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

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| RC8/2015 | **APPLICATION TO ATTEND A CONFERENCE**  **LOCAL/REGIONAL (GROUP)** |
| **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** |
| Conference call / official programme / brochure |  |
| Proof of conference registration fees |  |
| Detailed itinerary for the entire period |  |
| Airfare quotations (x2) or other transport arrangements |  |
| Accommodation quotation |  |
| Recommendation by HoD |  |
| Recommendation by 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**   * R7 000 per person (staff members, and postdoctoral fellows * R5 000 per person (students) * Three (3) staff members and six (6) students per event * One event per annum * Registration 100% * 70% of travel and subsistence costs * Subsistence may be claimed for the conference period and for actual travel days   **Criteria**   * Must be an application for a group to attend an organised event with a formal academic programme * The event must be directly related to the participants’ academic discipline * Motivation must be provided to indicate the nature of the group’s participation and how the event will enhance the participants’ research development   **Conditions**   * 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 |

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| B APPLICATION DETAILS | | | | | | | | | | | | | | | |
| Name of conference | |  | | | | | | | | | | | | | |
| Date of conference | |  | | | | | | | | | | | | | |
| Conference host | |  | | | | | | | | | | | | | |
| Venue (City) | |  | | | | | | | | | | | | | |
| How many members of the group will be presenting papers/ posters? | | Paper | | | |  | | | | Poster | |  | | | |
| Names of author(s) | | | Title of paper/poster | | | | | | | | | | | | |
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| Dates of journey (to and from UNIZULU/RSA | | Depart | |  | | | | Return | |  | | | Total days away | |  |
| Please provide full details of the group that will be attending (i.e. name, staff and/or student number) | | | | | | | | | | | | | | | |
| Name |  | | | | Staff/student number | | | | | |  | | | | | |
| Name |  | | | | Staff/student number | | | | | |  | | | | | |
| Name |  | | | | Staff/student number | | | | | |  | | | | | |
| Name |  | | | | Staff/student number | | | | | |  | | | | | |
| Name |  | | | | Staff/student number | | | | | |  | | | | | |
| How does this conference relate to the participants’ academic discipline? | |  | | | | | | | | | | | | | |
| Have you department received University funding in the past year to attend a conference? | | Yes | | | | |  | | No | | | | |  | |
| If “yes”, please provide full details (name of conference, date, place, names of attendees, papers delivered, etc.) | |  | | | | | | | | | | | | | |

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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; registration fees; accommodation and *subsistence for the days of the conference*.  ***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. | | | | | | |
| 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 |  | | | | = | R |
| **Total cost** |  | | | | | R |
| Contribution from other sources | Source |  | | | | R |
|  | | | | R |
| **Total requested** | | | | | | R |

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| **D 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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| **E 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 | | | | | | | | | | | | | |
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| Recommendation | Strongly supported |  | | Supported | | |  | | Not supported | | | |  |
| Signature |  | | | Date | | |  | | | | | | |