress report on BANKSETA template (the report must be signed by both the <u>Applicant</u> and their <u>Supervisor</u>) • Completed application form 	<p>Applicants who are applying for Post-Doctoral Funding must meet the eligibility criteria as indicated below to qualify for funding.</p> <ul style="list-style-type: none"> • Copy of South African ID • Research Proposal • Approval letter/Proof of approval of the research proposal • Completed application form • Motivation of relevance of the research topic to the Banking Sector

6. Submission Process

- No late applications will be accepted.
- Applicants must submit all the required documentation (as requested in the Eligibility Criteria) before the closing date.
- Only applications for programmes starting from 1 April 2023 but no later than 28 February 2024 will be considered.
- Applications must be submitted on a secure platform such as Dropbox, WeTransfer, or Microsoft OneDrive. Submissions on this platform must be confirmed by the applicant by sending an e-mail to a specified e-mail address – Doctoral_PostDoctoral2023@bankseta.org.za . Submission of the application will be acknowledged; however, applicants must note that the completeness and correctness of applications will only be evaluated after the closing date.
- Applicants must keep a copy of their submission for their internal use and backup purposes.

7. Evaluation and Allocation Process

- In all cases an evaluation panel shall be established to evaluate applications.
- All panel members will be required to sign a declaration of interest.
- The evaluation panel and decision will be recorded for audit purposes.

7.1 Allocation Criteria

- All grants are VAT inclusive, and this funding is specifically for training costs, local travel/ accommodation costs, research, and editing.
- Funding does not include international conferences costs.
- Feedback on the status of the application will be provided to un/successful applicants.

New Applicants	Previously funded Applicants	Post-Doctoral Applicants
Capped @ R60 000.00	Capped @ R40 000.00	Capped @ R40 000.00

8. Approval, Appeal and Change Request Process

- The evaluation documentation will be submitted for Probity Review. The probity review report will be submitted for recommendation to the CEO. The BANKSETA Board may delegate approval functions to the CEO as indicated in the BANKSETA Delegations of Authority Policy.
- Should an (unsuccessful) applicant wants to appeal the decision, this must be done in writing and **within one month** of receiving the evaluation outcome. Should there be grounds for an appeal this will be submitted to the CEO office to reconsider. After the reconsideration, the CEO Office's decision is final.

- Change requests must be submitted to the BANKSETA with a motivation for the change. The approval of the change request is at the discretion of the CEO provided that the approved amount is not exceeded and that the change is still in line with the guidelines.

9. Contracting, Commitment Schedule and Project system update

- BANKSETA will sign a Memorandum of Agreement (MoA) with the applicant and educational institution or employer for any application that is approved.
- The approval notification to the applicant should include a deadline date for the return of signed MoAs to the BANKSETA so that funds are not left uncommitted for long periods of time.
- The project manager will monitor all the received MoAs and any MoA not signed and returned to BANKSETA by the agreed date will be cancelled.
- If the MoA has expired, and no project extension request is received by BANKSETA before the lapse of the MoA or if BANKSETA detects there is no project activity taking place and no reasonable cause has been provided, the MoA will be terminated, and the funding forfeited.

10. Invoicing / Funds Disbursement Process

- Upon approval of the application, the Applicant, university and BANKSETA will sign a Memorandum of Agreement (MoA) to formalize the application and to agree to the disbursement schedule (in line with the specific application)
- The first invoice to the BANKSETA must be accompanied by official proof of banking details.
- The final invoice will be paid subject to all the project requirements being met. This may include a monitoring and evaluation audit conducted by BANKSETA.
- Progress Reports are to be submitted with invoices as required (BANKSETA to send template).
- Invoices will be paid provided all project requirements are met and supporting documentation are provided.
- Successful applicants and payments are subject to a monitoring and evaluation process.
- The BANKSETA will only be paying for beneficiaries who successfully complete the programme as required, and only make final payments once all other tranche criteria requirements are met.
- Applicants are reminded that all supporting documentation related to their funding, should be submitted within one month of signing the MoA.
- Completion letter or completion certificates should be submitted within one month of the learner successfully completing.

11. Extensions and/or re-applications

- Applicants should endeavour to meet deadlines and complete the project within the project plan submitted during application phase. If, however, this is not possible the applicant should apply in

writing to have the timelines extended and where needed to sign an addendum to the MoA to extend the end date.

- In the event where, due to unforeseen circumstances an agreement lapses, and the applicant is only able to continue with the project at a later stage the applicant may submit a motivation to re-instate the previous approval if the overall project is still open and if there are still funds available in the project.
- This new application and agreement must follow the same process as the initial one and is subject to Board approval or as delegated to the CEO in the Delegations of Authority Policy.

12. Disclaimer, Termination and Breach

- In all instances, BANKSETA reserves the right to approve / decline funding at its discretion.
- The BANKSETA reserves the right to verify, monitor and audit any of the above approved grants during the implementation period by a designated BANKSETA representative. Payments are also subject to these processes as per the quality requirements stipulated by BANKSETA.
- The BANKSETA may withhold grants or recover any grants paid to an applicant if it is found that the grants allocated are not being used for the purpose for which the grant was intended.
- Non-compliance will lead to summary termination of the agreement and the Contracting party will, due to non-compliance have neither right to any grants or disbursements nor any other right out of this agreement.

13. Confidentiality of information

In compliance with the requirements of the Protection of Personal Information Act (POPI), BANKSETA wishes to inform all its stakeholders that in applying for funding, invoicing the BANKSETA and providing supporting information for such invoices, the below standards will apply:

- BANKSETA undertakes to keep all information obtained or received by it for purposes of funding applications, funding agreements, invoicing and performance information disclosed or provided by the employers in confidence and in a safe and secure manner.
- Information shall be revealed only to the representatives, agents, and employees whose knowledge of the information is required for the purpose related to administering the funding applications, funding agreements, invoices and supporting documentation.

The purpose related to administering the funding applications, funding agreements, invoices and supporting documentation includes the following:

- reporting skills development initiatives to the Department of Higher Education and Training.
- reporting enrolments and achievements of programmes to the South African Qualifications Authority.

- reporting on quality assurance functions to the Quality Council of Trades and Occupations.
- evaluating and processing applications for access to funding.
- compiling statistics and other research reports.
- providing personalised communications.
- providing information for internal and external auditing purposes
- complying with the law; and/or
- for a purpose that is ancillary to the above.

Information related to Memoranda of Agreement will be kept for 5 years after the stated end date. After 5 years it will be destroyed.

If BANKSETA is required by legal process to disclose any of the information, it shall provide the employer with prompt notice of such requirement so that the employer may seek a protective order or agree to the provision of information. If a protective order or other remedy to ensure that only information covered by such other or other remedy is obtained, the BANKSETA shall use all reasonable efforts to ensure that only the information covered by such order or other remedy is disclosed. Whether or not a protective order or other remedy is obtained, or the employer party agrees to the provision of information, BANKSETA shall take all the reasonable steps to ensure that only the portion of the information which it is legally required to disclose, is disclosed.
