



Postgraduate Centre and Funding Office

PG016 - 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			

Note:

- This claim form must be used for Departmental Fellowships ONLY.
- It is important to note that the award will not be processed unless a copy of the journal entry or proof of transfer of funds is attached.
- Fund Numbers and Cost Centres for each Faculty are indicated at the bottom of this claim form.
- Any changes to the value or tenure of the award must be communicated to the Postgraduate Centre and Funding Office 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		
Full Value	(ZAR)	

Your Fellowship will be disbursed into your University account and transferred into your bank account once any charges against your account have been offset. For second semester payments, a new claim form and journal/proof of funds must be 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):

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

Please note: 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 notification of termination and/or completion of postdoctoral research at UCT form.

3. I confirm that I, (print name) _____ **accept this 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
***PI/Fund Holder – Please note this important information: you are required to submit two claim forms in 2020.**

Please enter the values of the **first** and **second** instalment and inform the Postgraduate Centre & Funding Office **in writing** of any cancellation/change. The **second instalment will only be released when the second semester claim form has been received together with the copy of the journal entry or proof of transfer of funds.**

FIRST INSTALMENT	(ZAR)	SECOND INSTALMENT	(ZAR)
From (dd/MM/yyyy):		To (dd/MM/yyyy):	
Principal Investigator (P.I.)	Name	Signature	Date Signed
P.I. 2 (if applicable)	Name	Signature	
PDRF (print name)		Department	

5. 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 Full-time salaried employee and this Fellowship is a bona fide postdoctoral research fellowship.

Head of Department	Name	Signature	Date Signed
Fund Holder	Name	Signature	Date Signed

Source of Funds (Eg: NRF, UCT GOB)

- Please note:**
- In the event of the fellowship being withdrawn/cancelled, it is the responsibility of the fund holder to ensure that the recipient of the Fellowship repays the amount withdrawn or cancelled.
 - 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 & Funding Office.

PDRF Fund numbers and Cost Centres to be used for the transfer of funds

Commerce	140351	DRD1022	GL1780
Engineering	140348	DRD1022	GL1780
Health Sciences	140349	DRD1022	GL1780
Humanities	140347	DRD1022	GL1780
Law	140558	DRD1022	GL1780
Science	140346	DRD1022	GL1780

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