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

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| RC7/2015 | **APPLICATION TO ATTEND A CONFERENCE** **LOCAL/REGIONAL (INDIVIDUAL)** |
| **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 Honours, Master’s or PhD level

**Maximum*** R10 000 per person per conference, provided minimum criteria are met in respect of each person
* One conference per annum
* Two conferences per annum on proof of research productivity
* Conference registration 100%
* Travel and subsistence costs 70%
* Accommodation 70%
* Subsistence may be claimed for the conference period and for actual travel days up to a maximum of four days
* Where three or more persons attend the same conference, travel expenses will be limited to 100% of the total cost of travel and subsistence by motor vehicle or 70% of the cost of travel and subsistence by air, whichever is the lesser
* An applicant who meets the criteria for research productivity will receive 100% support in all expenditure categories, subject to the overall maximum amount
* 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 or poster, or chair a plenary session
* Paper or poster must have ethical clearance
* An applicant must produce proof that s/he will be presenting a paper or poster; or that s/he will act as a plenary session chairperson
* Staff members, postdoctoral fellows and research fellows must have produced at least one-third (0.33) of a subsidy-earning publication unit accruing to the University in the current or previous academic year; alternatively, an annual average of one-third (0.33) of a subsidy unit over the past three years, alternatively, must have been a supervisor or co-supervisor of at least one Master’s or PhD graduate in the previous two academic years
* 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 two students may benefit from a supervisor’s meeting of the criteria in any one year
* Copies of the abstract, conference programme, travel and subsistence 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 that s/he will be presenting a paper or poster, or that s/he will act as a plenary session chairperson
* Place of intended publication (conference proceedings or accredited journal) must be stated on application
* 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
* No more than three persons will be funded per conference, except where a conference is DHET accredited and each applicant will be presenting a paper in his or her own right, or upon special motivation to and approval of the Research Committee
* Grants are not awarded retrospectively
* 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
* Will be paid into the staff member’s personal research (C) account
* An applicant may not hold a grant to deliver a paper and a (group) grant to attend the same conference, although a grant to an individual may be used to defray group expenses
* Staff members who have received conference funding previously must submit proof of conversion of the previous conference paper into an accredited publication
* 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 |  |

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| **C Conference budget** Awards are intended to assist only with the following: the cost of land or air travel; limited transport costs (when travelling abroad); registration fees; 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.
* The following SADC countries are deemed “regional”, 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)* |  |
| Accommodation |  | = | R |
| Air fare |  | = | R |
| Land travel |  | = | 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** |  |  |  |  |  |  |
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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 |  |