



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

PROGRAMME GUIDELINES

TECHNOLOGY AND HUMAN RESOURCES FOR INDUSTRY PROGRAMME (THRIP)

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List of Acronyms

Acronyms	
B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
HDU	Historically Disadvantaged Universities
HEI	Higher Education Institution
IPR	Intellectual Property Right
PoE	Proof of Expenditure
PFMA	Public Finance Management Act
SET	Science, Engineering and Technology
SETI	Science, Engineering and Technology Institution
SMME	Small, Medium & Micro Enterprise
SIC	Standard Industrial Classification
the dti	The Department of Trade and Industry
TIPTOP	Technology Innovation Promotion through the Transfer of People
THRIP	Technology and Human Resources for Industry Programme

1. Preamble

- 1.1 The purpose of this document is to provide the guidelines for the Technology and Human Resources for Industry Programme (THRIP).
- 1.2 The guidelines set out in this document are intended to enable enterprises to present their applications to the Department of Trade and Industry (**the dti**), and provide a framework for **the dti** to evaluate such applications.
- 1.3 These guidelines may be amended from time to time, as deemed necessary by **the dti**. These amendments will be published on **the dti** website and will be of effect after publication.
- 1.4 Where the guidelines lend themselves to varying interpretations or do not deal with specific subject matter, the interpretation of **the dti** must be requested and such interpretation will be decisive and final subject to the decision review process as set out in section 12 of the guidelines.
- 1.5 Approval of applications will be subject to the availability of funds, compliance with the incentive guidelines and relevant provisions of the Public Finance Management Act (PFMA).

2. Services Delivered by the dti

- 2.1 No fees or charges are levied by **the dti** for the processing or evaluation of any THRIP applications or claims.
- 2.2 Applicants are welcome to contact **the dti** directly and **the dti** officials will assist them to complete application or claim forms.
- 2.3 **the dti** will not be accountable for any service delivered or failure thereto, by any other person or consultant who facilitates the application or claim forms on behalf of the enterprise.

3. Programme Description

- 3.1 Technology and Human Resources for Industry Programme (THRIP) is intended to leverage collaborative partnerships between government and industry (working with academia) for research and development in science, engineering and technology on a

cost-sharing basis, to produce highly skilled human resources and technology solutions, for improved industry competitiveness.

3.2 The objective of the programme is to increase the number of people with appropriate skills in the development and management of research-based technology for industry.

The objective will be achieved by implementing amongst others:

- Improved knowledge exchange and technology transfer through increased interaction and mobility among researchers in Higher Education Institutions (HEI's) and Science, Engineering, and Technology Institutions (SETIs) as well as technology personnel in industry.
- An increase in investment by industry and government, in research and technology development; and
- Technology transfer and product or process improvement or development, through research collaboration between enterprises (large and small), HEI's and SETIs.

3.3 The programme is awarded for the following:

3.3.1 Applied research and innovation projects as defined in paragraph 5.1.

3.3.2 Registration and litigation cost of patents of strategic importance to the South African economy by entities in the IPAP Sectors.

3.4 Priorities for Funding

In pursuing its objectives, THRIP should prioritise the following:

- Working to achieve equity with respect to beneficiaries from THRIP, specifically in terms of:
 - Gender and race of students and researchers;
 - Previously Black Higher Education Institutions (HEIs);
- Strengthening participation of SMMEs and Co-operatives¹;
- Strengthening participation of B-BBEE enterprises; and
- Support for projects within the sectors in latest published version of IPAP². Each call will have a main focus on some of these sectors.

¹ Co-operatives with a turnover of below five million rand (R5 000 000) will be treated as SMME's. Those with a turnover above five million rand (R5 000 000) will be treated as large enterprises.

² Refer to Annexure C.

4. Mandatory Conditions

The applicant must:

- 4.1 Be a registered legal entity in South Africa in terms of any of the following legislation: the Companies Act, No. 71 of 2008; Companies Act (as amended), No. 62 of 1973 (as amended); or the Close Corporations Act, 1984 (as amended) and the Co-operatives Act, No. 14 of 2005 (as amended).
 - 4.1.1 Industry Associations should also be registered as per paragraph 4.1 above.
 - 4.1.2 If the registration of the entity with CIPC has not been finalised by the time the application is submitted, the applicant will be given a period of two (2) months to submit their registration certificate.
- 4.2 Have a partnership with at least one partner being a South African Research Institution:
 - Higher Education Institutions: All South African public (as opposed to 'private') HEIs.
 - Science Engineering and Technology Institutions, and
 - National Research Facilities.
 - 4.2.1 The duration of the partnership must be equal to or more than the period of the THRIP project.
 - 4.2.2 The project must include at least one (1) registered South African student at 4th-year level of study or higher, in the SET fields; and must be involved and trained through the research being conducted. **Two hundred thousand rand (R200 000)** per student will be made available for THRIP project e.g. where a project has five (5) students participating, an amount of **one million (R1 000 000)** will be available (i.e. R200 000 x 5 students). Participation of more students is encouraged.
 - If a project achieves at least seventy five percent (75%) Black and female students, an additional twenty five percent (25%) per student will be made available i.e. additional **fifty thousand rand (R50 000)** per student. Therefore, a total amount of **two hundred and fifty thousand rand (R250 000)** per student will be provided for the project.
 - 4.2.3 In case of students from other African countries involved in a THRIP project, a maximum amount of **eighty-five thousand rand (R85 000)** per student will be provided for the project.
 - 4.2.4 The research leader must have the appropriate post graduate qualification and experience to lead the project and to train students up to postgraduate level.

- 4.3 Applicants must submit a valid B-BBEE certificate of compliance in terms of the B-BBEE codes of good practice available on **the dti's** website: www.thedti.gov.za. Applicants with a turnover of less than **ten million rand (R10 000 000)** may submit financial statements verified by an independent external auditor or accredited person.
- 4.3.1 If the condition in section 4.3 above is not met, the applying entity will be required to partner with at least one of the Historically Disadvantaged Institutions of South Africa or
- 4.3.2 If the partnership or collaboration is a tripartite between the industry, previously advantaged university and previously disadvantaged university, a plan of how the previously disadvantaged universities will be involved in the project should be submitted and the benefits must be defined, including transfer of skills and capabilities in terms of equipment management and operation.

5. Qualifying Projects

All projects, must meet all criteria in order to qualify for financial support from THRIP.

5.1 Nature of Projects Supported

- a. The project must be applied research in the fields of science, engineering and/or technology whose outputs could make a significant contribution towards improving the industry partner's competitive edge;
- b. The project intention should be to innovate, i.e. should lead to the creation and transfer of new knowledge into a process or product (prototype), or the transfer of existing knowledge into a new process or product to benefit the industry partner.
- c. The project must have clearly defined scientific and technology outputs, plus human resource outputs expected for each year of support;
- d. The project must demonstrate causality (demonstrable output or outcome), implementation (the way in which the output/outcomes will be used by the industry partner) and additionality (the degree to which the research would not have been undertaken without THRIP) that will follow from THRIP support.
- e. In the case of first-time black-owned entity as an applicant, the project will qualify even if no specific technology-related outputs are expected during the first year of support in first year.

6. Funding Criteria

- 6.1 THRIP is a cost-sharing grant of up to **eight million rand (R8 000 000)** per annum for a period of three (3) years for approved projects engaged in applied research and development in science, engineering and technology.

6.2 Projects will be funded according to the funding formulae as follows:

INDUSTRY PARTNER(S)	CONTRIBUTION		
	THRIP	LARGE ENTERPRISE / IA	SMALL, MEDIUM & MICRO ENTERPRISE
Large company(ies) OR Registered Industry Association (IA)	50%	50%	-
SMMEs	75%	-	25%
SMMEs with level two (2) B-BBEE contributor status (≥ 95 but < 100 points on generic scorecard)	80%	-	20%
SMMEs with level one (1) B-BBEE contribution status (≥ 100 points on generic scorecard) OR Applicant partnering with previously disadvantaged Black universities	90%	-	10%

6.3 Additional special inclusions in a grant may be funding for **Technology Innovation Promotion through the Transfer of People (TIPTOP)** and for the cost for legal advice on the development of **Intellectual Property Rights (IPR)** agreement. These are explained below:

6.3.1 Technology Innovation Promotion through the Transfer of People (TIPTOP) Funding

- a. THRIP provides a maximum grant of **five hundred thousand rand (R500 000)** per candidate for transfer of knowledge through physical relocation of participants (researchers or technology managers) between the organisations involved in the projects (from the HEI or SETI to the industrial laboratories and vice versa) for a maximum period of three (3) years in a funding cycle. The grant is based on the **fifty percent (50%)** of the time spent on the THRIP project and linked to the salary of the candidate.
- b. The placement of SET graduates in companies approved for THRIP funding for a fixed contract of two (2) years to work on the research or technology development projects within the firms or partnering research institutions in order to gain first hand relevant industrial experience. These graduates should have a science, engineering or technology qualification and shall be paid a monthly stipend of **six thousand rand (R6 000)** for NDip graduates, **eight thousand rand (R8 000)** for

BTech/BSc graduates, **ten thousand rand (R10 000)** for four (4) years BSc Engineering/BSc Honours graduates, **twelve thousand rand (R12 000)** for MTech/MEng/MSc graduates and **fifteen thousand rand (R15 000)** for DTech/PhD graduates.

6.3.2 Intellectual Property Rights (IPR) Funding

- a. THRIP provides support of once-off maximum grant of **fifty thousand rand (R50 000)** per project for the cost of legal advice on the development of an agreement on the treatment of intellectual property (IP) to approved applicants; and a maximum grant of **fifty thousand rand (R50 000)** for each SMME (involved in the project) that is collaborating with large enterprise.
- b. Arrangements for the ownership and exploitation of intellectual property arising from a project must be agreed upon between the applicant and the HEI/SETI prior to commencement of the project. No funding will flow unless an agreement on IPR arrangements is in place.

6.3.3 Cost for Registrations and litigation of patents.

7. Qualifying Costs

7.1 Personnel:

7.1.1 Technical/Research assistant remuneration;

7.1.2 Remuneration for the research leader at the HEI/SETI should not exceed ten percent (10%) of the THRIP budget and it must be in accordance with the HR policies of the institution;

7.1.3 Specialist technical, scientific, consultation or contracting personnel (Must not be employees of the HEI/SETI where the project is based or of the applicant);

7.1.4 Contractor fees should not exceed thirty percent (30%) of the THRIP budget.

7.2 Running costs & overheads:

7.2.1 Overheads (e.g. printing, fax and telephone) up to a maximum of ten percent (10%) of the total THRIP budget;

7.2.2 Material /Consumables.

7.3 Local travel (including accommodation) up to a maximum of **twenty thousand rand (R20 000)** per annum.

- 7.4 Local conferences and workshops should not constitute more than three percent (3%) of the total THRIP budget.
- 7.5 International Travel (including accommodation) up to a maximum of **sixty thousand rand (R60 000)** per annum for attending workshops, conferences and visiting experts and/or centres of specialisation essential for the project. Motivation representing the purpose, importance and potential benefits of the travel engagements of the project will be required;
- 7.5.1 All flight tickets for local and international travel will be limited to economy class.
- 7.6 An equipment management plan should be developed for all equipment valued at **five hundred thousand rand (R500 000)** or more.
- 7.7 Bursaries; THRIP will contribute as follows:
- 7.7.1 For PhD Students participating in the THRIP project, a maximum of **two hundred thousand rand (R200 000)** annually.
- 7.7.2 For Masters Students participating in the THRIP project, a maximum of **one hundred and fifty thousand rand (R150 000)** annually.
- 7.7.3 For Honours/BTech students participating in the THRIP project, a maximum of **eighty thousand rand (R80 000)** annually.
- 7.8 THRIP provides a once-off maximum grant of **fifty thousand rand (R50 000)** per project for the cost of legal advice on the development of an agreement on the treatment of intellectual property (IP) to approved applicants and a maximum grant of **fifty thousand rand (R50 000)** for each SMMEs involved in the project.
- 7.9 Intellectual Property Rights (IPR): IPR for the project must comply with project **relevant** Provisions of National Intellectual Property Management Office (NIPMO) and project **relevant** legislations such as Copyright Act, 1978 (Act No. 98 of 1978), Designs Act, 1993 (Act No. 195 of 1993), Intellectual Property Laws Amendment Act 2013, and Intellectual Property Law Rationalisation Act, 1996 (Act No. 107 of 1996).
- 7.10 Costs of registration and litigation of patents (THRIP applicants):
- 7.10.1 Costs for registration of patents.
- 7.10.2 Costs of litigation of patents disputes by SMME's against large and international enterprises capped at **one million rand (R1 000 000)**.
- 7.11 Costs of registration and litigation of patents of strategic importance to the South African economy by entities in the manufacturing sector (Applicants not participating in the main THRIP):

- 7.11.1 Costs for registration of patents.
- 7.11.2 Costs of litigation of patents disputes by SMME's against large and international enterprises capped at **one million rand (R1 000 000)**.
- 7.11.3 Costs of litigation of patents disputes by Black-owned large enterprises against other large and international enterprises **only** capped at **one million rand (R1 000 000)**.

8. Non-Qualifying Costs

- 8.1 VAT - All budget items must exclude VAT;
- 8.2 Rental of facilities of the HEI or SETI;
- 8.3 Journal/Literature subscription fees;
- 8.4 Professional organization subscription fees;
- 8.5 In-kind contribution;
- 8.6 Contributions from companies owned wholly or partly ($\geq 25\%$) by the HEI/SETI receiving the grant;
- 8.7 Donations;
- 8.8 Services and/or products (including salary costs) provided by the project's industrial partners and their shareholders and/or employees (except through TIPTOP).

9. Grant Disbursement and Reporting

- 9.1 THRIP funds will be disbursed according to agreed milestones between **the dti** and the applicant over the maximum of three (3) years cycle (funding cycle). The first disbursement may not exceed forty percent (40%) of the total grant amount for the first year.
- 9.2 The second and subsequent payments will be subject to the satisfactory progress on the first milestone and the use of funds as per the expenditure/ cost plan thereof.
- 9.3 Applicants are required to submit a complete and satisfactory annual progress report, specifically addressing the deliverables as indicated in the application work-plan and budget.
- 9.4 Applicants are required to submit the proof of expenditure.
- 9.5 Applicants are required to submit the following reports:
 - 9.5.1 Annual Progress Reports;

- 9.5.2 Financial and Audit Reports;
- 9.5.3 Final Reports at the end of the project; and
- 9.5.4 Other reports that may be requested by **the dti**.
- 9.5.5 Valid B-BBEE certificate of compliance or for applicants with turnover of below **ten million rand (R10 000 000)**, financial statements verified by an independent external auditor or accredited person (see paragraph 4.3, above).

10. Exclusions and Limitations

- 10.1 Payments shall be made directly into the bank account of the approved applicant only. The name and addresses of the account holder must be the same as that of the applicant.

11. Legal Conditions

- 11.1 The following are *inter alia* considered a circumvention of THRIP guidelines, and will lead to the rejection of an application or a claim:
 - 11.1.1 Manipulation of inter-company assets, products, services and processes, and any other action that, in the sole discretion of **the dti**, can be regarded as circumvention to allow the entity, which otherwise would not have qualified, to qualify; and
 - 11.1.2 Any other action that, at the sole discretion of **the dti**, can be regarded as circumvention to allow the entity, which otherwise would not have qualified, to qualify.

12. Decision Review Process

- 12.1 Any dispute relating to a decision (including the rejection of an application) taken by **the dti** is limited to one (1) decision review to **the dti** per application lodged, forty-five (45) days of the date of issue as set out in the notification letter.
- 12.2 Any request to consider an increase or decrease or any other review of approved qualifying assets or costs, should be submitted to **the dti** prior to submitting the first claim for that specific project.

13. Criminal, Misleading, Dishonest and/or Irregular Activities

- 13.1 **the dti** may, upon actual offence or suspicion of contravention of any act/ investigation/pending litigation of any such activities, suspend payments that may be due or become due to an applicant. **the dti** shall not be liable for any damages or

- interest, pending the finalisation of any forensic investigation and any criminal proceedings brought as a result of the investigation;
- 13.2 Findings of a forensic investigation indicating such activities will be sufficient to allow the dti to cease all payments and reclaim any payments already made, with *mora* interest;
- 13.3 **the dti** subscribes to the principles set out in the Prevention and Combating of Corrupt Activities Act 12 of 2004 (PRECCA). Applicants are requested to contact **the dti** fraud hotline on 0800 701 701 must report any suspicious behaviour;
- 13.4 Responsibility rests on the applicant and/any other person that may benefit from the scheme to disclose everything that may have an influence on the adjudication of the application and/or claim. Failure thereof will lead to termination or cancellation or suspension of the application/claim and criminal prosecution and or civil claim.

14. Monitoring, Evaluation and Reporting

- 14.1 All approved applicants will be monitored to assess how THRIP is contributing towards the strategic objectives of the grant and its intended outcomes.
- 14.2 Monitoring information required from applicants will form part of the claim forms. Upon receiving the claim forms, **the dti** will conduct site inspections with all the approved applicants to verify the requested information.
- 14.3 In addition to the site inspection visits at each claim stage, **the dti** may conduct monitoring site visits, focus group sessions, and rapid appraisals as and when required. Approved applicants are required to participate in these processes which will result in reports being completed as part of these processes.
- 14.4 Approved applicants are also required to submit annual performance reports, up to a period of three years after the final claim has been paid.

Approved by:



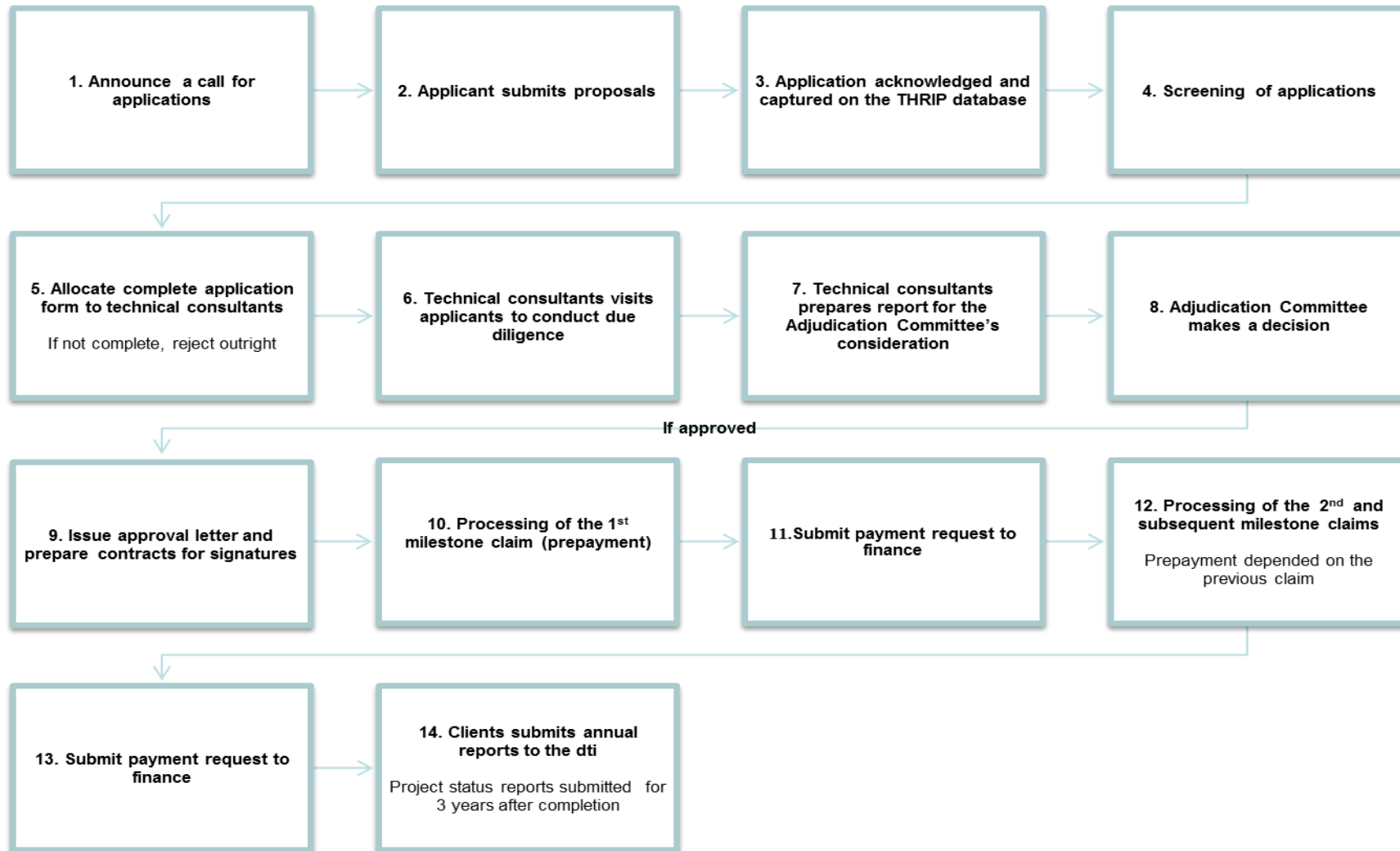
Dr Rob Davies, MP
Minister of Trade and Industry

Date: 3/2/16

Annexure A: Glossary of Terms and Definitions

Adjudication Committee	An independent body established by the Minister to adjudicate applications under the THRIP.
Applicant	An enterprise applying for the THRIP cost-sharing grant. Note that the word 'applicant' is used interchangeably with enterprise depending on its appropriateness.
Applied Research	Investigation of the findings of pure or basic research, to determine if they could be used to develop new products or technologies.
Asset	A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity.
Broad-Based Black Economic Empowerment	A black empowered enterprise is the one that is at least 25.1% owned and managed by black people. Ownership refers to economic interest and management refers to executive directors. Source: "Summary Document on B-BBEE" from the dti .
Employees	Persons who work a minimum of forty (40) hours a week for the same employer and are on the employer's payroll i.e. direct jobs.
Full-time Equivalent Employment	Refers to Contract/Seasonal/Temporary Employees, 1,920 hours worked per year will be an equivalent of one full-time employee.
Employment	Total number of employees or full-time equivalent of an enterprise.
Entity or Applicant	A business registered as a legal entity in South Africa. The word entity is used here to refer to a business applying or one that has qualified for the incentives, or is claiming THRIP incentives.
Independent external auditor or accredited person	<p>I.r.o a COMPANY refers to its independent external auditor registered as an auditor with the Independent Regulatory Board of Auditors (IRBA) or where the company is exempt from the audit requirement members of the following professional bodies: South African Institute of Professional Accountants (SAIPA) South African institute of chartered accountants (SAICA) Association of certified chartered accountants.</p> <p>I.r.o a Close Corporation refers to Practicing members of the Commercial and Financial Accountants of Southern Africa (CFA); Practicing members and Associate general Accountants of the South African Institute of Chartered Accountants (CA(SA)), Practicing member of the South African Institute of Professional Accountants (SAIPA) and/or AGA: Individual or enterprise/practice registered as an auditor with the Independent Regulatory Board for Auditors (IRBA).</p>
Industrial Partner	Industrial partner in the THRIP context refers to co-funding institutions/organisations whose funding may be matched. This term is often used interchangeably and loosely with "Enterprise", and includes private enterprises, private associations, individuals and public enterprises partly or wholly owned by the State.
In-Kind	Time, expertise, access to facilities, services rendered, contributions of equipment (including computer software) and/or materials.
Innovation	The creation of new knowledge or the application of existing knowledge in a new area.
Prototype	A prototype can be a widget (an object, e.g., an engine) or a model (mathematical or other, e.g. a model describing a feeding system or management system) or a process (e.g. a manufacturing process of some kind – a chemical plant) or a procedure (e.g. a procedure for analysis of a water sample, or a procedure for growing GM crops).
Research leader	<p>Refers to a responsible person within the institution or company entrusted to lead the project as a representative of that institution or company. A company involved in a specific project shall choose a title for its representative which in turn the representative for the institution shall be bound to use the other title to avoid confusion. The applicant shall submit the titles to the dti with the application form.</p> <p>Note: The onus rest with the applicant (company) to negotiate with the institution as to which title is preferred to be used to call its project representative which in turn the institution shall use the remaining title. The title chosen shall remain with that representative(s) for the rest of the project duration.</p>
Scientific and Technology Outputs	Scientific outputs include papers, patents, conference notes, theses, etc. Technology outputs include patents, models, descriptions, designs or blue prints of the technology.
SETI	Refers to those parastatals that conduct science, engineering and/or technology research (science councils, government laboratories, etc.)
Technology Transfer	This is the process of innovation (creation of new knowledge or application of existing knowledge in a new area) <u>AND</u> its transfer to the industrial partner(s) for their benefit.

Annexure B: THRIP Business Process



Annexure C: IPAP SECTORS

IPAP 2014/15 – 2015/17

- Clothing, textiles, footwear and leather;
- Automotive products and components, and medium and heavy commercial vehicles;
- Metal fabrication, capital and rail transport equipment;
- Plastics chemicals, cosmetics and pharmaceuticals;
- Forestry, timber, paper, pulp and furniture;
- Agro-processing;
- Business process services;
- Cultural and Creative Industries: crafts, music & film;
- Boat building;
- Green and energy-saving industries;
- Downstream mineral beneficiation;
- Upstream oil and gas services and equipment;
- Nuclear; and
- Advanced manufacturing

Annexure D: CRITERIA FOR CATEGORISATION OF SMMES

The table below presents the criteria for categorisation of SMMEs (sourced from the Government Gazette, Act No. 26, 2003).

Sector	Parameters & Max. Values for SMMEs			
	Size of Class	Number of Full-time Employees	Annual Turnover (Rm)	Asset Value, Excl. Fixed Property (Rm)
Agriculture	Medium	100	5	5
	Small	50	3	3
	Very Small	10	0.5	0.5
	Micro	5	0.2	0.1
Mining & Quarrying	Medium	200	39	23
	Small	50	10	6
	Very Small	20	4	2
	Micro	5	0.2	0.1
Manufacturing	Medium	200	51	19
	Small	50	13	5
	Very Small	20	5	2
	Micro	5	0.2	0.1
Electricity, Gas & Water	Medium	200	51	19
	Small	50	13	5
	Very Small	20	5.1	1.9
	Micro	5	0.2	0.1
Construction	Medium	200	26	5
	Small	50	6	1
	Very Small	20	3	0.5
	Micro	5	0.2	0.1
Retail and Motor Trade & Repair Services	Medium	200	39	6
	Small	50	4	3
	Very Small	20	0.2	0.1
	Micro	5	64	10
Wholesale Trade, Commercial Agents & Allied Services	Medium	200	64	10
	Small	50	32	5
	Very Small	20	6	0.6
	Micro	5	0.2	0.1
Catering, Accommodation & other Trade	Medium	200	13	3
	Small	50	6	1
	Very Small	20	5.1	1.9
	Micro	5	0.2	0.1
Transport, Storage & Communication	Medium	200	26	6
	Small	50	13	3
	Very Small	20	3	0.6

	Micro	5	0.2	0.1
Finance & Business Services	Medium	200	26	5
	Small	50	13	3
	Very Small	20	3	0.5
	Micro	5	0.2	0.1
Community, Social & Personal Services	Medium	200	13	6
	Small	50	6	3
	Very Small	20	1	0.6
	Micro	5	0.2	0.1