



Postgraduate Centre and Funding Office PG014 - Postdoctoral Fellowship Acceptance and Claim Form

FOR OFFICE USE	TICK	INITIAL	UNIVERSITY OF CAPE TOWN (Hereinafter referred to as the "University") POSTGRADUATE CENTRE AND FUNDING OFFICE FELLOWSHIP CLAIM FORM FOR POSTDOCTORAL FUNDING AWARD – 2020
EMPL ID			
SIGNATURES			
REGISTERED			
BANK DETAILS			

- This claim form must be used for the following Fellowship categories below. Tick appropriate box below and complete all sections.
- **NOTE: Column 3 for completion by CIDRI-AFRICA fellowships holders only.**

URC	URC ARG	Claude Leon	NRF Freestanding	NRF Innovation	NRF Scarce Skills	NRF SKA	NRF TWAS	NRF SABI	NRF Early Career	CIDRI-AFRICA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Important notes for the Principal Investigator/HOD:**
 For Departmental, please use form PG016, and for NRF Grant Holder-linked and SARCHI fellowships please use form PG015
- You are required to complete one claim form per offer of award annually.
 - 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 academic 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 by the Postdoctoral Researcher (recipient):

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, (except for the Claude Leon Fellowship)** 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 (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 PGC&FO.
<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 6 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. To be completed by UCT CIDRI-AFRICA Fellowship holders only

Stipend Value	R
Research Costs Consumables/travel	R

NOTE: The research costs portion will be transferred to a new fund opened by the Principal Investigator for UCT CIDRI-AFRICA

PI Fund Number	PI Cost Centre	
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DECLARATION: I _____ **(PI Name) agree to provide PGC&FO with the quarterly reports, signed off by the Faculty Finance Manager, on the above research cost amount.**

PI Signature:	Date:
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4. 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 the postdoctoral sector 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 PDRF (recipient):	Date Signed:
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5. To be completed and signed by the Principal Investigator:

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	R	SECOND INSTALMENT	R
Principal Investigator (P.I.)	Date Signed:		
P.I Name		Signature	
Postdoctoral Fellow (Print Name)		Department	
6. To be approved and signed by the Head of Department:			
I certify that the above-mentioned postdoctoral researcher has been accepted into the above-mentioned Department. I further certify that she/he is not a salaried employee and this Fellowship is a bona fide postdoctoral research fellowship.			
Head of Department (HOD)	Date Signed:		
HOD Name		Signature	
<p>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.</p> <ul style="list-style-type: none"> • Only original signatures are valid. Electronic signatures will not be accepted. • Only original claim forms are valid. Photocopied, scanned or faxed copies will not be accepted. • The Tenure of all Postdoctoral Fellowships at UCT is strictly 1 year. Renewals are not guaranteed and must be applied for. Applications for renewals may be considered for a further year. All renewals are contingent on satisfactory academic progress and availability of funds. <p>Please return to: Postgraduate Centre and Funding Office, Room 3.03, 3rd level Otto Beit Building, University Avenue, Upper Campus</p>			