



# UNIVERSITY OF CAPE TOWN

## POSTDOCTORAL CONFERENCE TRAVEL GRANTS

### 2024

The intention of these awards is to provide opportunities for Postdoctoral Research Fellows researchers who are enrolled for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year of postdoctoral research at UCT. Fourth and Fifth-year applicants will only be considered with strong motivation and under exceptional circumstances. (E.g., extensive research work required before research may be presented.) These Travel Grants are available, via competitive application, towards the costs of travel, or conference registration and subsistence. UCT Postdoctoral Conference Travel Grants are not full-cost and are intended to provide a contribution towards the full cost of international or local travel\*. A Postdoctoral Fellow may apply for the virtual conference and in-person conference in a calendar year but the total maximum allocation for both will not be >R20 000 per Fellow (i.e. if conference 1 was awarded R10 000, then conference 2 may be awarded up to a max of R10 000). Fellows should not use the same/similar abstract for two conferences – ideally, they should address separate research topics (which could be linked but present different aspects of the topic).

#### **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 2024. Please ensure your application, including complete required documentation is submitted at least two months 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 CONFERENCES CLOSING DATES**

There are Three cycles during which applications may be submitted. You may certainly work on applications outside of these window periods but the on-line portal for submission will only be open during these window periods.

- *The 1<sup>st</sup> cycle for submitting applications is between 17<sup>th</sup> January 2024 and 9<sup>th</sup> March 2024. This closing date may suit PDRFs applying to travel between April and June 2024.*
- *The 2<sup>nd</sup> cycle for submitting applications is between 10<sup>th</sup> March 2024 and 8<sup>th</sup> June 2024 which may suit PDRFs wishing to travel between July 2024 and September 2024.*
- *The 3<sup>rd</sup> cycle for submitting applications is between 9<sup>th</sup> June 2024 and 8<sup>th</sup> September 2024 which may suit PDRFs wishing to travel between October 2024 and March 2025.*

The Selection Committee meets in March, June, September,

#### **\*VALUES:**

- *Virtual – Up to a maximum of R10 000*
  - *In-Person - Local Conferences - Up to a maximum of R10000*      *International Conferences - Up to a maximum of R28,500*
- 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.*

#### **CONDITIONS OF AWARD AND APPLICATION PROCEDURE**

1. **Individuals who are employed on work outside their research for more than 12 hours per week are INELIGIBLE to apply for these grants.**
2. Only individuals who are enrolled at the University of Cape Town as postdoctoral research fellows (PDRFs) are eligible.
3. Full time members of staff are not eligible to apply for these grants.
4. Applicants who are offered awards must take up the offer whilst registered as PDRFs at UCT.
5. Only two **travel grants** (one virtual and/or one in-person) per PDRF may be awarded in any one calendar year, up to a max for both of R20000 (see above).
6. The award of travel grants is conditional and subject to the presentation of a research paper at the conference which may be oral, or via poster, or virtually.
7. No applications will be accepted for research visits or for participation in academic programmes in other countries. The travel grants are intended for attendance and presentation at conferences.
8. The grants are not full-cost and payment to selected candidates will only be processed upon proof that enough alternative funding has been secured. Applicants are required to provide documentary evidence of applications to alternative sources for funds towards the costs of attendance at the conference. Awards that are offered to PDRFs who have not sourced the balance of funds required and stated in the budget, will be withdrawn. It is compulsory to provide information on applications/ awards of alternative funds. *See No. 7* of the application form.
9. The applicant's Principal Investigator (PI) must indicate the value of support that he/she will provide for the In-Person conference grant. There is no Principal Investigator (PI) value of support required for Virtual conference.
10. An abstract of the paper to be presented at the conference must be attached to the application. This document must not exceed ONE A4 page in total.
11. Proof must be shown that the paper has been accepted by the conference organisers. Please attach documentary proof of acceptance. **If acceptance has not been received by the closing date, the application may still be submitted, and proof of acceptance submitted later.** If a travel grant is offered to a PDRF who has not provided proof of acceptance, payment of the grant will not be made until proof of acceptance is submitted.
12. A full and reasonable budget must be compiled in the space provided on the application form. Quotations supporting costs must be attached to the application.
13. For in-person conferences the 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.
14. Written motivation for attendance at the conference from the applicant's Principal Investigator must be attached. Please note that a signature on the application form does not constitute motivation. If the required motivation is not submitted, the application will be disqualified.
15. Retrospective applications will NOT be considered. It is important to note that Conferences that take place before the closing date will be considered as RETROSPECTIVE.
16. Conference Travel grants are applied for on a competitive basis and are assessed on the technical and scientific merit and financial justification of the application, output of the applicant (where applicable), on the relevance of the research to UCT, and on the availability of funds. Therefore, **NO GUARANTEE IS GIVEN THAT THE APPLICANT WILL RECEIVE A CONFERENCE TRAVEL GRANT.** Preference will be given to applicants who have not previously attended an overseas conference.
17. Awards made apply **ONLY** to the conference named in the original application.
18. Incomplete and/or late applications or applications from ineligible candidates will not be considered.

19. PDRFs must have obtained the doctoral degree by the closing date of applications to be eligible for a travel grant. Document(s) providing proof of obtaining the PhD must be attached.

**It is compulsory for successful candidates to submit a brief report on 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. No exceptions will be made to the above criteria.**

Postgraduate Funding Office

Enquiries: [pdocs@uct.ac.za](mailto:pdocs@uct.ac.za) Mr Emile Van Wyk (021 650 5065)



# UNIVERSITY OF CAPE TOWN

## POSTDOCTORAL CONFERENCE TRAVEL GRANTS

### 2024

#### TYPE OF CONFERENCE APPLICATION

<b>VIRTUAL</b>		<b>IN PERSON</b>	
<b>Local</b>	<b>International</b>	<b>Local</b>	<b>International</b>

#### 1. APPLICANT'S PARTICULARS

Fellow Number		
Name and Surname		
Race		
Gender		
Email Address		
Are you employed? Yes or No		Hours per week
Type of Employment	Full Time	Part Time

#### 2. ACADEMIC PARTICULARS

Faculty						
Department						
Research Grouping						
Year of Research	1 <sup>st</sup>		2 <sup>nd</sup>		3 <sup>rd</sup>	
4 <sup>th</sup> /5 <sup>th</sup> Year of Research	4 <sup>th</sup>		5 <sup>th</sup>		<i>A motivation letter from the PDRF is required</i>	

*Please provide motivation in this space*

Research Title			
Particulars of research project			

#### 3. ABBREVIATED CURRICULUM VITAE (postgraduate degree)

Degree	Year of Study e.g., 2022	Qualification achieved
Honours		
Master's		
Doctoral		

A. Total number of <b>peer reviewed journal and book chapter</b> publications to date	
B. Total number of the above publications that you are the <b>senior/lead author</b>	
C. Total number of <b>peer reviewed conference proceedings</b> to date	
D. Total number of the above publications that you are the <b>senior/lead author</b>	
Total number of the <b>ALL peer reviewed publications</b> to date (i.e., A+C)	

**Publication list** of all peer reviewed publications to date (*not in review*): authors, date, title, journal, vol, pages.

- 1
- 2
- 3

**NB: Please attach proof of having obtained the doctoral degree**  
PDRFs must have obtained the doctoral degree by the closing date of applications to be eligible for a travel grant. Document(s) providing proof of obtaining the PhD must be attached

4. CONFERENCE PARTICULARS									
Name of Conference									
Organisers									
Title of Paper for presentation									
Has your abstract been accepted	Yes		No		If NO, please specify expected date of acceptance				
Location of Conference									
Dates reflecting duration of Conference									
5. REGISTRATION COSTS									
Registration Costs									
<i>NOTE: If you have presented at a conference in this year, you are required to submit the abstract/s of conferences presented in the past 12 months.</i>									
6. IN-PERSON TRAVEL DETAILS									
<i>Cost of most economical return airfare/other: (Attach copies of the most economical return airfare quotes, transfers and accommodation if not provided by the conference organisers)</i>									
Date of Departure			Date of Return						
COST OF TRANSFERS (TRANSPORT)									
Cost of Transfers to and from airport			Number of days at Conference						
ACCOMMODATION									
Estimated Cost of Accommodation inclusive of ONE day before and ONE day after the Conference ONLY:									
Have you enquired about cheaper on-campus accommodation?						Yes		No	
Number of Days:		Are meals provided with accommodation?			Yes		No		
Accommodation Rate per day:		<i>If Yes</i> , indicate which meal		Breakfast		Lunch		Dinner	
Accommodation Total:		<i>If No</i> , indicate in Cost of subsistence (meals)							
COST OF SUBSISTENCE									
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	<a href="#">Click here for subsistence rates per day</a>		
7. DETAILS OF OTHER SUPPORT APPLIED FOR/SECURED									
<i>NOTE: In Person Conferences.</i> The University Research Committee Sub-Committee requires that your Principal Investigator either provide funds towards the cost of your attendance/presenting or that he/she assist you to secure funds toward your in-person attendance where your registration fee exceed R10 000.									
<i>The UCT PDRF Conference Travel grants are not full cost. Your application will not be considered if you have not applied for and/or secured funds via your Principal Investigator or via alternative support, and any grant offered to you will be subject to proof that the balance of funds have been secured. Name the source and amounts of any other subsidies or grants towards your total costs (State whether such support has been confirmed or applied for).</i>									
Have you applied for additional support from other sources and/or your PI for the above travel			Yes		No		<i>If yes, please complete the section below</i>		
<i>If No, please state why</i>									
<i>ONLY complete if you have been awarded via the National Research Foundation (NRF)</i>									
Have you applied to the NRF for travel support toward the above conference			Yes		No				
If yes, please specify the total amount awarded									
Source of / or Name Award e.g., PI	Value of Award	*Applied or Secured		Total value awarded	Funds received Yes or No				
<i>* NOTE: This information must be included to show funds secured. Fellows are required to inform the PGFO of details of all funds secured and the source of such funds within 1 day of confirmation of funds secured. Provide documentary evidence of support from their PIs' and of applications to alternative sources.</i>									

**8. SUMMARY OF COSTS**

COMPULSORY – MUST BE COMPLETED BY ALL CANDIDATES APPLYING FOR THIS CONFERENCE TRAVEL GRANT. *Attach quotations to support the summary of costs, inclusive of exchange rate used*

*Exchange rate used at the time of application to calculate summary*

Date of exchange rate

Rate

Website

Summary Item	Amount in foreign currency	Exchange rate	Number of days at conference	Show calculation	Total required in ZAR
EXAMPLE: AIRFARE	\$859	11,95	-	\$859*11.95 = R10,261.70	R10,261.70
EXAMPLE: SUBSISTENCE	\$135 per day	13.2	4 days	\$135*13.2= R1,782 per day*4 days	R7,128
Registration Fee					
Airfare/Transport					
Transfers to and from the airport					
Accommodation					
Subsistence					
OTHER e.g. (VISA costs, PPE)					
<b>Total required</b>					
<b>FUNDS APPROVED/Secured</b>					
<b>Grand TOTAL REQUIRED (Total required less Funds Approved/Secured)</b>					

**9. DETAILS OF OTHER CONFERENCE ATTENDANCE**

*Note: It is compulsory to provide details of all conferences attended as a postdoctoral research fellow regardless of source of funding*

State full details of conferences previously attended:

Name of Conference	Location of Conference	Date of Conference	Year of postdoctoral enrollment	Was any of these conferences funded via UCT's Postgraduate Funding Office <i>Indicate Yes/No</i>

**10. FOR COMPLETION BY POSTDOCTORAL RESEARCH FELLOW**

I, \_\_\_\_\_ agree to comply with the conditions of the UCT Postdoctoral Research Fellow Conference Travel Grants. I understand that the Conditions of Award are not negotiable.

Signature \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**11. FOR COMPLETION BY POSTDOCTORAL RESEARCH FELLOW'S PRINCIPAL INVESTIGATOR**

I, \_\_\_\_\_ confirm that I am the applicant's Principal Investigator and I submit below the required motivation in support of this application.

Signature \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Principal Investigator Motivation**

<b>12. FOR COMPLETION BY POSTDOCTORAL RESEARCH FELLOW'S HEAD OF DEPARTMENT</b>	
<b>I,</b>	confirm that I am the applicant's HOD and I submit below the required motivation in support of this application.
<b>Signature</b>	
<b>Date:</b>	/ /
<b>Head of Department Motivation</b>	

**SUBMISSION OF APPLICATIONS**

**VIRTUAL CONFERENCES.** Please ensure your application, including complete required documentation is submitted at least a month prior to the conference date such that approval and processing can be managed timeously.

**IN PERSON CONFERENCES.** Applications are only considered 4 times a year with closing dates on the 9<sup>th</sup> March 2024, 8<sup>th</sup> June 2024, 8<sup>th</sup> September 2024 and 6<sup>th</sup> December 2024.

Please consult the **CHECKLIST** below to ensure that you have submitted the required documents:

	<b>Documents Required</b> <i>Note: Submission of ALL the documents listed below is compulsory</i>	<b>Please state if document is attached</b>
1.	Application form	
2.	PhD certificate	
3.	Abstract of paper/poster	
4.	Abstract acceptance ( <i>see No.8 &amp; 9</i> of conditions of award)	
5.	Motivation letter by Principal Investigator	
6.	Motivation letter by Head of Department	
7.	Proof of additional funds applied for and/or secured ( <i>see No.7</i> of conditions of award)	
8.	Description of type of conference	
9.	Quotations to support the summary of costs ( <i>see No.10</i> of the conditions of award)	
10.	Abstract of Previous Conferences attended. <i>NOTE: If you have presented at a conference in this year, you are required to submit the abstract/s of conferences presented in the past 12 months.</i>	

**SUBMIT AS ONE PDF**

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

Applications to be emailed to: [pdocs@uct.ac.za](mailto:pdocs@uct.ac.za)