



Cape Higher Education Consortium

House Vincent, Wynberg Mews, 10 Ebenezer Road, Wynberg 7800 • PO Box 18094, Wynberg 7824, South Africa
Tel: +27 21 763 7100 • Fax: +27 21 763 7117 • Email: ceo@chec.ac.za • www.chec.ac.za

15 August 2017

Dear Dr Smit

CHEC / CCT Joint Research Programme 2017: What can help loss processes and beach cast patterns tell us about the sandy beach management?

We are pleased to inform you that the CHEC / CCT Standing Committee has approved the allocation of R 100 000 for your project above in terms of your application. The institutional representative from your university will liaise with you regarding the submission of an invoice for this amount.

Please note the following:

- The funds will be deposited into your university account for use in the above project as per your application and the agreed final proposal as submitted.
- Should the scope or outputs of your project change during implementation, please notify your institutional representative and CHEC as soon as possible, indicating the nature of the change and the reasons for this.
- Similarly, should the budget requirements change from those in the original proposal, please notify your institutional representative and CHEC as soon as possible, indicating the nature of the change and the reasons for this.
- Should the lead researcher leave the institution prior to the completion of the project, please notify your institutional representative and CHEC as soon as possible and provide a summary of the alternative arrangements made for completion of the project.
- A progress report is required to be submitted to your institutional representative by **15 December 2017** for review ahead of submission to CHEC and CCT. This report should focus on the activities completed in line with those listed in the application, and the budget utilised. Any challenges faced (and solutions) could be included. Wherever possible, outcomes / outputs achieved by this date should be included.
- The final report, along with a financial statement signed by your Faculty Financial Officer, is required to be submitted to your institutional representative by **30 June 2018**. We are attaching a report template to this letter as a guideline for the final report (see Appendix 2).
- In the unlikely event that no reports are submitted by the due dates, the funds will need to be repaid in full.

In addition to the reports outlined above, we hope to convene a meeting where all grant recipients under this programme will be invited to present their findings to a wider audience from the City of Cape Town and the four participating universities.

Please could you sign the acknowledgement of this letter and your acceptance of the award conditions of the research application and related funding in Appendix 1 and return it to eileen@chec.ac.za.

In addition, please could you indicate on this form the current ethical clearance status of your project.

Please do not hesitate to contact me if you have any questions in relation to the 2017 CHEC CCT Joint Research Programme and funding.

With best wishes

A handwritten signature in black ink, appearing to read 'M Oosthuizen', with a long horizontal line extending from the end of the signature.

Prof Martin Oosthuizen
CEO of CHEC

**Appendix 1: Acknowledgement of Receipt of
2017 CHEC CCT Joint Research Programme letter and funding conditions**

I acknowledge receipt of the CHEC letter and accept the conditions of the CHEC – CCT Joint Research Programme and funding as stated in this letter.

Please tick the appropriate response below:

I confirm that the project proposal

Will need to go through the university's ethical clearance process	NA
Has been through the university's ethical clearance process	NA
Forms part of a larger project that has already received ethical clearance from the university	NA

This research does not involve human or other animal subjects and as such does not require ethical clearance by the University of the Western Cape.

Research Project Title:

What can help loss processes and beach cast patterns tell us about sandy beach management?

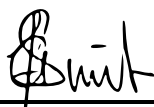
University:

University of the Western Cape

Project Lead Researcher's name

A/Prof. Albertus J. Smit

Project Lead Researcher's signature



Date

25 August 2017

Appendix 2: Guidelines for Project Reports

Cape Higher Education Consortium (CHEC) / City of Cape Town (CCT)

JOINT RESEARCH PROGRAMME 2017

1. COVER PAGE

Researcher's name, department / unit, faculty, university, contact addresses and phone numbers.

Title of project and the thematic area in which it falls.

2. ABSTRACT

The abstract should summarise key elements of the full report and, in particular, highlight the value of the project to knowledge generation in universities and its linkages to the priorities of the CCT.

3. INTRODUCTION AND AIMS / QUESTIONS

Reference to the objectives and outcomes specified in the funding proposal should be included in this section.

If this project forms part of a larger project, please clarify the connections between them distinguishing the specific aims of this project.

4. RESEARCH APPROACH AND METHODS

A short summary of the approach and methods used should be included, but detailed descriptions of highly technical processes may be omitted. A clear description of completed activities should be provided in the progress report. This report should also highlight any challenges faced / delays in the process and / or changes in the project activities.

A section should be included to indicate the nature and extent of the engagement and role(s) of the CCT partner / contact person in the work undertaken.

5. CONCLUSIONS AND RECOMMENDATIONS FOR FOLLOW-UP ACTION

This is the most critical aspect of the report in that it needs to synthesise the findings, draw conclusions and suggest follow-up actions, e.g. for further research, policy development and implementation.

It is suggested that this section of your report be developed and informed through engagement with the CCT partners.

6. BUDGET

Please reflect the actual spend to date against the budget as proposed and agreed to in the approved proposal.

