

CONFIDENTIAL



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

OFFICE OF
THE PREMIER

LIMPOPO PROVINCIAL RESEARCH GUIDELINES

127

CONFIDENTIAL

Table of Contents

Table of Contents	i
LIST OF ACRONYMS	iv
DEFINITION OF TERMS	v
1. INTRODUCTION	1
2. PROBLEM STATEMENT	2
3. PURPOSE AND OBJECTIVES OF THE GUIDELINES	3
4. SCOPE OF APPLICATION	4
5. THE RESEARCH GUIDELINES' CONCEPTUAL PERSPECTIVE	4
THE ROLE AND FUNCTION OF RESEARCH AND DEVELOPMENT UNIT (R&D)	6
6. THE ROLE OF PROVINCIAL DEPARTMENTS AND MUNICIPALITIES	7
7. THE ROLE OF UNIVERSITIES	8
8. ROLE OF LIMPOPO RESEARCH FORUM (LRF)	9
9. MANAGEMENT/ COORDINATION OF RESEARCH	10
10.1. Establishment of Provincial Ethics Committee	10
10.1.1 Composition of the Provincial Ethics Committee	11
10.2. Establishment of Departmental Ethics Committees	11
10.3. Establishment of a Provincial Research Committee	12
10.3.1 Composition of the Provincial Research Committee	13
10.4. Establishment of Departmental Research Committees	14
10.4.1 Composition of the Departmental Research Committees	14
10. GENERAL RESEARCH GUIDELINES	15
11.1 Procedure for Submitting Proposals	15
11.2 Criteria for Approving Proposals	15
11.3 Ethical Considerations	16
11.4 Compliance with Provincial Research Guidelines	18
11. PROCESS FLOW	19
12. MONITORING AND EVALUATION	21
13. ANNEXURE A: 2012/13 RESEARCH BUDGET	22
14. ANNEXURE B: RESEARCH DESCRIPTION	23



15.	ANNEXURE C: CONCISE RESEARCH GUIDELINES PROPOSAL	27
16.	ANNEXURE D: RESEARCH PROPOSAL APPROVAL FORMAT	33
	Research Objectives.....	34
	Research Methods.....	34
	<i>Research Outputs and Outcomes</i>	34
	<i>Research Project Management</i>	34
17.	ANNEXURE E	36
	References	36

TABLE OF FIGURES

Figure 1: Research Guidelines Conceptual Perspective.....	6
Figure 2: The Departmental Research Process Flow	19
Figure 3: Transversal/Provincial Process Flow	20



LIST OF ACRONYMS

CBPs	Community Based Programmes
EPWPs	Expanded Public Works Programmes
IDPs	Integrated Development Plans
LED	Local Economic Development
LEGDP	Limpopo Employment, Growth and Development Plans
LRF	Limpopo Research Forum
LPR ²	Limpopo Policy and Research Repository
NPWPs	National Public Works Programmes
OtP	Office of the Premier
R&D	Research and Development
WSDPs	Water Services Development Plans

DEFINITION OF TERMS

Baseline information- information consisting of facts and figures that provides a basis

Baseline study- Analysis of current situation to identify the starting point for a program or project

Benchmarking- type of research that allows organizations and institutions to compare their existing initiatives against others and adopt best practices

Compliance- the act of complying with the guidelines

Credible research- the extent to which research is recognized as a source of reliable information in the province

Data analysis- process of inspecting, cleaning and transforming data using of appropriate statistical methods.

Data interpretation- the process of assigning meaning to the existing data

Guidelines- general research principles, rule or advice to realize professional research conducts

Implementation - is the carrying out, execution, or practice of a plan

Information dissemination- the distribution of information to the public audiences

Interventions- measures undertaken with a purpose of improving the state of the province

Monitoring- systematic observation of the progress and quality of the interventions in the province

Monitoring and evaluation- the process of monitoring a program and evaluating the impact it has on the province and its citizen in order to assess the success and gaps in program implementation

Multi-disciplinary- the involvement of several academic disciplines and professional specializations

Partnerships- tailored business relationship based on mutual trust, openness, shared risk and shared rewards that results in business performance

Policy making- High-level development of policy, especially official government policy

Postgraduate students- someone who has entered into an Honours, Masters and PhD program

Pro-bono services- technical and intellectual services provided at no costs

Process flow- visual representation of the steps, activities and process to be followed

Research- is a systematic process of collecting and analyzing data for evidence purposes, with the aim of establishing facts, recommendations and also reaching conclusions.

Researcher- a person who performs/undertake research with the aim of establishing facts

Research capacity- the ability of provincial departments, national departments in the province, and parastatals to undertake and disseminate high quality research effectively and efficiently

Research committee- a dedicated committee created to coordinate, supervise, evaluate, guide and approve research proposals in the Limpopo Province

Research ethics- fundamental ethical principles for research conducts

Research ethics committee- a dedicated committee created to coordinate, consider and approve research proposals based on ethical issues

Research findings - the principal outcomes of a research project; what the discovered and revealed

Research publications- academic work published in the journals and books

Research protocols- a document describing the procedures of a research study. This can be evaluated by the provincial research committee and ethic committee

Research recommendations- an opinion given by a researcher given the research findings

Standardized and uniform research procedures- prescribed research procedure and approach to be followed routinely by the provincial departments, national departments and parastatals conducting research in Limpopo Province

Strategic planning- the process of determining the provincial and departmental goals and identifying the best approaches to achieving those goals

1. INTRODUCTION

Government's policy making, strategic planning, interventions and monitoring progress are dependent on research. Additionally, government policies, programmes, and strategic planning such as IDPs, WSDPs, LED plans, EPWPs, NPWPs, and CBPs rely on research outputs for their own implementation. Over the years research conducted has been inadequate for Government's utilization in the above context. Government is still faced with challenges of insufficient baseline information to support policy formulation and strategic planning. For instance, the LEGDP has a dearth of the baseline information and empirical evidence. Substantially, the 2012 Report of the Implementation Review of the LEGDP has revealed that the LEGDP lacked the baseline information and empirical evidence for its conception in comparison to PGDS in other Provinces such as Mpumalanga, Gauteng and Western Cape (Limpopo Provincial Government, 2012). The latter statement serves as evidence that government's initiatives are on one hand, based on insufficient empirical evidence and on the other hand are dependent and utilise outdated baseline information such as the STATSSA 2001 Census and 2007 Community Survey reports. Basically, there is insufficient research evidence to backup Government policy formulation and planning strategies. It is in this context that government needs credible, accurate, reliable and valid evidence derived from research for planning purposes.

The value of research evidence for Government lies in findings which are informative to its interventions and initiatives. Furthermore, research evidence informs policy formulation, strategic planning and monitoring and evaluation to meet the needs of the province. Evidence has the potential to accelerate informed decision making in the Provincial Administration. Informed decision making will pave a way for achieving the aspirations of the Province as the focus of the planners will be drawn towards areas which need targeted interventions. Decision makers will be informed on how to formulate policies, execute integrated strategic plans and make informed decisions. The fact that Government uses research to inform service delivery and allocate resources, has informed the decisions to develop research guidelines which will ensure that there is standardized and uniform guidelines in place on how to conduct research in the

province. Therefore, a research conduct gap has been observed, this research gap is also reflected in the STATSSA IDP Analysis Report 2012 (STATSSA, 2012).

It is in this context that the Office of the Premier (OtP) is developing the guidelines to instill common understanding and approach of research in the Province. Moreover, the research guidelines shall have a regulatory mandate to support research management in the province through a coherent research management instrument which is the Research, Development and Innovation Framework.

2. PROBLEM STATEMENT

The Provincial and Local Government is faced with a challenge of interventions that are not responding to the provincial mandate and the needs of the people. The challenge is linked to inadequate evidence to influence decision making, and strategic and integrated planning that respond to the existing issues at the grassroots level. For instance, it has been revealed by the 2012 STATSSA IDP Analysis Project Report that IDPs in District and Local Municipalities in the Province are not based on sound research findings and empirical evidence. For an example, the afore-mentioned analysis report revealed that the Capricorn District Municipality (CDM) is one of the district municipalities experiencing challenges with the utilisation of empirical evidence for the development of its IDPs especially with the usage of indicators and sources of data. The report also reflected two things, one; the municipalities' dependence on consultants who are not certified by STATSSA and two; their reliance on utilising other sources of data that is not from STATSSA. This poses a serious challenge as the reports compiled by those consultants will not be classified as official documents.

It is in this context that the Limpopo Provincial and Local Government should put in place strategies and systems to ensure proper mechanisms to conduct research and utilization of research to inform decision making, policy making and strategic and integrated planning. The research guidelines are therefore developed to ensure that there is a common understanding and approach on research and adequate support and information on how is research conducted. The existing key challenges faced by the Limpopo Government are as follows:

- Insufficient research capacity that has led to inadequate management and coordination of research projects and efforts in the province. Furthermore, insufficient capacity has also fuelled Government's dependence on consultants and outsourcing important research tasks instead of capacitating its officials.
- Private initiated research without due permission and ethical clearance from the Department;
- Budget constraints- departments and municipalities do not have a dedicated budget for research, it is seen as a supportive function and therefore it always gets "left-overs" in terms of budget (see annexure A); and
- Unavailability and inaccessibility of research outputs/outcomes- which is attributed to uncoordinated research efforts. Unavailability of research outputs retards the strategic planning of Government because government departments' and municipalities' plan and operate in silos with no scientifically grounded evidence backing their strategies, interventions and policies.

These challenges have necessitated the development of research guidelines. These guidelines will enable the departments, municipalities and researchers to have a clear understanding of research and how it relates to developing initiatives and interventions. It is imperative for the government to have constructive feedback in order to plan for the future and measure the impact of its interventions.

3. PURPOSE AND OBJECTIVES OF THE GUIDELINES

The main purpose of this document is to provide guidelines that will provide guidance to national departments operating in the province, while directing and guiding provincial departments, municipalities, parastatals and any other research bodies on the conduct of research that is credible, useful, valid and reliable and ethical sound. These guidelines seek to achieve the following objectives:

- To establish standardized and uniform research management systems, procedures, processes in the province;
- To promote common research approaches and understanding among departments and researchers in the province;
- To assist researchers to conduct research that is accurate, valid, reliable, and responsive to the needs of the province;
- To develop research capacity in provincial departments and municipalities;
- To instill the culture of research and usage of research within the public sector;
- To coordinate and manage research activities in the province;
- To recommend provincial departments to adopt and adhere to the Provincial research guidelines and to also comply with them within the scope of their departments; and
- To collaborate with research and academic institutions.

4. SCOPE OF APPLICATION

The guidelines outlined in this document shall guide all provincial departments and municipalities in any practice relating to research, national departments, parastatals and external bodies embarking on research in Limpopo Province. All stakeholders conducting research in the province, (e.g. departments, parastatals, research institution etc.) will be required to operate within these guidelines.

5. THE RESEARCH GUIDELINES' CONCEPTUAL PERSPECTIVE

(See figure 1 below)

Research management involves the ability for the province to enter into research collaborations with other government entities, academic and research institutions and any other stakeholders involved with research. Additionally, research management also includes the ability to manage research data and disseminate it with the aim of sharing information amongst the stakeholders whose interest lies in research disciplines. Hence, the emergence of the Limpopo Policy and Research Repository (LPR²). It has been noted that the province is still faced with challenges of research collaboration and dissemination of research data. Therefore a need for developing the Provincial

Research Guidelines emerged. The research gap highlighted earlier, makes it difficult to conduct research that is reliable, credible and also of excellent quality.

The integration between the guidelines, research collaborations and LPR² is of great importance for the development of the Province. The research guidelines will serve as a foundation and research precedent governing all the research activities within the Province from departments, municipalities, research and academic institutions and also envisaged research collaborations. The guidelines will ensure that the research to be conducted by the afore-mentioned sectors will be of quality to qualify to be viewed and utilised by planning, M&E and decision making panels in government, the general public, and other organisations within and outside the government realm. Such research reports will be disseminated and viewed through the Provincial Repository. Furthermore, the research conducted within the Province shall also form a sound research basis for referrals in the policy and decision making panels, planning fora and implementation and monitoring and evaluation of the programmes and projects of the Limpopo Province.

- To encourage good practices in monitoring and evaluation (M&E) of research;
- To encourage the provincial government to undertake and utilise research for planning, policy making, and programme interventions;
- To support the provincial departments to enhance their research capacity;
- To collaborate and forge partnerships with academic and research institutions and any other stakeholder involved in research; and
- To monitor research and development activities and the implementation of research findings and recommendations by provincial departments.

Figure 1: Research Guidelines Conceptual Perspective



THE ROLE AND FUNCTION OF RESEARCH AND DEVELOPMENT UNIT (R&D)

The primary function of the Research and Development Unit (Office of the Premier) is to ensure that provincial departments' research activities are well managed, coordinated and monitored. Furthermore, the core function of the R&D Unit is to support research that seeks to achieve the objectives and priorities of the Limpopo Provincial Government.

The R&D Unit's roles are as follows:

- To coordinate and facilitate the development and management of research activities in the province;
- To develop and review Provincial Research Guidelines;

The research to be supported in this regard must address Limpopo's provincial challenges, needs and priorities as aligned to the mandate of the Provincial Administration.

Office of the Premier (Research and Development Unit) will therefore be responsible for facilitating, co-ordinating and managing the following types of research, although not limited to the ones listed herein:

- Surveys
- Case studies
- Feasibility study
- Census
- Pilot studies
- Focus groups
- Archival research
- Longitudinal research
- Functional Analysis
- Benchmarking
- Baseline studies

6. THE ROLE OF PROVINCIAL DEPARTMENTS AND MUNICIPALITIES

The provincial departments and municipalities have a role to play in ensuring that they create a conducive environment for research to take place. The specific roles of the two entities are to:

- lay a foundation for building research infrastructures;
- collaborate with academic and research institutions and any other stakeholder involved in research;
- promote research and development projects and initiatives;
- create technological development that is strengthened by research and development;



- capacitate aspiring researchers with research skills;
- lobby for financial assistance to ensure that research and development projects are sustainable;
- ensure that their research findings are deposited, stored and disseminated in the Provincial Policy and Research Repository;
- disseminate information from the departmental research work and projects;
- monitor and implement the research findings and recommendations; and
- Ensure the development of credible research.

The Limpopo Department of Co-operative Governance, Human Settlements and Traditional Affairs (COGHSTA) shall play a pivotal role in assisting the OtP with the coordination of research activities in both district and local municipalities and also gathering the research reports and outcomes for dissemination in the Limpopo Policy and Research Repository (LPR²).

7. THE ROLE OF UNIVERSITIES

Public universities are funded by government and have a mandate to develop highly skilled human resources for the country and to conduct research. From a provincial perspective the universities located in the province are expected to play an increasing role in assisting the government in developing the province and its people. In terms of research, the universities roles include:

- train postgraduates students to become productive and knowledgeable researchers;
- develop the research skills of the future researchers;
- encourage aspiring researchers to embark on research activities that are relevant to the niche and mandate of the government sectors;
- collaborate with government and research institutions to enhance research in the province;

- ensure that their publications are disseminated in the provincial repository as this will facilitate evidence based planning, policy and monitoring and evaluation in the provincial departments;
- offer pro bono services to capacitate the government officials to develop their research skills (both basic and applied research);
- ensure that their research findings are deposited and stored in the Provincial Policy and Research Repository;
- advise government on research matters of the Province;
- partner with Government through Memorandum of Understanding (MoU) and Services Level Agreements SLAs);
- Build and promote skills transfer components through research collaborations; and
- Assist government to develop a credible body of research work to be utilized by policy makers in the Province.

8. ROLE OF LIMPOPO RESEARCH FORUM (LRF)

Limpopo Research Forum is a platform where researchers confer with the aim of sharing knowledge, experiences, ideas and skills to develop, enhance and strengthen research capacity in the province. The LRF serves as an institutional coordination mechanism for partnerships and support for the use and production of high quality research outputs in the Province. The LRF roles are to:

- guide and evaluate the research projects conducted in the Province;
- review the progress on research projects annually;
- provide a platform for networking with other research organisations locally and internationally;
- promote the dissemination of research results through the Limpopo Provincial Policy and Research Repository;
- serve as an advisory forum for research activities in the Province;
- identify capacity constraints related to research and share technical expertise; and

- facilitate knowledge sharing and integration.

9. MANAGEMENT/ COORDINATION OF RESEARCH

The management and coordination of research in the Province will be done through the Research and Development Unit, the establishment of the Provincial and departmental ethics committees and also the establishment of the Provincial and departmental research committees. The establishment of these committees shall assist the Office of the Premier to coordinate the research activities in the Province. The prospective researchers and research units shall submit the research proposals to specific research and ethics committees. Once the proposals are submitted, the turnaround period for receiving comments and approvals shall not be more than 30 days. The committees shall meet four (4) times a year but in cases wherein there are urgencies and high demand for research proposal submissions the committees shall make urgent arrangements to meet and work on the submitted proposals.

10.1. Establishment of Provincial Ethics Committee

There is a need for the establishment of a provincial ethics committee to ensure that all researchers conducting research in/about the province comply with all the ethical considerations as prescribed by legislation and government regulations. The roles of ethical committee are to:

- review all research protocols;
- approve all research that involves human participants.
- promote and monitor good ethical practice in the province;
- protect the rights and welfare of research participants;
- approve, reject , and require amendments to a research proposal on ethical and criteria approval grounds;
- disseminate information on research ethics issues; and

- audit the activities of research projects to ensure their compliance with research ethics.

10.1.1 Composition of the Provincial Ethics Committee

The research ethics committee shall consist of members who have the qualifications and experience to review and evaluate ethics of the proposed research. The ethics committee should be independent, multi-disciplinary and multi-sectoral.

The Provincial research ethics committee shall comprise of the following:

- Chairperson (an objective person);
- A community representative (e.g. representative from traditional health practitioner or faith based organisation);
- Members with the knowledge of current experience in the research area;
- A member with knowledge of professional care, counselling and treatment of people (e.g. social workers and psychologists);
- A member who has professional training in both qualitative and quantitative research methodologies;
- Research Directors from both universities of Limpopo and Venda (to represent the LRF and universities);
- STATSSA representative;
- A Local Government representative, preferably SALGA;
- A legal advisor; and
- Office of the Premier Research Unit (Secretariat and coordinator).

10.2. Establishment of Departmental Ethics Committees

Departments can establish their own departmental research ethics committee to deal with research issues at a departmental level. However, in cases where departments do not have the capacity to establish their own ethics committee, they can utilise the services offered by the Provincial ethics committee as they are dealing with transversal

ethics issues. Conversely, municipalities shall also use the expertise of the departmental ethics and research committee depending on sector specific research projects. It is therefore encouraged that municipalities utilise the services provided by the departmental ethics committee.

10.2.1. Composition of Departmental Ethics Committee

The departmental ethics committee shall consist of the following:

- Chairperson (an objective person);
- A community representative (e.g. representative from traditional health practitioner or faith based organisation);
- Members with the knowledge of current experience in the research area;
- A member with knowledge of professional care, counselling and treatment of people (e.g. social workers and psychologists);
- A member who has professional training in both qualitative and quantitative research methodologies;
- A municipalities' representative (preferably LED/ IDP managers);
- A legal advisor; and
- Departmental R&D Unit (secretariat and coordinator).

10.3. Establishment of a Provincial Research Committee

In order for the guidelines to be adhered to there's a need for the establishment of the Provincial Research Committee. The research committee shall be established to enforce the adoption and utilisation of these guidelines. The committee shall comprise of experienced professionals who shall evaluate, recommend and approve research that is to be conducted in the province. The research committee will be established at a provincial level, but provincial departments are not precluded from establishing their own in-house research committees. The Provincial research committee shall be appointed by the Director-General. The role of the Provincial research committee includes the following:

- Evaluate, recommend and approve province wide research projects to be conducted in the Province;
- Develop a template for research proposal;
- Have a quarterly review progress on approved projects;
- Provide research guidance (i.e. scientific writing);
- Provide a platform for networking with other research organisations locally and internationally; and
- Promote the dissemination of research results.

10.3.1 Composition of the Provincial Research Committee

The research committee shall comprise of members who have the expertise and knowledge in research and development subject matters. They should have experience and willingness to perform substantial services as specified duties of the research committee members.

The research committee shall constitute of the following:

- Chairperson;
- Deputy chairperson;
- 5 Research Managers (or LED/IDP manager representing all District Municipalities);
- 4 Specialist researchers from different fields such as policy making, strategic and integrated planning and monitoring and evaluation;
- Research Directors from both universities of Limpopo and Venda (to represent the LRF and universities);
- STATSSA representative;
- Office of the Premier (secretariat and coordinators)

10.4 Establishment of Departmental Research Committees

All departments with research units shall establish their own in-house research committees that will deal with the internal research activities and departmental research initiatives. The departmental committees will be linked to the Provincial committee. Therefore the departmental committees shall report to the Provincial research committee on quarterly basis. Departments that do not have research units shall report directly to the Provincial research committee. At the departmental level the Head of Departments shall appoint the departmental research committees. SOEs who fall under departments will form part of that department's research committee. Furthermore, where assistance is needed; municipalities will be encouraged to use the expertise of the departmental ethics and research committees depending on sector specific research projects. All the district municipalities will be represented by the IDP/LED managers in the departmental committees. On a contrary, in instances wherein municipalities have research capacity and platforms (e.g. Vhembe District Municipality) they will be encouraged to utilise their existing arrangements for research conduct within their own settings (i.e. IDP/LED forums' steering committee).

The roles of the Departmental Research Committee are as follows:

- To evaluate, recommend and approve research projects to be conducted in the departments;
- To oversee the departmental research activities;
- To report to the Provincial Research Committee on a quarterly basis;
- To align the departmental research activities with the Provincial mandate;
- To provide research guidance in the department; and
- To develop the departmental research guidelines that is in line with the Provincial Research Guidelines.

10.4.1 Composition of the Departmental Research Committees

- Chairperson;
- Deputy chairperson;

- 5 Research Managers (or LED/IDP manager representing all District Municipalities;
- 4 Specialist researchers from different fields such as policy making, strategic and integrated planning and monitoring and evaluation. The departments and municipalities shall nominate the specialist researchers according to their field of expertise;
- STATSSA representative; and
- Departmental R&D Unit (secretariat and coordinator).

“For those departments that do not have research units, secretariat and coordination roles will be done by the unit that is responsible for policy, planning and research.”

10. GENERAL RESEARCH GUIDELINES

11.1 Procedure for Submitting Proposals

For Provincial wide research initiatives and research activities which cut across provincial departments the researcher must submit his/her proposal to the Provincial research committee for approval. The researcher will be expected to make a presentation to the committee and as soon as the committee is satisfied with the proposal the chairperson will sign for approval. The research projects that are based on departmental issues shall be submitted to the respective departmental research committees.

11.2 Criteria for Approving Proposals

Annexure A provides guidelines on research proposal and should be used as a guide. The following aspects will be used to evaluate and approve proposals.

- Project title

The title of the research project must be short, well descriptive and researchable.

- Context

- A sufficient contextual background (i.e. the social, economical, political and environmental information)
- The problem statement must be stated clearly
- The hypothesis and/or objectives of the research and the research questions must be highlighted
- The significance of the study/research
- Research methodology
- Workable timeframes (clear start and finish time of the project)
- Budget (clear and realistic budget)
- Literature review
 - Theoretical framework
 - The research gaps
- Sampling description
 - Unit of analysis
 - Sampling procedures
 - Population
 - Sample size
 - Data collection
 - Sources of data (textual and field data)
 - Data collection techniques (e.g. questionnaires, observations, field notes, interviews, etc.)
- Data analysis and interpretation
 - Data analysis techniques (e.g. description, classification and predictions)
 - Data interpretation techniques (e.g. frequency tables, graphs, histogram, etc.)

11.3 Ethical Considerations

Below are the ethical issues that must be considered when conducting research:

- **Obligations to Society:** Researchers have a responsibility to maintain high scientific standards in the methods employed in the collection and analysis of

data and the impartial assessment and dissemination of findings. In general, researchers have an obligation to conform to the ethical standards of the society in which they conduct their work.

- **Obligations to funders and employers:** Researchers' relationship with and commitments to funders and/or employers should be clear and balanced. These should not compromise a commitment to morality and to the law and to the maintenance of standards commensurate with research integrity.
- **Obtaining informed consent:** Consent must be obtained from research participants before the research commences. Gaining informed consent is a procedure for ensuring that research subjects understand what is expected of them, the limits to their participation and awareness of any potential risks they incur. Inquiries involving human subjects should be based as far as practicable on the freely given informed consent of subjects. Even if participation is required by law, it should still be as informed as possible.
- **Ensuring safety and minimising risk of harm to the researchers and participants:** Researchers have a moral obligation to minimise the risk of physical and/or mental harm to themselves and to their colleagues, respondents and participants from the conduct of research. Where possible researchers should anticipate the risks and ensure that field researchers are protected, as far as possible, from dangers in the field.
- **Enabling participation:** Researchers have a responsibility to ensure inclusion in research projects of relevant individuals or groups who might otherwise be excluded for reasons of communication and disability.
- **Maintaining confidentiality of records:** Researchers depend upon the confidence of the public. They should in their work attempt to promote and preserve such confidence without exaggerating the accuracy or explanatory power of their findings. Therefore researchers should take appropriate measures to prevent their data from being published or otherwise released in a form that would allow any subject's identity to be disclosed or inferred.
- **Integrity of Data:** Fabrication and falsification of research results are serious forms of misconduct. It is a primary responsibility of a researcher to avoid either a

false statement or an omission that distorts the research record. A researcher must not report anticipated research results that had not yet been observed at the time of submission of the report.

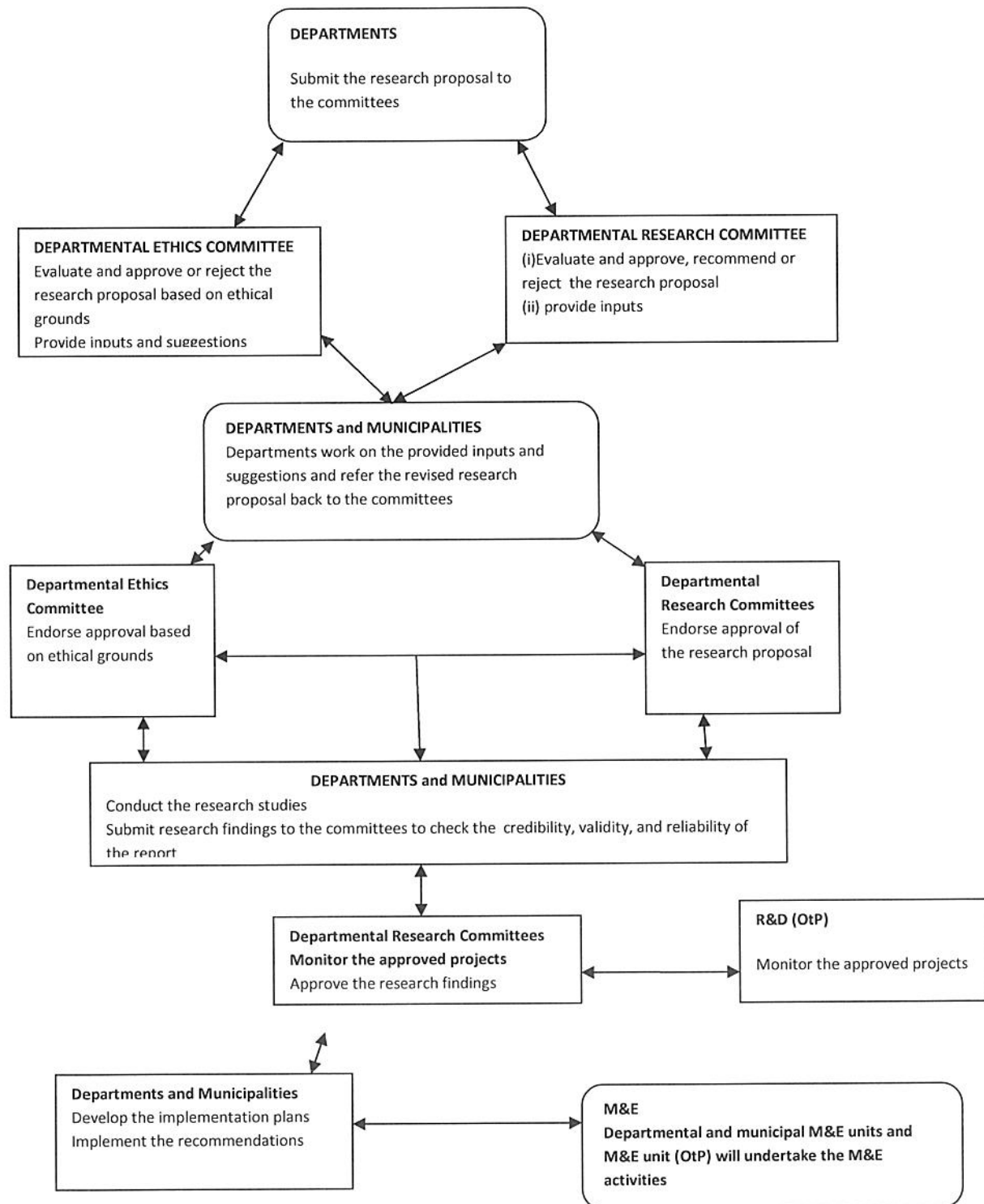
- **Use and Misuse of Data:** Researchers should acquaint themselves with the relevant quantitative methods available for processing data, including graphical and tabular methods of presentation. Research integrity requires not only that reported conclusions are based on accurately recorded data or observations but that all relevant observations are reported. It is considered a breach of research integrity to fail to report data that contradict or merely fail to support the reported conclusions, including the purposeful withholding of information about confounding factors.

11.4 Compliance with Provincial Research Guidelines

Departments and municipalities shall adopt the Provincial research guidelines and utilize them within their scope of work. Additionally, respective departments and municipalities are advised to adhere and comply with the guidelines as they serve as a template to be followed when conducting research. This is done with the aim of establishing standardized methods of conducting research.

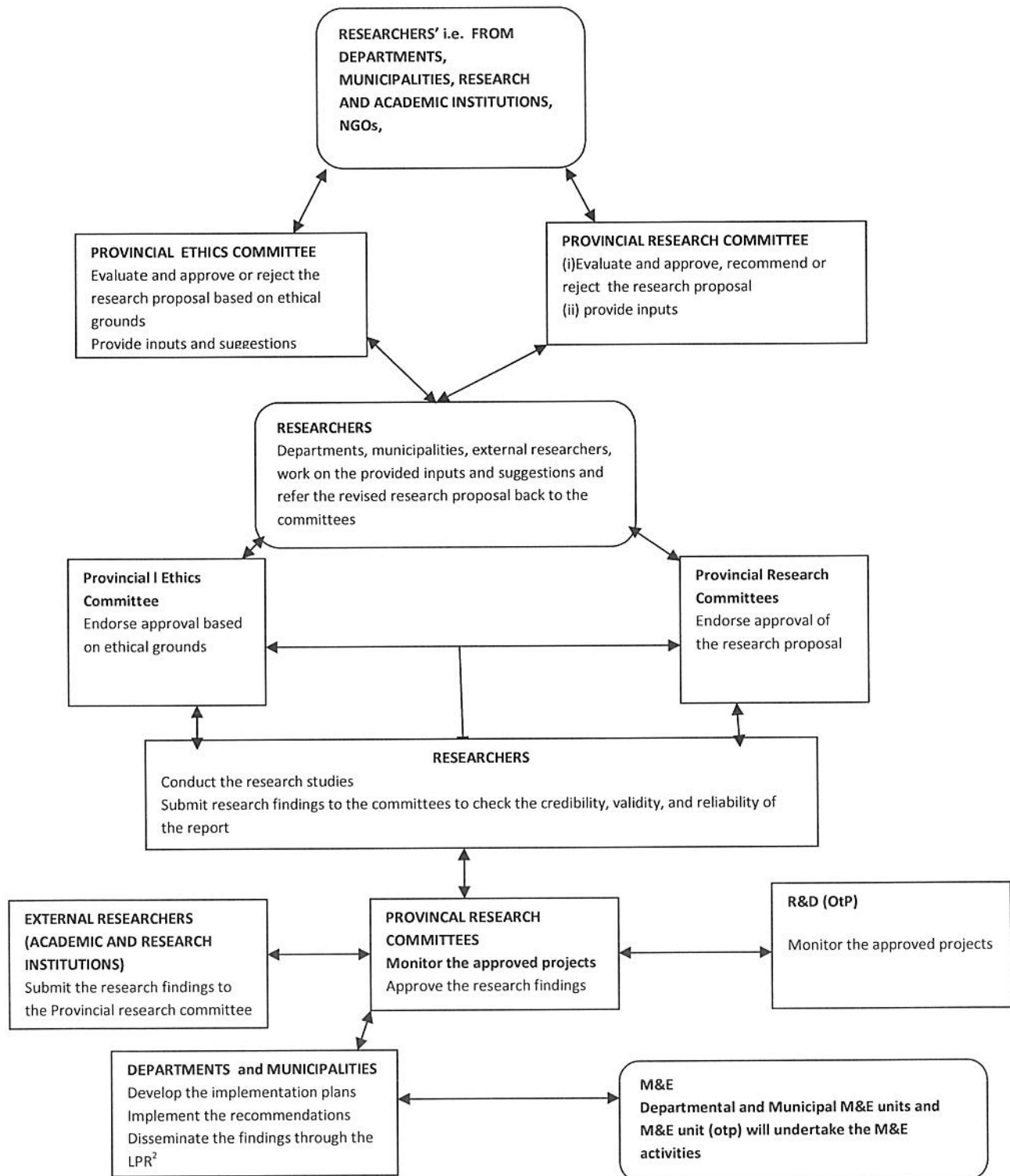
11. PROCESS FLOW

Figure 2: The Departmental Research Process Flow



107

Figure 3: Transversal/Provincial Process Flow



Handwritten signature

12. **MONITORING AND EVALUATION**

The Office of the Premier has the responsibility to monitor and evaluate the implementation of the Provincial Research Guidelines. The purpose of monitoring and evaluating the implementation of the guidelines is to measure progress, learn lessons and to attain information for future improvements. The Office of the Premier shall therefore adopt a summative evaluation methodology to evaluate the Provincial Guidelines. A summative evaluation tool/instrument shall be developed specifically to evaluate the guidelines. This type of an evaluation will focus on the performance of the guidelines and also determine whether the stated objectives and expectation of the guidelines are met. Additionally, the evaluation exercise shall report on the progress made on the guidelines.

The departments and municipalities have the responsibility to ensure that all the approved research projects are monitored and evaluated. The purpose of monitoring research projects is to assess if the findings and results correlate with the objectives of the research. It is crucial to find out if the research objectives have been met and the impact of the research. This will ensure accountability in assessing the project's effectiveness and efficiency. It remains vital to check if the project addressed the key issues stipulated in the research proposal (that were approved by the ethical and research committees). Organisations (i.e. departments and municipalities) are responsible for putting in place organizational procedures and tools for monitoring and evaluating the projects to provide feedback at an organisational level on the extent to which the project is achieving its goals. Substantially, the office of the Premier shall also develop a reporting tool to be utilised by departments and municipalities to provide feedback to OtP on the implementation of the guidelines at the departmental and municipal level and the impact the guidelines are having on the day to day operations of the organisations.

13. ANNEXURE A: 2012/13 RESEARCH BUDGET

Department	Budget	Comment/ Year
Provincial treasury	R150 000	2012/2013 All research will be produce in house
Public works	Does not have a budget for Research	-
Health	Does not have a budget for Research	-
Sports, arts and culture	Does not have a budget for Research	-
Agriculture	R40 597 000	2012/2013 Overall production of the research
Social Development	R1 000 000	2012/2013 Overall production of research
Education	R2.5 000 00	2012/2013 Overall production of research
Safety, Security and Liaison	Does not have a budget for Research	-
Economic Development, Environment and Tourism	R3 200 000	2012/2013 Overall Production of research
Roads and Transport	R 1044472.8	2012/2013 overall production of research

COGHSTA	R 60 645 000	
---------	--------------	--

14. ANNEXURE B: RESEARCH DESCRIPTION

Description of the Types of Research to be Facilitated, Co-ordinated and Managed by the Research and Development Unit

TYPES OF RESEARCH	CONCISE DESCRIPTION
Surveys	These refers to non- experimental, descriptive research methods, for example surveys can be useful when a researcher wants to collect data on phenomena that cannot be directly observed. In a survey researchers sample a population (population is any set of persons or object that possesses at least one common characteristic.
Case studies	A case study is an intensive study that investigates a single unit with the aim of generalising across a larger set of units. Case studies are analysis of persons, events, decisions, policies, institutions or other systems studied holistically by one or more methods. The case is the subject of the inquiry while the study is what the case illuminates and explicates. Cases studies are research approaches situated between concrete data taking techniques and

	methodological paradigms.
• Feasibility study	Feasibility study is a study that allows the investigation of possible negative and positive outcomes of a project or programme before investing too much time and money. Feasibility studies take into account legal, economic, technological, time scheduling and other factors.
• Census	This is a study or procedure of systematically recording information about the member of a given population, for example this census is commonly used in connection with national population, housing censuses, agriculture, business and traffic censuses
Pilot studies	These are the small version of a larger study that is conducted to prepare for that study. A pilot study can involve pre- testing a research tool, for example a new data collection method; it can also be used to test an idea or hypothesis, this study is basically used to ensure that the ideas are sound before launching a larger study. Additionally, the pilot study is one way in which the prospective researcher can orientate themselves about their envisaged project.

Focus groups	The focus groups gather in depth information by interviewing six to twelve experts in an informal discussion that last one to two hours. An experienced interviewer then gathers opinions of the group and files it.
Archival research	This research is performed by analysing studies conducted by other researchers or by looking at historical records
Longitudinal research	This type of research method is used to discover relationships between variables that are not related to various background variables. This research (observational) technique involves studying the same group of individuals over an extended period of time.
Baseline study	Analysis of the current situation to identify the starting point of a program or project. It also refers to work done to collect and interpret information on conditions/trends of the existing environment. Baseline study also refers to the 'pre-operation exposure' condition for the set of indicators that will be used to assess achievement of the outcomes and impact expressed in the program or project. When compared with

	the condition of the same indicators at some point during implementation (mid-term evaluation) and post-operation implementation (final evaluation), the baseline study forms the basis for a 'before and after' assessment or a 'change over time' assessment.
Benchmarking	Benchmarking analysis is a specific type of research that allows organizations and institutions to compare their existing initiatives against others and adopt improvements that fit their overall approach to continuous improvement and culture. Benchmarking analyses often rely on both quantitative and qualitative measures to generate meaningful results. Quantitative analysis can provide metric-based outcomes, while qualitative comparisons often reveal best practices

15. ANNEXURE C: CONCISE RESEARCH GUIDELINES PROPOSAL

RESEARCH GUIDELINES	CONCISE DESCRIPTION
• Project Title	The title of the research project must be short, well descriptive and researchable.
• Context	The Researcher must provide a sufficient contextual background about the research they are doing this include the social, economical, political and environmental information (depending on the focus of that particular research project). A clear background of the study is important as it will provide a context meaning and relevant descriptive information pertaining to the investigations. The context meaning information will assist the researcher(s) not to loose their core focus. The problem statement must be stated clearly. The hypothesis and/or objectives of the research and the research questions must be highlighted. The researcher must also give the significance of the project; this basically means the importance of the study and the reasons for conducting the research. The significance should relate to

	the practicality and applicability of the project in informing policy making and practice. Clear and realistic timeframes and budgets pertaining the project must be highlighted.
Literature Review	A theoretical framework is important for every research project as it will assist the researcher to view what others have done and also identify the gaps. The researchers will strengthen their own project by looking at others' work and what they have done in relation to their field of study. Furthermore, the researcher must also indicate how their research is going to benefit others
Sampling	The researcher must have a concise sampling description. The importance of sampling is that researchers can determine the adequate respondents from the total number of target population. Thus, it will be used in the research study which should be adequate to warrant generalization of the findings to the target population. And the sample size represents the characteristics of the whole population (representativeness of the sample). The advantages of sampling are that it is economical and practical; faster and cheaper; it can yield more comprehensive information; and it is more accurate. This will help the provincial

	government departments to get valid and reliable results that are going to help them in planning for the future.
• Data collection	Relevant data can be derived from both the textual and field sources. Textual would be data that is gathered from the theoretical sources such as journal articles, books, internet sources, newspapers and relevant government documents, which will include legislations. The field data is basically the data that will be gathered from the targeted groups, settlements and other areas. The utilization of both the textual and field data would give the research credibility and validity. There is no doubt that textual and theoretical data will give the researcher(s) information on different perspective (i.e. international and national experiences). The field data will inform the researcher(s) about the status quo on different areas; this will therefore result in the researcher knowing the existing issues at their area of study. To gather information that is sufficient the researcher must use data collection techniques such as questionnaires, interviews, observations and notes taking. For researchers to obtain relevant information from the participants,

	respondents or units of analysis, the researcher must relate well with the participants. In normal circumstances the participants would feel free to share their experiences with the researcher or enumerator if they are accommodative of the participants; this means the researcher/enumerator's ethical conduct is important as it will allow the respondents to actively partake in the study. At this stage important facts are discovered.
• Data Analysis	Analysis is a process of inspecting, cleaning, transforming, and modeling data with the goal of highlighting useful information, suggesting conclusions and making recommendations. Analysis should be done using appropriate statistical methods to determine the probability. This will support decision making in policy making, planning and monitoring and evaluation processes. Data analysis has multiple facets techniques under a variety of names. The analysis is based on three important techniques of descriptions, classification and predictions. To ensure that accurate meaning is drawn from the events and processes of the interface as far as the study is concerned, demographic, social, economic,

	environmental and historical contexts of the study area must be provided as this will give a full description.
• Data Interpretation	This is the most important aspect of a research project. At this phase important facts are revealed. In-depth data comparisons are done, by so doing the researcher(s) can begin to identify relationships between various data that will help to understand the existing practical issues better. Understanding the issues relevant to the research project is quite dependent on establishing the significance or importance of themes and findings. When interpreting data, the discussion should ideally link with the themes explicitly to larger theoretical and practical issues. Additionally, linking the discussion with the themes is sufficient evidence for the researcher's claims and interpretations as this will give clear, credible results, and also to convince others. It must be taken into consideration that researchers must describe their results clearly in a way that others can relate and compare. Research interpretation is not just a concern for researchers only, it affect policy makers, planners and monitoring and evaluation professionals as well. These professionals

	should be able to interpret research results correctly in order to assess the implication and impact of their work and initiatives, for instance policy makers should know how to draw conclusions for policy making.
--	---

16. ANNEXURE D: RESEARCH PROPOSAL APPROVAL FORMAT

The research committee both at a departmental and provincial level shall assess and evaluate the research proposals using the proposed format/criteria below.

Research Title				
Name of the Institution				
Address of the Institution				
Date of Proposal Submission				
Evaluator's Details				
Signature of Evaluator				
Date of Signature				
		Scores	Provincial Research Committee's Comments	
	Research Relevance			
	Does the proposal address provincial needs, challenges and priorities			

	Research Objectives • What is the purpose of the research proposal? • What is the research question and the problem statement? • How will the research contribute to provincial needs, challenges and priorities?			
	Research Methods • Methods for data collection • What kind of data will be gathered and why? • What methods will be used to collect and analyse data?			
	Research Outputs and Outcomes • What are the expected research outcomes? • What are the expected deliverables? • How will the deliverables be achieved?			
	Research Project Management • Timelines. What is the start and finish date? • Budget: How realistic is the budget?			
Total Scores	.			
Research Proposals Recommendation	Research proposal accepted without changes			

ions	• Research proposals accepted with major changes			
	• Research proposal accepted with minor changes			

17. ANNEXURE E

References

Creswell, J.W. (1998) *Qualitative Inquiry and Research Design: Choosing Among Five Traditions*. Thousand Oaks: Sage.

Daly, R. (2002) *The Missenden of Code of Practice for Ethics and Accountability (The Commercialisation of Research in Universities: an Ethical Intervention)*. Great Missenden: The Missenden Centre for the Development of Higher Education.

Dean, H. (Ed), (1996) *Ethics and Social Policy Research*. Luton: University of Luton Press.

Limpopo Provincial Government. (2012) *The Implementation Review of the Limpopo Employment, Growth and Development Plan (LEGDP): Specified Policies, Strategies and Plans to Guide a Focussed Implementation Process*.

De Vos, A.S. (Ed), (2001) *Research at Grass Roots: A Primer for the Caring Professions*. Pretoria: Van Schaik.

Duff, P. (2002) *Research Approaches in Applied Linguistics*. In R.A. Kaplan (Ed), *The Oxford Handbook of Applied Linguistics*. Oxford: Oxford University Press.

Merriam, S.B. (1998) *Qualitative Research and Case Study Applications in Education*. San Fransisco: Jossey-Bass.

Palys, T. (1997) *Research Decisions Quantitative and Qualitative Perspectives (2nd Edn)*. Toronto: Hartcourt Brace Jovanovich.

Silverman, D. (2000) *Doing Qualitative Research: A Practical Handbook*. Thousand Oaks: Sage.

Statistics South Africa (STATSSA) (2012) 2012 IDP Analysis Report.

Vernooy, R., Qui, S., & Xu, J. (2003) *Voices for Change: Participatory Monitoring and Evaluation in China*. Canada: International Development Research Centre (IDRC).

Yin, R.K. (1994) *Case Study Research Design and Methods*. Thousand Oaks: Sage.

hereby *Limpepo Provincial Research Fund*
APPROVED BY:



Ms. M.R Molepo-Modipa

DIRECTOR-GENERAL: OFFICE OF THE PREMIER