



Local PostDoctoral Research Fellow Process Flow Chart

Postgraduate Funding Office (PGFO)/ Officer

Department

International Academic Program Office (IAPO)

Faculty Administrator

Postdoctoral Research Fellow (PDRF)

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

