|  |
| --- |
| Logo  Description automatically generated**UNIVERSITY OF CAPE TOWN****POSTGRADUATE DOCTORAL CONFERENCE TRAVEL GRANTS 2022** |
| **The intention of these awards is to provide opportunities for young researchers who are registered at UCT for Doctoral study and enrolled for the SECOND, THIRD or FOURTH YEARS of study.** Doctoral students who successfully apply in the FOURTH year of study may use their grants in the 5th year of study *on condition that they are registered at the time of the conference.* Doctoral students registered for the 5th year of study, may apply, however such applicants must demonstrate delays or impact COVID has had on their research, by means of a strong motivation from their respective Supervisor and Head of Department.**The Postgraduate Travel Grants are available via competitive application, towards the costs of travel, conference registration and subsistence*.***  |
| **VIRTUAL CONFERENCE CLOSING DATE**These Virtual Conference Participation Grants are available, via competitive application, towards the costs of the online conference registration fee in order to participate actively, share and present their research.***Conference registration fees will be considered to participate in virtual conferences throughout 2022. Please ensure your application, including complete required documentation is submitted at least one (1) month prior to the conference date such that approval and processing can be managed timeously on a rolling basis. Not all applications will be automatically approved as there is limited budget.***  |
| **IN-PERSON CONFERENCE CLOSING DATES****There are two (2) windows of application submissions with set deadlines for these applications to be submitted and considered by the *UCT Postgraduate Student Funding Committee*** |
| **Round 1:** For presentation at conferences between **March and October 2022** submit by **28th February 2022** |
| **Round 2:** For presentation at conferences between **November 2022 and April 2023** submit by **23rd August 2022** |
| **ELIGIBILITY and Value of Awards** |
| Doctoral students who will present their research at a conference in the SECOND, THIRD or FOURTH YEARS of study. Doctoral students who successfully apply in the FOURTH year of study may use their grants in the 5th year of study *on condition that they are registered at the time of the conference.*  |
| Doctoral students registered for the 5th year of study, may apply, ***however*** such applicants must demonstrate delays or impact COVID has had on their research, by means of a ***strong motivation*** from their respective Supervisor and Head of Department.  |
| Students who have UPGRADED from Master’s to Doctoral study are eligible in the FIRST AND SECOND years of registration as a Doctoral student only. Evidence of the Upgrade must be provided |
| ***Doctoral -* VALUES:*** ***Virtual*** *– Up to a maximum of R10 000*
* ***In-Person*** *-**Up to a maximum of R25 000(max of R10 000 for local/SADC conferences)*

***Note:*** The following SADC countries are not considered to be “international”, and the local value (R10,000 maximum) will apply *Namibia, Botswana, Swaziland, Lesotho, Zimbabwe, and Mozambique* |
| **It must be noted that the Postgraduate Studies Funding Committee reserves the right to give preference to applicants who have not attended an international conference in the last 3 years.** |
| **CONDITIONS OF AWARD AND APPLICATION PROCEDURE** |
| 1. **Individuals who are employed for more than 20 hours per week are INELIGIBLE to apply for these Grants.**
2. **Individuals who are employed at UCT on T1, T2 contracts and permanent staff are ineligible to apply for the grants.**
3. **Applications from students who are registered for an Honours degree, the 5th year of Master’s, 6th year of Doctoral study or has less than a 50% research component will not be considered.**
4. Applicants who are offered awards must take up the offer whilst registered at UCT and must be registered for the full duration of their conference stay**.**
5. Students who are no longer registered at the time of proposed travel will be INELIGIBLE to claim the Grant
6. Only three **travel grants** (one virtual, one in-person local and/or one in-person international) per Doctoral applicant may be awarded in any one calendar year, up to the max value and cannot exceed R25 000.
7. UCT Conference Travel Grants and UCT Scholarships for International Travel **cannot** be held concurrently in any one year.
8. No applications will be accepted for research visits or for participation in academic programmes in other countries. Students wishing to apply for support towards the cost of international research visits are referred to the UCT Scholarships for International Travel. Details: <http://www.students.uct.ac.za/students/fees-funding/postgraduate-degree-funding/bursaries-scholarships/travel>
9. This Travel Grants are not full-cost and will only be awarded on proof that sufficient alternative funding has been secured.
10. Applicants are required to provide documentary evidence that sufficient alternative funding has been secured to support the costs of the conference.
11. Awards that are offered to students who have not sourced the balance of funds required and stated in the summary of costs, will be withdrawn.
12. An abstract of the paper/poster to be presented at the conference must be attached to the Application. This document must not exceed ONE A4 page in total.
13. Proof must be shown that the abstract has been accepted by the Conference Organisers. (**If acceptance has not yet been received by this application deadline, the application may still be submitted, and proof of acceptance sent as soon as it is received.** If a travel grant is offered to an applicant who has not provided proof of acceptance, payment of the grant will not be made until proof of acceptance is submitted.
14. Cost for accommodation, subsistence and travel will only be considered for ONE DAY BEFORE and for ONE DAY AFTER the official dates of the conference.
15. A full budget must be compiled in the space provided - see No.6 of the Application Form. Quotations/ costing screenshots supporting the summary costs must be attached to the application.
16. A copy of ALL academic transcript(s) must be attached, inclusive of UCT.
17. A CV of no longer than ONE A4 page must be attached.
18. Written motivation for presenting at the conference from both applicant’s supervisor **and** Head of Department must be submitted. If the required motivation is not submitted, the application will be disqualified.
19. Incomplete and/or late applications or applications from ineligible students will not be considered.
20. Retrospective applications will NOT be considered. It is important to note that Conferences that take place before the application submission deadline will be considered as RETROSPECTIVE.
21. Awarded conference travel funds may not be used towards another conference, that is, the funds are not transferable. ***Should the conference be cancelled, or the full amount awarded not be utilized for any reason then the funds are to be returned*.**
 |

**It is compulsory for successful applicants to submit a brief report upon their return with specific details on any publications that may result from the conference. Failure to do so will result in cancellation of the award made and recovery of the funds paid out. Enquiries:** **fellowships@uct.ac.za**

|  |
| --- |
| **Submit application form along with required documentation as one pdf via email to: fellowships@uct.ac.za****The University of Cape Town****DOCTORAL Postgraduate Conference Travel Grants Applicant’s Details** |
| 1. **APPLICANT’S PARTICULARS**
 |
| **Full Name and Surname** |  | **Student Number**  |  |
| **GENDER** | Male |[ ]  Female |[ ]  **RACE** | African |[ ]  Coloured |[ ]  Indian |[ ]  White |[ ]
| **Date of Birth** | Click or tap to enter a date. | **Preferred Email Address**  |  |
| **Are you Employed** | **Yes** [ ]  | **No** [ ]  | Full-time |[ ]  Part-time |[ ]  If yes, indicate number of hours per week |  |
| 1. **ACADEMIC PARTICULARS**
 |
| **Current Degree:**  | Choose an item. | **Year of Study** | **1st** |[ ]  **2nd** |[ ]  **3rd**  |[ ]  **4th**  |[ ]  **5th**  |[ ]
| **Faculty** | Choose an item. | **Department**  |  |
| **Research Component of Degree** | **First date of registration towards the above degree** | Have you upgraded from a Master’s to PhD degree | **YES** |[ ]  **NO** |[ ]
| Choose an item. | Click or tap to enter a date. | **If Yes, provide date of Upgrade:** Click or tap to enter a date. |
| **Thesis Title:** |  |
| **Name of Supervisor**  |  | **Email address** |  |
| **Name of Head of Department**  |  | **Email address** |  |
| 1. **CONFERENCE PARTICULARS**
 |
| Conference presentation | **VIRTUAL** |[ ]  **IN-PERSON** |[ ]
| Please indicate if the conference will be held locally or internationally  | **LOCAL** |[ ]  **INTERNATIONAL** |[ ]
| Name of Conference |  |
| Organisers:  |  |
| Title of Paper for presentation  |  |
| Has your abstract been accepted | **YES** |[ ]  **NO** |[ ]  If NO, please specify expected date of acceptance | Click or tap to enter a date. |
| Location of Conference |  | Dates reflecting duration of Conference |  |
| Registration Cost:  |  |
| 1. **IN-PERSON TRAVEL DETAILS**
 |
| Date of Departure | Click or tap to enter a date. | Date of Return  | Click or tap to enter a date. |
| **Cost of Transfers(**transport) to and from airport |  | Number of days at Conference |  |
| Estimated **Cost of accommodation** inclusive of **ONE day before and ONE day after the Conference ONLY**: |
| Number of Days: |  | Are meals provided with accommodation? | YES |[ ]  NO |[ ]   |
| Accommodation Rate per day: |  | If Yes, indicate which meal | Breakfast |[ ]  Lunch |[ ]  Supper |[ ]
| Accommodation Total: |  |  | If NO, indicate in Cost of subsistence(meals) |
| Total Estimated **Cost of Subsistence(meals)** inclusive of **ONE day before and ONE day after the Conference ONLY**:  |
| Number of Days: |  | Rate per day:  | R  | Total: | R  | [Click here for subsistence rates per day](http://www.uct.ac.za/sites/default/files/image_tool/images/434/fees_funding/postgrad_degree_funding/bursaries_scholarships/travel/2021Appendix1-NRF%20Subsistence%20rates-Benchmark.pdf) |

|  |
| --- |
| **5. DETAILS OF OTHER SUPPORT APPLIED FOR/SECURED.**The UCT PG Conference Travel grants are not full cost. Your application will not be considered if you have not applied for and/or secured funds either via your supervisor or via alternative support, and any grant offered to you will be subject to documentary evidence that the balance of funds have been secured. |
| Note: The Postgraduate Studies Funding Committee requires that your Supervisor either provide funds towards the cost of your attendance/presenting or that he/she assist you to secure funds |
| *Have you applied for additional funding from other sources and/or your supervisor for the above conference travel costs* | YES | [ ]  | NO | [ ]  | If YES, please complete section below |
| **If NO, please state why**  |  |
| **Source of Awards**(e.g. Supervisor, personal contribution, conference organisers**)** | **Name of award applied for** | **Value of Award** | **Applied For (Tick)\*** | **Total value awarded** | **Funds received (Tick)** |
| Choose an item. |  |  |[ ]   |[ ]
| Choose an item. |  |  |[ ]   |[ ]
| Choose an item. |  |  |[ ]   |[ ]
| **Have you been awarded an NRF award?**  | **Y** |[ ]  **N** |[ ]  **Select NRF Award type**  | Choose an item. |
| **Did you apply to the NRF to support the costs for this conference application?** | **Y** |[ ]  **N** |[ ]  **Please indicate the total value of the NRF travel grant applied for** | **R** |
| **6. COMPULSORY – SUMMARY OF COSTS** Ensure to attach quotations/costing screenshots to support the below summary of costs, inclusive of exchange rate used |
| **Exchange rate used AT TIME of application to calculate summary below; provide link from which it was downloaded**  |
| **Date of exchange rate** |  | **Rate:** |  |
| **Website:**  |
| **QUOTATIONS/COSTING SCREENSHOTS TO BE INCLUDED TO SHOW THE BELOW CALCULATIONS** | **Amount in foreign currency****(per line item)** | **Exchange rate used at the** | **Show calculation****(per line item)** | **Total required in ZAR** **(per line item)** | **QUOTE/ COSTING SCREENSHOT ATTACHED** |
| **EXAMPLE: AIRFARE** | **$859** | **11.95** | **$859\*11.95 = R10,261.70** | **R10,261.70** | **YES** | **NO** |
| **REGISTRATION FEE**  |  |  |  |  |[ ] [ ]
| **AIRFARE/TRANSPORT** |  |  |  |  |[ ] [ ]
| **TRANSFERS – Per section 4** (transport to and from the airport) |  |  |  |  |[ ] [ ]
| **ACCOMMODATION – Per section 4** |  |  |  |  |[ ] [ ]
| **SUBSISTENCE – Per section 4** (Meals) |  |  |  |  |[ ] [ ]
| **OTHER** (give detail)**e.g.** (VISA costs, PPE) |  |  |  |  |[ ] [ ]
| **Total required** |  |  |
| **FUNDS APPROVED/Secured (per section 5)** |  |  |
| **Grand TOTAL REQUIRED (Total less funds approved/Secured)** |  |  |
| **7. DETAILS OF OTHER CONFERENCE ATTENDANCE**Note: It is compulsory to provide details of all *conferences* attended for your Masters and/or Doctoral degree regardless of source of funding. (State full details of conferences previously attended) |
| Name of Conference | Location of Conference | Date of Conference | Degree registered for at the time of attending the conference | Was any of these conferences funded via UCT’s Postgraduate Funding Office Indicate  |
|  |  |  |  | **YES** | **NO** |
|  |  |  |  |[ ] [ ]
|  |  |  |  |[ ] [ ]
|  |  |  |  |[ ] [ ]
|  |  |  |  |[ ] [ ]
| **8. FOR COMPLETION BY THE APPLICANT (please tick to confirm)** |
|[ ]  I, agree to comply with the conditions of the UCT Postgraduate In-Person Conference Travel Grants. I understand that the Conditions of Award are not negotiable |
| **Signature** |  | **Date:** Click or tap to enter a date. |

|  |
| --- |
| **NOTE:**  |
| *Applicants* ***may*** *submit the applications even if confirmation of* ***acceptance has not yet been received*** *by the submission deadline of this application from the Conference organisers. However, if such an application is successful, the Travel Grant can only be claimed on submission of proof of acceptance to the specific Conference applied for here within***.**  |
| **The University of Cape Town reserves the right to:*** cancel incomplete and late applications
* refuse acceptance of ad hoc applications
* disqualify applications from individuals who do not meet the criteria
* make no awards at all
 |
| ***APPLICATIONS ARE ONLY CONSIDERED TWICE A YEAR WITH SUBMISSION DEADLINES OF:*** ***28 FEBRUARY 2022 AND 23 AUGUST 2022*** |
| **SUBMIT AS ONE PDF****DOCUMENTS MUST BE IN THE ORDER OF THE CHECKLIST****Applications to be emailed to:** **fellowships@uct.ac.za** |
| ***Please consult the CHECKLIST below to ensure that you have collated the required documents for submission*** |
| **Note: Submission of ALL documents listed below is compulsory and required for consideration by the Postgraduate Student Funding Committee, incomplete applications will not be considered.****Documents Required:** | **Check****(Tick)** |
| 1. | Application Form |[ ]
| 2. | All Academic Transcripts inclusive of UCT (do not include degree certificates) |[ ]
| 3. | Description of the type of conference (Call for papers, website screenshot reflecting conference details) |[ ]
| 4. | Abstract of poster/paper submitted |[ ]
| 5. | Abstract Acceptance, **(*If acceptance has not been received by the application deadline, the application may still be submitted, and proof of acceptance sent in as soon as it is received)*** |[ ]
| 6. | A brief CV (no longer than 1 A4 page) |[ ]
| 7. | Motivation letter from HoD (**Motivation may be submitted electronically directly by HoD to** **fellowships@uct.ac.za** **with subject line: In-Person Conference Travel HoD Motivation: Student name)** (see No. 18 of conditions of award) |[ ]
| 8 | Motivation letter from Supervisor **(Motivation may be submitted electronically directly by Supervisor to** **fellowships@uct.ac.za** **with subject line: In-Person Conference Travel SUPERVISOR Motivation: Student name)** (see No. 18 of conditions of award) |[ ]
| 9 | Proof of additional funding applied for and secured to support travel (See No. 10 and 11 of Conditions of Award) |[ ]
| 10 | Quotations/ Costing Screenshots to support summary of costs (See No.15 of Conditions of Award and 6 of Application form) * Registration fee
* Airfare/transport
* Transfers – per section 4 (transport to and from the airport)
* Accommodation – per section 4
* Subsistence – per section 4 (meals)
* Other (give detail) e.g. (visa costs, PPE)
 |[ ]

**SUBMIT AS ONE PDF**

**DOCUMENTS MUST BE IN THE ORDER OF THE CHECKLIST**

**Applications to be emailed to: fellowships@uct.ac.za**