# The University Capacity Development Programme National Collaborative Project:

# Strengthening Academic Staff Development in Mathematical and Statistical Sciences in South Africa

**APPLICATION FORM FOR ACTIVITY OR EVENT SUPPORT (2022)**

*Please complete (type) all blue sections of this application form in full.*

*Incomplete applications will not be considered.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * **UCDP-MSS Budget Items (Activities and Events Sponsored in 2022, refer to Funding Guidelines):**   **Activity 1 (a-i)**: Winter and summer school, organisation, travel and board  **Activity 2**: Activities Planning Workshops  **Activity 3 (a-d)** Conference Attendance  **Activity 5**: Overseas Conference Participation  **Activity 6**: Staff time buy-out or replacement of staff costs   * ***Please view our website*** [***www.up.ac.za/ntdg***](http://www.up.ac.za/ntdg) ***to check whether your Institution is a Node.*** * ***Please add in additional lines, as required.*** | | | | |
| * Node Leader |  | | | |
| * Institution Name |  | | | |
| * Budget Item |  | | | |
| **APPLICANT’S INFORMATION** | | | | |
| Title |  | | | |
| Names |  | | | |
| Surname |  | | | |
| RSA ID number |  | | | |
| Nationality |  | | | |
| Email Address |  | | | |
| Phone | Cell Number |  | | | |
| Gender |  | | Race |  |
| Position in Department |  | | Staff Number |  |
| Highest Qualification |  | | Year |  |
| Degree registered for  *Emerging researchers should leave this blank* |  | |  | |
| Year of first registration  *Emerging researchers should leave this blank* |  | |  | |
| **ACTIVITY/EVENT INFORMATION** | | | | |
| Activity/Event Name | |  | | |
| Activity/Event Date(s) | |  | | |
| Event Website (if available) | |  | | |
| Event Local Organising Committee Members | |  | | |
| Event Scientific/Programme Committee Members | |  | | |
| Nature of participation in conference  (*if application is for conference funding*)  If application is for conference funding, a report is due 30 days after the conference. The report should be completed on the UCDP template. | | Paper or Poster: | | |
| Title of Presentation: | | |
| **ACTIVITY/EVENT DESCRIPTION** | |  | | |
| **MOTIVATION (***Motivation should include a career development plan)* | | | | |
| To be completed by Applicant | | To be completed by Supervisor or if Applicant is an emerging researcher, this should be completed by the HoD | | |

**ADDITIONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **PREVIOUS FUNDING RECEIVED FROM UCDP *(Please provide accurate information. This will be verified)*** | | | |
| **Year** | **Application No** | **Amount** | **Outcomes Achieved (Completion of degree, Publication, etc.)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**STAFF/GRADUATE ACADEMIC STAFF SUPPORT**

If a keynote/researcher/ is being funded, please could you give us their necessary demographic information, as we need to report this to the DHET:

* ***For students, please indicate what degree they are registered for.***
* ***Please add in additional lines, as required.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name** | **Staff/Student#** | **Gender** | **Race** | **Nationality** | **Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL** | | | | |  |

**BUDGET REQUEST**

* ***Please provide a budget breakdown (with quotations) for your event. Please add in additional lines, as required.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Details** | | | **Unit Price** | **Quantity** | **Total** |
| **Time Buy-Out** | |  | | |  |  |  |
| **Road** | **Own Car** | **Details of Trip** | **KM’s** | **SARS Rate** |  |  |  |
|  |  |  |
| **Ground Transport** |
|  |  |  |
| **Flights** | |  | | |  |  |  |
| **Accommodation** | | **No of Nights** | **Rate** | |  |  |  |
|  |  | |
| **Conference Registration Fees** | | **No of days** | **Rate** | |  |  |  |
|  |  | |
| **Subsistence**  **Provide Details** | |  | | |  |  |  |
| **Other** | |  | | |  |  |  |
| **TOTAL** | | | | |  | | |
| **AMOUNT REQUIRED FROM UCDP** | | | | |  | | |
| **Details of all research/travel funds required for this conference/workshop** | | | | |  |  |  |

**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| **\*\*Applicant** |  |  |  |
| **\*\*Head of Department** |  |  |  |
| **\*\*Node Leader** |  |  |  |

**CHECKLIST**

|  |  |
| --- | --- |
| HOD and Node leader’s Signatures |  |
| Copy of Applicant’s ID |  |
| Highest Qualification (Year Received) |  |
| Proof of Registration |  |
| PHD (Year Received) |  |
| Title and Abstract (If Applying for funding to attend an international conference) |  |
| Acceptance / Invitation Letter for **Activity 5**: Overseas conference participation |  |
| Budget (Quote) |  |

\*\*[Privacy Notice](https://www.up.ac.za/media/shared/809/ZP_Files/ngamass_privacynote.zp209452.pdf)