**NB**: This document **must be typed**

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| RC6/2015 | **APPLICATION TO ATTEND A CONFERENCE** **INTERNATIONAL (OVERSEAS)** |
| **Research Office Deadlines:** 7 March, 1 June, 17 August, 2 November**Research Committee Meeting Dates:** April, June, September, November |

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| **A PERSONAL PARTICULARS** |
| Title (Prof, Dr, Mr, Mrs, Ms) |  |
| Surname |  |
| Name |  |
| Staff/Student number |  |
| Department |  |
| Faculty |  |
| E-mail address |  |
| Telephone number | Work |  | Cell |  |
| Present position |  |
| Full-time | Yes/No |  | Part-time | Yes/No |  |
| Permanent | Yes/No |  | Contract | Yes/No |  |
| If on contract, please indicate period | Start date |  | End date |  |

**CHECKLIST**

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| **Have you attended to/included the following?** | **Please tick** |
| Abstract / summary of paper(s)/ poster(s) to be presented |  |
| Proof of acceptance |  |
| Conference call / official programme / brochure |  |
| Proof of conference registration fees |  |
| Detailed itinerary for the entire period |  |
| Airfare quotations (x2) |  |
| Accommodation quotation |  |
| Visa expenses |  |
| Categorised research outputs for the last 3 years |  |
| Travel insurance quotation |  |
| Recommendation by HoD |  |
| Recommendation by Dean/Deputy Dean |  |

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| **Eligibility*** Full-time permanent staff
* Full-time academic staff on a 3-year contract minimum
* Postdoctoral fellows
* Postgraduate students at Master’s or PhD level

**Maximum*** One conference every two years (from the date of the last-funded conference), if minimum criteria have been met
* One conference per annum on proof of sustained research productivity
* Conference registration 100%
* Visa costs 100% up to a maximum of R3000
* Travel insurance 100%
* Travel and subsistence costs 70%
* Accommodation 70%
* Subsistence may be claimed for the conference period and for one day prior to and one day after the conference, but not for travel days
* An applicant who delivers a paper at a DHET-accredited conference or with a sustained level of research productivity will receive 100% support in all categories
* Maxima may be altered by an approved research development plan between a researcher and the DVC (RI)

**Criteria*** Must have an approved research project
* Must present a paper which has been independently refereed prior to acceptance
* Poster presentations, review papers, un-refereed invited presentations and invitations to chair sessions will not be supported, unless the applicant has a record of sustained research productivity or has an established record of converting such material into accredited scholarly outputs
* Staff members, postdoctoral fellows and research fellows must have produced at least 0.75 of a subsidy publication unit accruing to the University in the current or previous academic year; alternatively, an annual average of 0.5 subsidy unit over the past three years, alternatively, must have been the principal supervisor of at least two research Master’s graduates or one doctoral graduate in the previous academic year
* Staff members who have received conference funding previously must submit proof of conversion of the previous conference paper into an accredited publication
* In the case of student applicants, they or their principal supervisors must meet the criteria stipulated above for staff members provided that no more than one student may benefit from a supervisor’s meeting of the criteria in any one year
* Copies of the abstract, conference programme**,** two airfare quotations and proof of conference registration fees, as well as endorsements of the HoD and Dean need to accompany each application
* An applicant must produce proof of the participation, e.g. that s/he will be presenting a paper
* Place of intended publication (conference proceedings or accredited journal) must be stated in the application
* A maximum of 2 people per department may apply for funds to the same international conference, except where a conference is DHET-accredited and each applicant will be presenting a paper in his or her own right
* Only one person per paper will be funded

**Conditions*** Except where variations to the general rule are specified, applicants are eligible for funding towards no more than one national and one international conference in the same calendar year
* Grants are not awarded retrospectively
* Awards will be paid into the staff member or student’s personal research (C) account, to be administered by the Research Office
* Awards are made for attendance and delivery of papers at a specific conference and may not be redirected towards another conference or any other purpose
* A conference report must be provided to the Research Office within one month of the conference date
* The conversion of a conference presentation into an accredited publication is essential
* Shortfall in expenses may be funded from generated funds
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| B APPLICATION DETAILS |
| Name of conference |  |
| Date of conference |  |
| Conference host |  |
| Venue (City, Country) |  |
| Is the conference DHET accredited? | Yes |  | No |  |
| Will you be presenting a paper/ poster? | Paper | Yes |  | Poster | Yes |  |
| No |  | No |  |
| Title of paper/poster |  |
| Names of co-author(s) |  |
| Was your conference paper (not abstract) peer reviewed prior to acceptance? | Yes |  | No |  |
| Will the conference proceedings be published? | Yes |  | No |  |
| Expected accredited research outputs |  |
| Dates of journey (to and from UNIZULU/RSA | Depart |  | Return |  | Total days away |  |
| Have you in the past three years received University funding to attend a conference? | Yes |  | No |  |
| Previous local/regional conference that was funded | Date |  |
| Name |  |
| Country |  |
| Previous international (overseas) conference that was funded | Date |  |
| Name |  |
| Country |  |
| Previous international (overseas) conference that was funded | Date |  |
| Name |  |
| Country |  |
| Please specify any accredited research output(s) that emanated from the previous two conferences you attended (cross-reference to outputs listed on page 5) |  |
| Number of research postgraduate students you have supervised to graduation over the last three years | Master’s |  |
| PhD |  |
| Number of research postgraduate students you are currently supervising | Master’s |  |
| PhD |  |
| **C Conference budget** Awards are intended to assist only with the following: the cost of land and air travel; limited transport costs (when travelling abroad); registration fees; visa costs; travel insurance; accommodation and *subsistence for conference days plus one day before and one day after*.***Subsistence rates***:* Local (within South Africa): R103.00 for incidental costs only.
* International (from outside South Africa): please use the current SARS rate per country which can be obtained from the Research Office.
* The following SADC countries are not deemed “international”, and the local rates will apply: Angola, Botswana, Democratic Republic of Congo, Lesotho, Malawi, Madagascar, Mozambique, Namibia, Seychelles, Swaziland, Tanzania, Zambia and Zimbabwe.
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| Travel costs to conference venue *(attach and list all quotes obtained, underlining the one selected)* |
| Air fare |  | = | R |
| VISA Costs |  | = | R |
| Travel insurance |  | = | R |
| Accommodation |  | = | R |
| Land travel in SA |  | = | R |
| Land travel overseas |  | = | R |
| Subsistence |  | days at  | R | =  | R |
| Conference registration fees *(please indicate foreign amount, i.e., $, £, €, etc.):*  |  | = | R |
| **Total cost** |  | R |
| Contribution from other sources | Source |  | R |
|  | R |
| **Total requested** |  | R |

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| **D** | **RESEARCH OUTPUTS FOR THE LAST 3 YEARS**Please list your publications and conference papers |
| **PUBLICATIONS** |
|  | **Year** | **Author(s)** | **Title** | **Journal Reference/Publisher of Book** | **Accredited? (Yes/No)** |
| **1** | 2012 |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |
| **9** |  |  |  |  |  |
| **CONFERENCE PAPERS** |
|  | **Year** | **Author(s)/Presenter(s)** | **Title** | **Name of Conference** | **Venue/Place** | **Accredited? (Yes/No)** |
| **1** | 2012 |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |

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| **E DECLARATION BY APPLICANT** |

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| I declare that the above information is to the best of my knowledge correct.I understand that acceptance of a grant implies that I will return to UNIZULU for a period of at least 12 months from the completion of the journey for which the grant was made and that I may be required to repay a portion or all of the grant to UNIZULU if I do not comply with this condition.I certify that the foregoing sections constitute a complete and factual statement of the particulars requested. |
| Signature |  | Date  |  |

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| **F RECOMMENDATIONS** |
| **To be completed by the Head of Department** Please comment on the importance and standing of this conference and how the applicant’s attendance would benefit the University. |
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| Leave of absence approved? (please do not include leave forms) | Yes |  | No |  |
| HoD’s Recommendation | Strongly supported |  | Supported |  | Not supported |  |
| Signature |  | Date |  |
| **To be completed by the Dean/Deputy Dean of the Faculty** Further comments |
|  |
| Recommendation | Strongly supported |  | Supported |  | Not supported |  |
| Signature |  | Date |  |