



**UNIVERSITY-LED COLLABORATIVE PROJECTS SUB-PROGRAMME – PROPOSAL (2025/26 – 2027/28) –**

**CALL REF. #COLLAB2025-28**

**TITLE OF THE PROJECT/PROJECT NAME:**

# SECTION 1

**CONTACT INFORMATION**

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| Name of Institution |  | | |
| Institutional Programme  Manager | Name: | Portfolio: | Tel no:  E-mail: |
| Details of responsible DVCs | Name: | Portfolio: | Tel no:  E-mail: |
| Name: | Portfolio: | Tel no:  E-mail: |
| Vice-Chancellor | Name | | Tel no: E-mail: |
| Amount Applied for (3 years cycle) | 2025/26 – 2027/28 | | |
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| **DECLARATION BY THE VICE CHANCELLOR** | | |
| I declare that this is the University’s approved 2025/26 – 2027/28 University-led Collaborative Projects Sub-Programme Proposal and hereby authorise its submission to the Department of Higher Education and Training. | | |
| Name | | |
| Signature | Date | |
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| **DECLARATION BY THE DIRECTOR-GENERAL OF HIGHER EDUCATION, SCIENCE AND INNOVATION** | | |
| I hereby approve the 2025/26 – 2027/28 University-led Collaborative Projects Sub-Programme Proposal | | |
| Dr Nkosinathi Sishi  Director-General: Higher Education, Science and Innovation | | |
| Signature | | Date |
|  | |  |

1. **EXECUTIVE SUMMARY OF THE COLLABORATING UNIVERSITIES ON THE PROPOSED PROJECT**

*Provide* a *summary (Max 2 pages) of the project’s long-term vision, its mandate and its mission together with a short narrative of the key focus areas of development this project aims to address, in order to help achieve its long-term vision. A diagrammatic representation of the project’s strategy is necessary. The key foci should be aligned to the focus areas outlined in the UCDP Standard Operating Procedures.*

# INDIVIDUAL PROJECT PLANS

*The lead University and the partners in this project may put forward a number of project activities to be funded though the University-led Collaborative Projects Sub-Programme. Each project activity should be linked to the one or more of the focus areas and submitted in the following template.*

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| **UCDP FOCUS AREA**  *(Refer to the UCDP SOP for the description of the focus areas)* | ***Select from one of the options below:*** | |
| Student Development |  |
| Staff Development |  |
| Programme/Curriculum Development |  |

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| **UNIVERSITY-LED COLLABORATIVE PROJECTS SUB- PROGRAMME FOCUS AREA** | ***Select from one of the options below and add where necessary:*** | |
| Improving Teaching, Learning & Research Capability for Students with Disabilities in higher education and addressing Inequalities. |  |
| Instructional and Curriculum Design Capacity Development within the context of modern global pandemics and other teaching and learning disruptions. |  |
| Commercialisation of Research and other Academic Initiatives. |  |
| A colloquium on the collaborative projects funded by the UCDP; and |  |
| Psychosocial and wellness programme for students and/or staff. |  |
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**PROJECT NAME:**

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| **DETAILS OF PROJECT LEADER:** | |
| **Surname** |  |
| **First name** |  |
| **Title** |  |
| **Department or Unit** |  |
| **Current position** |  |
| **Telephone number** |  |
| **Email address** |  |

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| **UNIVERSITY PARTNER COLLABORATORS (COMPLETE THIS SECTION FOR EACH ADDITIONAL COLLABORATING UNIVERSITY/ORGANISATION)** | |
| **Name of University** |  |
| **Surname** |  |
| **First name** |  |
| **Title** |  |
| **Department or Unit** |  |
| **Current position** |  |
| **Telephone number** |  |
| **Email address** |  |

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| **Name of University** |  |
| **Surname** |  |
| **First name** |  |
| **Title** |  |
| **Department or Unit** |  |
| **Current position** |  |
| **Telephone number** |  |
| **Email address** |  |

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| **Name of University** |  |
| **Surname** |  |
| **First name** |  |
| **Title** |  |
| **Department or Unit** |  |
| **Current position** |  |
| **Telephone number** |  |
| **Email address** |  |

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| **Name of University** |  |
| **Surname** |  |
| **First name** |  |
| **Title** |  |
| **Department or Unit** |  |
| **Current position** |  |
| **Telephone number** |  |
| **Email address** |  |

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| --- | --- |
| **Name of University** |  |
| **Surname** |  |
| **First name** |  |
| **Title** |  |
| **Department or Unit** |  |
| **Current position** |  |
| **Telephone number** |  |
| **Email address** |  |

*Please add additional tables as required*

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| **PROJECT DESCRIPTION AND MOTIVATION** | **Provide a description of the problems/challenges/developmental needs that the project seeks to address and how the project aims to address these challenges or problems.**  Ideally your motivation for undertaking this project should depend on evidence (previous studies/statistics) that highlight the need  for the project. |
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| **PROJECT GOAL** | **Provide a succinct statement of the overarching goal or aim of the project: what the project wishes to achieve – usually formulated in the form of “To achieve ‘something’ ”** |
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| **PROJECT TARGET GROUP** | **Provide a precise description of the intended target group or beneficiaries of the project** |
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| **PROJECT ACTIVITIES** | **Provide a precise description of the various activities that will be undertaken to achieve the project goal. Number the activities in numerical order, give a descriptive name for the activity, and how it will contribute to achieving the goal.** |
|  |

**Provide a precise description of the intended impact/outcomes and outcome indicators of the project.**

In order to complete this table you must consider

1. Why are you doing the project – what change will result? = OUTCOME
2. how you will be able to measure the change you expect/what are the signs that change is occurring = OUTCOME INDICATOR
3. what sources of evidence you will use to show that change is happening = SOURCES OF EVIDENCE

The outcomes have been divided into two phases to allow for indication of benefits/changes to target groups that occur almost immediately and those that will occur towards the end of the project.

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| **MEDIUM-TERM IMPACT OR**  **OUTCOMES** | **IMPACT INDICATORS** | **SOURCES OF EVIDENCE** | **SHORT- TERM OUTCOMES** | **OUTCOME INDICATORS** | **SOURCES OF EVIDENCE** |
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| *Add rows as required for Project* |  |  |  |  |  |

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| **Insert text for each key activity and associated deliverables (outputs) as well as the volume/quantity/ number of deliverables for each year.**  Note that proposed targets are required for each year as well as a total target. | | | | | | |  |
| **ACTIVITY1:** | **TOTAL OUTPUTS**  **FOR 2025/2026** | **2025/2026**  **TARGET** | **TOTAL OUTPUTS**  **FOR 2026/2027** | **2026/2027**  **TARGET** | **TOTAL OUTPUTS**  **FOR 2027/2028** | **2027/2028**  **TARGET** | **TOTAL OUTPUTS AND TARGETS**  **FOR 2025/26-2027/28** |
| *Name activity* | *i.e. preparations for the implementation of the project* |  |  |  |  |  |  |
| **ACTIVITY 2:** | **TOTAL OUTPUTS**  **FOR 2025/2026** | **2025/2026**  **TARGET** | **TOTAL OUTPUTS**  **FOR 2026/2027** | **2026/2027**  **TARGET** | **TOTAL OUTPUTS**  **FOR 2027/2028** | **2027/2028**  **TARGET** | **TOTAL OUTPUTS AND TARGETS**  **FOR 2025/26-2027/28** |
| *Name activity* |  |  |  |  |  |  |  |
| *Add rows as*  *required for Project* |  |  |  |  |  |  |  |

*Complete the tables below for each activity in the project. Please note that a project may be funded from more than one source. Please ensure that the* ***full cost*** *of the activity is indicated as well as the amount required from the University-led Collaborative Projects Sub-Programme. Other sources of funding should be indicated if applicable.*

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| **BUDGET ITEM** | **#UNITS** | **AVERAGE**  **COST PER UNIT** | **2025/26** | **2026/27** | **2027/28** | **TOTAL** |
|  |  |  |  |  |  |  |
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| **Overall total for Activity 1** |  | | | | | |
| **Amount required from the University-led Collaborative Projects Sub-Programme** |  | | | | | |

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| **BUDGET ITEM** | **#UNITS** | **AVERAGE COST PER UNIT** | **2025/26** | **2026/27** | **2027/28** | **TOTAL** | |
|  |  |  |  |  |  |  | |
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| **Overall total for Activity 2** |  | | | | | |
| **Amount required from the University-led Collaborative Projects Sub-Programme** |  | | | | | |

*Please complete a table for each activity*

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| **TOTAL FUNDS REQUIRED FROM THE UNIVERSITY-LED COLLABORATIVE PROJECTS SUB-PROGRAMME** | **2025/26** | **2026/27** | **2027/28** | **TOTAL** |
| **Activity 1** |  |  |  |  |
| **Activity 2** |  |  |  |  |
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| **Total** |  |  |  |  |

*Please duplicate individual project plans as per number of projects in the plan*

# MANAGEMENT STRUCTURE TO SUPPORT THE EFFECTIVE IMPLEMENTATION AND THE EFFICIENT UTILISATION OF THE UNIVERSITY-LED COLLABORATIVE PROJECTS SUB-PROGRAMME

* 1. *Describe the management structure that is already in place or that will be put in place to support implementation and efficient use of the University-led Collaborative Projects Sub-Programme project funds.*
  2. *Include an organogram that shows the management structure for the University-led Collaborative Projects Sub-Programme project.*
  3. *Describe the capacity development needs that should be addressed at the institution to enable effective implementation of the project. How will the institution address these needs*[*1*](#_bookmark0)*?*

1 Note that the professional development needs of support professionals who assist to implement the University-led Collaborative Projects Sub-Programme at the University can also be included as an activity in the university’s plan or be supported though the University’s UCDP.

# MONITORING AND EVALUATION OF PLAN IMPLEMENTATION AND RESULTS

*Each University is required to conduct an evaluation*[*2*](#_bookmark1) *from inception to conclusion of* *its Plan and the results that are achieved. Although the report on the evaluation will only be submitted at the end of the cycle, it is important that the University already gives a brief description of how this will be done as the conceptualisation and design of such an evaluation must run parallel with the implementation of the plan. The University may budget for the component in the Project Management budget item. The evaluation can be carried out by an internal or external evaluation team. Consider Mid-term of the plans.*

2 The project is supported through public funds, The Department of Performance Monitoring and Evaluation has published Guideline 2.2.3: Guideline for the planning of new implementation programmes, which should be used to plan the project, including its evaluation. The funds to enable the evaluation to be conducted can be allocated from the 5% of the grant that could be used for grant management activities and/or from interest earned on UCDG funds at the University.

# PLAN OVERVIEW

1. *List each project activity in this plan in the table below, provide the details of the specific project leader, and show the amount budgeted from the University-led Collaborative Projects Sub-Programme project for each activity each year of the plan.*

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| **PROJECT NUMBER** | **PROJECT NAME** | **2025/26 BUDGET** | **2026/27 BUDGET** | **2027/28 BUDGET** |
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| **TOTAL FOR PROJECTS** | |  |  |  |
| **TOTAL FUNDS ALLOCATED FOR MANAGEMENT AND**  **IMPLEMENTATION OF PLAN** | |  |  |  |
| **GRAND TOTAL PER YEAR** | |  |  |  |

1. *Fill in the table below, to illustrate how projects in this plan are aligned with the University-led Collaborative Projects Sub-Programme, noting that an integrated project can cover a number of areas. For each project activity, in each cell, indicate the total rand value allocated to that project activity from the University-led Collaborative Projects Sub-Programme as well as the total required for the project activity and other funding sources if applicable.*

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| **PROJECT** | **STUDENT DEVELOPMENT** | **STAFF DEVELOPMENT** | **CURRICULUM DEVELOPMENT** | **TOTAL UNIVERSITY- LED COLLABORATIVE PROJECTS SUB-**  **PROGRAMME** | **OTHER FUNDING SOURCES** | **TOTAL BUDGET REQUIRED** |
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1. *Reflect on the salary costs indicated for the project in the table above. Provide a l**ist of the positions filled in each case as well as the amount allocated for the positions. Also provide a motivation for the position.*

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| **PROJECT NAME AND NUMBER** | **DESCRIPTION OF POSITION**  **(S) AND NATURE OF POST (S) (TEMPORARY/PERMANENT**[**3**](#_bookmark2)**)** | **AMOUNT** | **MOTIVATION** | **WHAT PLANS DOES THE UNIVERSITY HAVE TO ENSURE SUSTAINABILITY OF THE POSITION OUTSIDE OF USING THE UNIVERSITY-LED COLLABORATIVE**  **PROJECTS SUB-PROGRAMME FOR IT** |
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| **Total** | |  |  |  |

3 Note that it is outside of University-led Collaborative Projects Sub-Programme policy to employ staff permanently using the grant.