

**MMM PUBLICATION APPROVAL ROUTING FORM**

*Please attach the relevant information to this routing form in order for the managers to make an informed decision.*

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| **Name:** | | Angus Steele | | | | |
| **Proposed Title of publication:** | | Review of Standard Rotor Configurations for a Micro Aerial Vehicle Application | | | | |
| **Targeted Conference/ Journal :** | | PRASA-RobMech 2015 international conference, 26 – 27 November 2015, Port Elizabeth | | | | |
| **Co-Authors:** | | Angus Steele, Johannes Treurnicht | | | | |
|  | | | | | | |
| **Stage** | **Function** | | **Remarks** | **Person** | **Approval** | **Date** |
| **IP Office** | * **IP Screened?** * **Approved /Denied?** | | * Submitted for IP screening (request number 391) by Angus Steele * Approved for IP screening by: | **Direct supervisor: Dawid Oosthuizen** |  |  |
| **Before submitting an abstract** | * Estimated costs? * Conference/Journal papers are peer reviewed? Please provide evidence. * Date of publication of journal or conference proceedings? * ISBN Number? | | * Costs: Conference fees R1000, in Port Elizabeth, travel and accommodation +- R 7500 * Peer reviewed * Published as part of proceedings (26-27 Nov) * Yes. <http://robmechprasa2015.nmmu.ac.za/Home/ISBN-Number-confirmed-from-IEEE>! | **Author:**  **Angus Steele** |  |  |
| * Conference/Journal is relevant to project work? * Forms part of person’s KPI * Funding source? PG or External * Quality of abstract was checked? | | * Yes * Yes * PG * Yes | **Direct Supervisor: Dawid Oosthuizen** |  |  |
| * Linked with KPI’s and Strategy. Overall ROI? * Possible IP issues? | | * Yes * No | **CAM:**  **Riaan Coetzee** |  |  |
| **Before submitting full paper** | * Workflow number for abstract * Paper was internally reviewed by peers and checked for grammar, spelling and technical correctness? * No copyrighted material is used and all sources are properly acknowledged? | | * 253311 * Yes * Yes | **Author:**  **Angus Steele** |  |  |
| * Quality in terms of grammar, spelling and technical correctness was checked? | |  | **Direct Supervisor: Dawid Oosthuizen** |  |  |
| * Check for potential IP? * Check branding and correctness of contact details etc | |  | **CAM:**  **Riaan Coetzee** |  |  |
| **Before Presenting** | * Workflow was updated in terms of status of publication? * Presentation conforms to CSIR branding standards? * Document numbers and locations for Abstract, Full Paper and Presentation. * Did you present your presentation to your peers? When? | |  | **Author: Angus Steele** |  |  |
| * Presentation checked for quality in terms of grammar, spelling and technical correctness. * Feedback was given to author on actual presentation * Approve costs in terms of journal or conference | |  | **Direct Supervisor:**  **Dawid Oosthuizen** |  |  |
| * Approve costs in terms of journal or conference | |  | **CAM:**  **Riaan Coetzee** |  |  |
| **Report Back** | * Update Workflow in terms of publication * Small report on conference and networks build? * Business cards of contacts to Ayanda? * Proceedings are on shared drive | |  | **Author: Angus Steele** |  |  |
| * Approve invoices and S+T related expenses | |  | **Direct Supervisor:**  **Dawid Oosthuizen** |  |  |
| * Approve invoices and relevant costs and then file in personal file of person. | |  | **CAM:**  **Riaan Coetzee** |  |  |