STEP 1:
- Prospective PDRF contacts the Department/Faculty to discuss research proposal with a potential Principal Investigator (PI) host.
- Host Department indicates acceptance of prospective PDRF by providing an Invitation letter.
- PDRF to obtain proof of funding to support the research at UCT.

STEP 2:
- Prospective PDRF to make contact with the Postdoctoral Administration Officer (Stacey Moses) for the registration process.
- Documents you will receive from the Postdoctoral Administration Officer:
  - Registration criteria and eligibility for registration as a PDRF at UCT.
  - Definition
  - Policy document
  - Grievance procedure document
  - UCT 1B Registration form
  - Memorandum of Agreement (MOA)
  - Memorandum of Understanding (MOU)
  - PG014 - (URC / URC ARG / Claude Leon / NRF Freestanding / NRF Innovation / NRF Scarce Skills / NRF SKA / NRF TWAS / NRF SABI / NRF Early Career / CIDRI-AFRICA
  - PG015 – NRF Grant Holder & SARCHI only
  - PG016 – Departmental Fellowships only along with a copy of the proof of money transfer
  - PDRF Progress Report
  - PG023 notification of termination and/or completion of Postdoctoral Research.
  - Endorsement of Academic and Professional accomplishments form.

STEP 3:
- Return completed documents to Postdoctoral Administration Officer.
- Documents for return:
  - 1B Registration form
  - Memorandum of Agreement
  - Certified copy of South African ID
  - Full CV (to include list of publications)
  - PhD Certificate or proof of submission of doctoral degree
  - Letter of Award from Funder
  - Letter of Acceptance by Fellow
  - Approved and signed Conditions of Award
  - PG014/ PG015/ PG016 claim

PROCESS START
Postdoctoral Administration Officer checks if documents complete? IF NO, process stops and communication is sent to fellow

YES
PGFO captures Fellows information onto Peoplesoft and generates an ID
PGFO completes Peoplesoft process
PFO informs fellow on ICTS visit for set up of email address and system access

FELLOW TAKES AUTHORIZATION LETTER TO ACCESS CONTROL TO COLLECT CARD
PROCESS ENDS
PFO process payment via Fee account and Bank
PDRF informs PFO once bank and preferred email address has been uploaded
Fellow then captures bank details on Peoplesoft Self Service