



Postgraduate Centre and Funding Office

PG015 - Postdoctoral Fellowship Acceptance and Claim Form

FOR OFFICE USE	TICK	INITIAL
EMPL ID		
SIGNATURES		
REGISTERED		
BANK DETAILS		

UNIVERSITY OF CAPE TOWN (Hereinafter referred to as the "University")

POSTGRADUATE CENTRE AND FUNDING OFFICE

FELLOWSHIP CLAIM FORM FOR POSTDOCTORAL FUNDING AWARD – 2020

Note:

- This claim form must be used for **NRF Grantholder linked** and **NRF SARChI** fellowships **ONLY**.
- You are required to submit **ONLY** this one claim form.
- The second instalment will be released 6 months from the first date of registration and on receipt of a report signed by the Principal Investigator indicating that satisfactory progress has been made.
- Any changes to the value or tenure of the award must be communicated to the Postgraduate Centre and Funding Office (PGC&FO) in writing.
- You are required to provide the PGC&FO, in writing, with **ONE MONTH'S** notice of the PDRF's termination as a Postdoctoral Research Fellow at UCT
- An official certificate of service will be provided to the PDRF on his/her termination/completion.

1. To be completed and noted by Postdoctoral Researcher/Recipient of Fellowship:

Name of Recipient:		UCT Number:	
Faculty and Department		in which you will be conducting research.	
Name of Fellowship		Value (ZAR)	

Your Fellowship will be disbursed **in full** into your University account. After any charges against your account have been offset from the 50% first instalment, the balance will be transferred to your banking account. Unless your tenure (and the balance of the award) is cancelled **in writing** by your Principal Investigator and this Office informed accordingly, the balance of the Fellowship will be transferred to your banking account in or around 6 (six) months' time, on condition that a report reflecting satisfactory progress, duly signed by your Principal Investigator, has been submitted. In terms of the formal conditions of award relating to this fellowship, and in terms of the SARS Binding Class Ruling 2015, this Fellowship is exempt from taxation.

2. Your Fellowship can only be processed and paid to you if the following has been done (please tick):

<input type="checkbox"/>	You have registered with the University.
<input type="checkbox"/>	You have completed and signed the UCT Memorandum of Agreement and returned this document to the PGC&FO.
<input type="checkbox"/>	You have submitted proof of submission/achievement of the Doctoral Degree (if not previously submitted).
<input type="checkbox"/>	You have completed, signed and returned this Acceptance and Claim Form to the Office
<input type="checkbox"/>	You have loaded your banking account details onto the PeopleSoft system

Please note:

- The second instalment, as shown below, will only be released in six months and on receipt of a satisfactory academic progress report signed by your Principal Investigator.
- An amount of **one thousand rand** will be retained in your University account. After any charges have been offset this amount will be released on submission of the PG023 notification of termination and/or completion of postdoctoral research at UCT form.

3. I confirm that I, (print name) _____ accept this Postdoctoral Fellowship and acknowledge that acceptance of the fellowship is subject to the rules, policies and practices governing PDRFs at the University, as well as with the conditions of award pertaining to this specific Fellowship. I further confirm that I am not full-time employed by UCT or any other organisation and that I understand that this Fellowship carries no fringe benefits. I undertake to repay any funds advanced to me if I terminate my registration before the end of the funding tenure.

Signature of recipient:		Date Signed:	
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4. To be noted, completed and signed by the Principal Investigator and signed off by the Head of Department

***Principal Investigator/Fund Holder – Please note this important information: you are required to submit only this one claim form in 2020.**

Please enter the values of the **first** and **second** instalment and inform the PGC&FO **in writing** of any cancellation/change. **The second instalment as shown below will be processed 6 months from the first date of registration and only on submission of a satisfactory progress report.**

FIRST INSTALMENT	(ZAR)	SECOND INSTALMENT	(ZAR)

Note: Due to frequent delays by the NRF with approving nominations, the PGFO provides Grant holders/SARChI Chair with two options to choose from, for when the NRF Fellowship should be processed to the Fellow Fee Account. Please select an option:

<input type="checkbox"/>	Option 1: Process funding to the PDRF based on the UCT- approved nomination (see notes below).
<input type="checkbox"/>	Option 2: Process funding to the PDRF based on the NRF-approved nomination.

Note: For Option 1, should the NRF reject the nomination, the Grant holder/SARChI Chair must be able to secure alternative funding sources to reimburse the PGFO.

Principal Investigator (P.I.)	Date Signed		
P.I. Name 1		Signature	
P.I. Name 2 (if applicable)		Signature	
Postdoctoral Fellow (print name)		Department	

5. To be approved and signed by the Head of Department

I certify that the above mentioned PDRF has been accepted into the above-mentioned Department. I further certify that she/he is not a full-time salaried employee and this Fellowship is a bona fide postdoctoral research fellowship.

Head of Department	Date Signed		
Name		Signature	

Note: In the event of the fellowship being withdrawn or cancelled, it is the responsibility of the fund holder to ensure the funds be returned to UCT by the fellow.

- Only original signatures are valid. Electronic signatures will not be accepted. Photocopied, scanned or faxed copies will not be accepted.
- The Tenure of all Postdoctoral Fellowships at UCT is strictly 1 year. Renewals must be applied for and will be considered for a further year. All renewals are contingent on satisfactory academic progress and availability of funds. For details of renewals please contact either your Principal Investigator or the Postgraduate Centre and Funding Office.
- Each instalment must represent 50% of the total value of the award.

Please return to: Postgraduate Centre and Funding Office, Room 3.03, 3rd level Otto Beit Building, University Avenue, Upper Campus