1. Objectives of the Research Grant
The aim of the grant is to enhance knowledge and research capacity in the field of pain and pain management. The PainSA Research Grant has been established to provide support for members of PainSA registered at a South African University for a postgraduate research degree. A single grant up to the value of R80 000 will be awarded on an annual basis to cover registration fees and direct research costs. PainSA reserves the right to NOT award a Research Grant should it feel it does not have appropriate applicants.

2. Process for the Awarding of the Research Grant/s
The grant is for members of PainSA undertaking full-time or part-time study towards a Master’s level or PhD in pain-related research. For the first round of applicants (2016), applicants must be members of the society in good standing. From 2017, applicants must be members in good standing, and must have been members of the society for at least 12 months.

The following steps shall be taken to ensure transparency in the awarding of the Research Grant:

a) The evaluation process and awarding of the grant shall be considered and approved by the Council of PainSA;

b) A 5-member evaluation panel shall be nominated by Council and mandated to approve the awarding of the grant. The evaluation panel shall serve for a period of 3 years (the term of office to coincide with the Council election cycle). The evaluation panel shall be made up of a minimum of five members including the President of PainSA, the Education Portfolio member of Council, and three other members of PainSA with experience in research. Conflicts of interest must be declared and appropriate steps taken to maintain objectivity.

c) The call for applications will be made through an announcement in the Journal of PainSA, on the PainSA website and University postgraduate funding offices. The call for applications will be made in September annually. The closing date for applications will be 31 October with recipients informed by 16 December of the same year. Funds will be made available from January of the following year.

d) In the call for applications, applicants will be asked to submit the attached application form which includes information on the following:
   a. A motivating letter
   b. Two-page study synopsis
   c. Curriculum Vitae
d. Copies of academic transcripts

e. Two references letters from academics who have taught, supervised or worked alongside the applicant. At least one of the reference letters must be from the applicant’s research supervisor over the period of the award.

e) The evaluation panel shall do an initial review of all applicants for eligibility;

f) Those applicants who are deemed ineligible on the basis of the initial review, as unanimously agreed upon by the evaluation panel, will be informed of their ineligibility immediately by the Education Portfolio member of Council and will no longer be considered;

g) The evaluation panel will score the eligible applicants against predefined criteria (attached). Each evaluation shall be done independently by each of the evaluation panel members. Each applicant shall be given a separate score by each evaluation panel member. Each evaluation panel member shall also provide independent comments on each applicant;

h) The evaluation panel shall then discuss and review the applicants, and select the recipient based on merit;

i) If the panel feel that there are no suitable applicants, no grant will be awarded. In such an instance, the grant will be re-advertised and will remain open until such time as it is awarded;

j) The top applicant, will be informed that they have been successful by the Education Portfolio Member of Council and that they will be awarded the grant pending the acceptance of the grant conditions (as set out below). Should the applicant be unwilling or unable to meet the conditions of the grant, then the next potential applicant, in order of preference as set out in items (2.g) and (2.h) will be offered the Grant.

k) Only once a successful applicant has accepted the terms of the grant will unsuccessful applicants be informed of the decision and provided feedback from the evaluation panel with the aim of facilitating future success in applications for this grant or other grants.

l) The awardee of the Research Grant shall be announced in the Journal of PainSA, on the PainSA website and at PainSA congress.

3. Criteria for the Awarding of the Research Grant

The Research Grant will be awarded on the following criteria:

<table>
<thead>
<tr>
<th>Category</th>
<th>Evidence (questions)</th>
<th>Evaluation Guidance</th>
<th>Category Weighting</th>
<th>Evidence Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment to Pain research, education and training</td>
<td></td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Membership of PainSA</td>
<td></td>
<td>Yes/No (full or zero points)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Participation in PainSA activities</td>
<td>Points awarded for previous presentation of work at PainSA Congress, involvement with PainSA activities including serving on Council and/or PainSA Pain Academy activities and/or delivering EPM training</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience in Research</td>
<td></td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Previously Published in DOE accredited peer reviewed journal</td>
<td></td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Calibre and quantity of previous publications</td>
<td>Journals within which published, number of times published</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation in research panels</td>
<td>Member of any (University/Other) Editorial Boards, active as reviewer for DOE accredited journals, member of ethics or other research committees</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Commitment to Research**

| Research path | Letter of motivation explaining research path – why is this study being undertaken and how will it inform the applicant’s future research plans | 5 |
| Other Grant applications | Successful applications score more points | 5 |

**Masters or Doctoral Scholarship Idea/Process**

| Applied for and been accepted for masters or doctoral studies | Yes/No (measuring intent) | 3 |
| Masters or Doctoral protocol accepted by department | Yes/no (measuring success) | 2 |
| Quality of Masters or Doctoral protocol | Calibre of research protocol including quality of scientific writing and research design (study synopsis submitted) | 10 |
| Value of research | Does the research complement the objectives of PainSA? | 5 |
| Value of research to society | Will the research contribute to pain management in SA? | 5 |

**TOTAL**

| 50 |

4. **Research Grant Recipient Conditions**

If not already registered as a student at an accredited South African university, the recipient must apply and be accepted for studies prior to the awarding of the grant. The grant will only be awarded once the awardee has been registered for masters or doctoral studies. On being awarded the grant, the recipient will also be expected to commit to the following obligations:

a) To complete their masters or doctoral studies in the shortest possible time;

b) To provide yearly reports to the Education Portfolio Member of Council on the progress of their studies;
c) To present their research at PainSA Congress in the year following completion of their studies;
d) To be available to speak on their research at a minimum of two other PainSA events during the time of their studies;
e) The recipient will be required to submit a paper derivative of the dissertation for publication in an appropriate ISI-listed journal within one year of graduating.
f) Recipients who do not successfully complete their studies within the maximum period prescribed by the University at which they are registered for the relevant degree may be required to repay the value of the grant.

The recipient will be expected to sign a contract committing to these obligations prior to receiving the grant. The contract will also determine the value and payment terms of the grant for each recipient, as well as determine repayment terms should the recipient be in breach of the contract.

University registration fees will be paid directly by PainSA to the university on presentation of invoice by the recipient to the Secretary of PainSA. Research related expenses will be paid on claim up to the full amount of the grant. Claim forms and receipts are to be submitted to the secretary of PainSA by the 20th of each month to ensure that reimbursements are completed by month end.

Unspent funds at the end of each calendar year will be available for spending in subsequent years subject to submission of progress reports demonstrating satisfactory progress on the research being funded, and confirmation of re-registration of the awardee for their degree and as a member of PainSA.

There is no restriction on awardees applying to the PainSA Research Grant in successive years for future studies. The grant may only be awarded once to an awardee for master’s level studies and once for doctoral level studies.

5. Request for Application Document
The announcement of the Research Grant will be supported by a formal request for applicants to complete the attached application form and provide the necessary accompanying documents. This document will outline the criteria and obligations, as set out in this document and will ensure that the potential recipients are aware of the information that they must submit in order to be considered.

6. Approval
The Research Grant criteria and processes, as set out above, were approved by the Council of PainSA on Saturday 20 August 2016.
Appendix A
Application Form
PainSA Research Grant Application Form

The PainSA Research Grant has been established to provide support for members of PainSA registered at a South African University for a postgraduate research degree.

**CURRICULUM VITAE**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION/ TITLE</th>
</tr>
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<tbody>
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</table>

**EDUCATION/TRAINING**

*(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)*

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE</th>
<th>YEAR(s)</th>
<th>FIELD OF STUDY</th>
</tr>
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</table>

A. **Personal Statement** *(Briefly describe why your experience and qualifications make you particularly well-suited to successfully complete your studies) 500 words maximum*

B. **Positions and Honours**
Positions/employment

Other professional experience
(serving on professional boards, committees etc)

Honours
(relevant awards, prizes)

C. Peer Reviewed Publications in last 3 years

D. Research Support (List other funding support, awards and grants obtained.)

E. Study Synopsis (2 pages maximum, in Arial 11, 1.5 spacing)

F. Attachments

Please ensure the following documents are attached:
1. Academic transcripts
2. Letters of support from two academics who have worked with you in the past. One of these letters must be from the academic who will supervise your studies.

Completed applications are to be submitted to the secretary of PainSA by 31 September: painsa@global.co.za
Appendix B
Call for applications
PainSA Research Grant

The PainSA Research Grant provides financial support for members of PainSA registered at a South African University for a postgraduate research degree, and whose research is directly related to the field of pain. A single grant up to the value of R80 000 will be awarded on an annual basis to cover registration fees and direct research costs. PainSA reserves the right to NOT award a grant should it feel it does not have appropriate applicants.

Eligibility: The PainSA Research Grant is for members of PainSA undertaking full-time or part-time study towards a Master’s level or PhD degree directly relevant to the field of pain. Applicants must be members of the society in good standing.

Deadlines: The submission period is from 1 September to 31 October, with recipients informed by 16 December of the same year.

For more information, application forms and evaluation criteria please visit the website (http://painsa.org.za/research_grant/), or contact: painsa@global.co.za