



UNIVERSITY OF CAPE TOWN
CONFERENCE TRAVEL GRANTS FOR POSTDOCTORAL RESEARCHERS



APPLICATION FORM AND TERMS OF REFERENCE

ELIGIBILITY

Conference Travel Grants are offered to Postdoctoral Research fellows who are registered for 1st, 2nd or 3rd years of POSTDOCTORAL research at the University of Cape Town, to enable them to travel to a local OR international conference. UCT/NRF Conference Travel grants are NOT full-cost and will provide support to the following limits

Value: For local Conferences – up to a maximum of R5,000
For International Conferences – up to a maximum of R20,000

Closing dates for application – 09 March and 31 August 2011

Grants are limited to ONE award per Postdoctoral Research fellow, per annum

Note: The following SADC countries are not deemed “international”, and the local value will apply: **Namibia, Botswana, Swaziland, Lesotho, Zimbabwe and Mozambique.**

Applications will be considered twice per annum.

THE CLOSING DATES FOR APPLICATION ARE: 09 March and 31 August

To attend a Conference in April, May, June, July, August or September please apply by the 9th March and if you're attending a Conference in October, November, December, January 2012, February 2012 or March 2012 please apply by 31st August.

Conditions and Application Procedure:

1. Applicants must NOT be full-time permanent members of staff and must be registered as PDRFS at UCT.
2. Only one Grant per annum may be awarded.
3. Conference attendance is conditional on the presentation of a paper or poster of the conference.
4. Proof must be shown that the paper has been accepted by the Conference Organisers. *Please attach documentary proof of acceptance.*
5. Applicants must attempt to source funding for travel elsewhere. The Grants are not full-cost and will only be awarded on proof that sufficient funding has been secured. *Please attach documentary proof of any application for assistance.*
6. *A quotation for airfare from a Travel Agency must be attached to the application form.*
7. All applicants must *attach a brief CV of NO LONGER THAN 1 A4 PAGE to this application.*
8. All applicants *must attach an abstract of the poster/paper to be presented (No longer than ONE A4 page).*
9. No applications will be accepted without the written motivation of the Principal Investigator/ Supervisor and the HOD. Please note that a signature does not constitute motivation. *HOD's and PI/Supervisors are required to complete the relevant sections of the application form, giving full motivation and support of the applicant's attendance at the proposed conference. Separate letters of motivation may also be submitted.*
10. No applications will be accepted for research visits or for participation in academic programmes at other universities in other countries.
11. **Incomplete and/or late applications or applications from ineligible fellows WILL NOT BE CONSIDERED.**
12. It is compulsory for successful candidates to submit a brief report on the Conference to their PI (within 3 weeks of attendance) for inclusion in the standard Memorandum of Understanding. A copy of this report should be submitted to the Chair, University Research Committee, c/o the Director, Postgraduate Centre & Funding Office, UCT. *Failure to submit this report will result in the Conference Travel grant awarded being cancelled and the value of the award being reversed from the University account of the individual concerned.*
13. Conference Travel grants are applied for on a competitive basis and are assessed on the technical and scientific merit of the application, output of the applicant, and on the relevance of the research to UCT, **and on the availability of funds. Therefore NO GURANTEE IS GIVEN THAT ANY APPLICANT WILL RECEIVE A CONFERENCE TRAVEL GRANT.** Preference of award will be given to applicants who have never attended an overseas conference before.
14. Retrospective applications will NOT be considered. It is important to note that Conferences that fall 2 weeks after closing date will be considered as RETROSPECTIVE

No exceptions will be made to the above criteria.

Please complete the APPLICATION FORM and return this along with the required attachments to:
The Director, Postgraduate Centre & Funding Office, Upper Level Otto Beit Building University of Cape Town

Enquiries: Mrs S Dewberry – 021 650 5075 sandra.dewberry@uct.ac.za