



Guidelines to Application for Postdoctoral Research Fellowships

Contact person for Faculty of Health Sciences

Ms Natasha Jeftha

Faculty Grants Manager

Email: natasha.jeftha@up.ac.za

Tel: 012 319 2378

R4-15 HW Snyman North Building

The Postdoctoral Fellow

- A postdoctoral fellow is regarded as a young researcher (generally up to 40 years of age), with a doctorate, who conducts research at a university in collaboration with a senior research mentor in order to develop his/her research capabilities.
- A Senior UP Postdoctoral Fellow is a doctoral graduate who has successfully completed a postdoctoral fellowship of at least two years and has authored publications as a postdoctoral fellow.
- Postdoctoral fellowship (external candidate) is a strategic position aimed at attracting postdoctoral students from other institutions, local and international, to come and conduct further research here at UP. It is usually reserved for people younger than 40 years of age.
- VC postdoctoral fellowships for international postdocs is aimed to attract international fellows.

Duration and value of the Fellowship

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| 1. UP PhD Postdoctoral Fellowship | R170 000 p.a. (duration period of two years) No relocation and conference allowance |
| 2. Postdoctoral Fellowship – External Candidate | R170 000 p.a. (duration period of two years, supervisors are encouraged to provide a top-up, annually for two years especially for internationally recruited fellows) International Postdocs are eligible for a R20 000 once-off allowance, which covers Relocation costs – R15 000 Conference costs – R 5 000 |
| 3. Senior UP Postdoctoral Fellowships (replacement to Research Fellows) | R300 000 p.a. (duration period of three years, supervisors are encouraged to provide a top-up, annually for three years) Period of support – 3 years No relocation and conference allowance |
| 4. VC Postdoctoral Fellowships – for International Postdocs | R200 000 p.a. (duration period of three years, supervisors are encouraged to provide a top-up, annually for three years) Period of support – 2 years Relocation costs – R 20 000 once-off Conference costs – R 20 000 once-off |

Conditions and Eligibility

- All South African and foreign candidates are eligible, but priority will be given to candidates from the designated groups, and specifically black South African candidates, in order to address previous imbalances and institutional targets through the development of a cohort of potential future academics.
- Applicants are required to have completed a doctorate.
- Applicants must have attained their doctorate no more than five years prior to their appointment as postdoctoral fellows.
- A two-year UP Postdoctoral Fellowship may be awarded to recent UP PhD graduates (within one year of the award of their PhD), NOTE: UP Postdoctoral Fellowships will not be renewed for a third year.
- All of these applicants still need to have research proposals approved by the relevant committees, obtain suitable project supervisors who have to be approved by the University, and still need to find /apply for funding for their research projects.



- The expertise and research focus of the postdoctoral fellow should indicate the potential to contribute to a noticeable increase in good quality research outputs for the research group.
- Only one UP postdoctoral fellowship per research leader (mentor) will be awarded annually. However, exceptions may be made in respect of strategically important research areas.
- Research leaders appointed to the academic staff of the University will qualify for postdoctoral fellowship grants. Applications may also be made in cases where a candidate fellow's expertise could provide a strategic stimulus for a new and important research field, or where it would accelerate the development of a research group with high potential to develop in a priority research area.
- Where more than one application is submitted per faculty in any one round of applications, the Dean of the faculty will be requested to indicate the order of priority for the applications. In general, the proportion of UP PhD graduate postdoctoral fellows should comprise no more than 40% of the faculty cohort of fellows.
- A fellowship cannot be transferred from one fellow to another within the approved support period unless approved by the Postdoctoral Fellowship Programme Committee.
- Successful candidates will be encouraged to provide teaching and supervisory services to postgraduate students (up to a maximum of 12 hours per week, with additional remuneration in the form of a salary). In this case, the candidate is required to sign a declaration which provides that he/she will have to repay any award amount received, should he/she fail to complete the fellowship for any reason other than death, ill-health or injury. Mentors are required to inform the Dean of the teaching commitments expected of the postdoctoral fellow.
- Successful candidates from abroad will require a visa endorsed to conduct research (NOTE: A visa is required, and not a Work Permit).
- In the event of a successful application the research leader will become the grant-holder and accountable person for the grant
- The programme does not provide financial support for family or dependents of the postdoctoral fellow
- The grant-holder should as soon as possible establish a Memorandum of Agreement with the fellow to ensure clarity on the role and expectations of both parties before the fellowship commences
- The grant-holder should ensure that tasks related to the research do not expose the fellow to unnecessary risk.
- If the postdoctoral fellow is funded with a UP fellowship, and a relative of a UP employee, the fellowship award will only be exempt from normal tax to the extent that the specific provisions of section 10 (1)(q)(ii) of the Income Tax Act, 58 of 1962 have been met.
- All applicants are subject to the policies, procedures and rules surrounding the postdoctoral sector at the University of Pretoria.

Application Procedure

A call for applications will be made at least three times a year and more frequently if necessary and if funds are available. Detailed information will be available on the Health Sciences Research Funding webpages http://www.up.ac.za/en/hsc-research-funding/article/1969290/research-funding-emerging-researchers#UP_PostDoc

Applications must include the following:

- Completed application form
- Curriculum Vitae of both the research leader and the proposed candidate in the prescribed format (see appendices on the application).
- At least two letters of reference for the candidate fellow, from academic sources (e.g. the candidate's doctoral supervisor) to testify to the candidate's academic abilities and the suitability of his/her research experience for the proposed research project. (Letters of reference are compulsory for external candidates and optional for UP graduates and externally funded candidates)



All applications must be typed, signed by your HOD and **submitted electronically in MS Word** to natasha.jeftha@up.ac.za (signature page can be scanned in).

The applicant must ensure that the complete and correctly endorsed application reaches the Research Office on or before the faculty deadline date.

The Fellowship is not automatically renewed, but may be renewed if the Fellow's Supervisor, the Head of the Host Department, the Deputy Dean: Research (Faculty of Health Sciences) and DRIS are satisfied with the Fellow's performance and research outputs.

Renewal of the fellowship for the second and third year (in cases of fellowships awarded for three years) is dependent upon submission of a satisfactory progress report.

NOTE: The Deputy Dean Research holds the delegation to sign all research-related applications. After ensuring compliance the Research Office (Ms Natasha Jeftha) will obtain his signature on your application. Please do not submit any applications to the Dean's Office.

Application Closing Date

Round 1 Call closing date: Tuesday **21 February 2017 at 08.30**

Round 2 Call closing date: not open yet

Round 3 Call closing date: not open yet

Reporting Procedure

- Fellow candidates are expected to submit a report **three months before the end of the fellow's current funding period**. The report must be submitted directly to the Research Office, or alternatively emailed to Natasha Jeftha (natasha.jeftha@up.ac.za).
- In the event of early termination of a fellowship, the fellow should submit a final report to the Research Office via the research mentor.
- If information on publications by the grant-holder and postdoctoral fellow is not available at the time of reporting, this should be indicated in the report and the information should be submitted as soon as it becomes available.
- Grant-holders who have not submitted final reports for previous fellowships from the UP Postdoctoral Fellowship Programme will not be eligible for further support.