

## Creative Research Outputs Submissions Artist's Checklist

The checklist below indicates the supporting documentation and information required by the DUT Research and Postgraduate Office for the submission of *Creative Research Outputs* for subsidy, in accordance with *DHET Implementation Guidelines 2019 (Revised October 2021)*.

**Output title:** \_\_\_\_\_

**Output Category:** \_\_\_\_\_

**Sub-field category:** \_\_\_\_\_

	<b>In order to meet the DHET's submission requirements, have you checked whether you have submitted/ completed the following?</b>	√
1.	Endorsement from the DRC signed off by HoD/DRC Chair.	
2.	Annotation contextualising the creative output, including the research aspect ( <b>500 – 700 words</b> ).	
3.	Details of <b>seven contactable and confirmed</b> peer reviewers, who are experts in the field. <u>Three</u> reviewers should be indicated as suitable for the <u>institution level</u> of review and <u>four</u> reviewers should be suitable to review at the DHET ROSS level. These four DHET level reviewers should be <b>external to DUT, and could be international</b> .	
4.	<b>Proof of any awards</b> received	
5.	A <b>declaration of originality</b>	
6.	A <b>declaration of authorship / co-authorship</b> and disclosure of other active participants in the production of the work	
7.	Proof of DUT contributor's affiliation, by means of a letter from Human Resources Department, <b>if the output does not indicate DUT affiliation</b>	
8.	Evidence of the creative output (digital submission on URL link)	

### Confirmation by:

Name and Surname: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_