

SAMRC | Conference Applications

APPLICATION DEADLINE

National Conference in 2019 – **20 December 2018**

International Conference in 2020 – **20 December 2018**

BACKGROUND

The South African Medical Research Council (SAMRC) seeks applications for funding to host national and international conferences, including summits and symposia. The theme of the conference should be aligned to the vision and mission of the SAMRC.

Funding caps – The maximum amount that may be requested is **R200 000** for international conferences and **R100 000** for national conferences.

ELIGIBILITY CRITERIA

South African Higher Education Institutions (HEI), science councils or other non-profit organisations whose core business is conducting medical/health research are eligible to apply for funding.

APPLICATION REQUIREMENTS

Applications should not exceed (five) 5 pages (Arial 10 pt font, single spaced), including the cover page.

Applications must contain the following information:

1. A cover page duly completed and signed off ([use template](#)).
2. Details of the conference/summit/symposium/
 - a. Date(s) for the meeting
 - b. Conference programme and speakers
 - c. Proposed participants
 - d. Proposed number of attendees, broken down by local and international attendees.
 - e. Expected conference outcomes.
3. Narrative on how this conference will support the MRC's mission and significance to South Africa.
4. Budget ([use template](#)).
 - a. List all potential and confirmed sources of funding including the proposed SAMRC funding that you wish to apply for. Mention any applications submitted to other organisations to fund this conference and the status of those applications (denied, pending, or funded). If pending or funded, indicate the Rand amount requested. Participant conference fees must be included as revenue.
 - b. Document all planned expenditures by budget categories (e.g., personnel, supplies, travel, marketing/promotional, speaker fees, meals, facility rental, etc.).

Please note that the SAMRC funds may not be used to pay for equipment, capital expenses, computers, gifts, prizes, cash awards, entertainment, alcohol, lobbying activities, and proposal development.

PROPOSAL EVALUATION CRITERIA

- a. Responsiveness to the RFA (timely submission, eligibility, completeness etc.)
- b. Relevance to MRC's mission
- c. Level of direct impact on health research and/or health.
- d. Available/current conference information (e.g., agenda, topics, speakers, marketing and organisational plans, budget, etc.)

HOW TO APPLY

Applicants must submit their applications (including signed cover page) by e-mail to [Ms Natasha Crouch](#).

For more information, please click [here](#).

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