**NELS**●**N** **M**▲**NDELA** **UNIVERSITY**

**DHET Creative Output and Innovations Produced**

**Guideline and checklist**

The following guideline and checklist has been created to assist with a successful submission regarding the above-mentioned DHET outputs.

**1.** The DHET spreadsheet need to be completed by the applicant/s

**2.** The annotation which briefly contextualizes the creative output(between 500-700 words), should address all the areas mentioned below**:**

* Overview of the output: a brief outline of the background information relevant to the output;
* Conceptual and scholarly framework in which it should be heard or viewed;
* Locate the output within the discipline and demonstrate the contribution to new knowledge; and
* A public profile of the output (venue/s, date and year of publication and award(s) received), proof must be attached.

**3. Proof of any awards received**

Accompanying the submission must be copies of awards received by the scholar/s in relation to the submission and where such awards exist.

**4. Declarations** (see attached declaration letter to be completed and signed)

3.1Of originality;

3.2 That the work generated has not been copied and that the ideas are those of the claiming creator/s;

3.3 Authorship / co-authorship and disclosure of the other active participants in the production of the work.

This checklist can be used to make sure you have completed and attached all the relevant information required. Incomplete submission/s will not be sent to DHET for consideration.

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| --- | --- | --- | --- |
| **No** | **Checklist of the required information** | **Yes** | **No** |
| 1 | **DHET spreadsheet completed in full (relevant parts)** |  |  |
| 2 | **Annotation completed with all the relevant areas describes, as requested** |  |  |
|  | Overview of the output: a brief outline of the background information relevant to the output |  |  |
|  | Conceptual and scholarly framework in which it should be heard or viewed; |  |  |
|  | Locate the output within the discipline and demonstrate the contribution to new knowledge; |  |  |
|  | A public profile of the output (venue/s, date and year of publication and award(s) received), proof must be attached. |  |  |
| 3 | **Proof of awards attached** |  |  |
| 4 | **Declaration template signed** |  |  |
| 5 | **Peer reviewers template completed (with all relevant details)** |  |  |