INTERNAL APPLICATION DEADLINE

Round 1: 16 March 2018
Round 2: 15 June 2018
Round 3: 14 September 2018
Round 4: 16 November 2018

BACKGROUND

The University has funding available for conference attendance in 2018. Please see the Guideline attached before applying. Kindly read through and fill in ALL FIELDS of the Application Form, as well as the Report Form (to be filled in within 2 months of return post attendance of a conference).

ELIGIBILITY CRITERIA

- Full time permanent members of the academic staff may apply.
- Preference will be given to emerging and early career academic staff.
- Leading and established researchers may apply if the conference and the presentation are of exceptionally high international status and importance – such as a plenary at a major conference – with the Dean’s support.
- Part time or temporary staff may only apply with a strong motivation from the Dean.
- Applications may not be made more frequently than once every 2 years.
- Should funding support be successfully awarded, a report form is to be provided within 2 months of attending the conference, or the funds must be returned to the UP Conference Funding Programme.

HOW TO APPLY

- Please fill in all fields of the application form (including cost centre number into which the funds will be paid, should the application be successful)
- Please fill in costs in Rand value
  - Please convert other currencies into Rand
  - Should the quotation/supporting documentation be provided in other currencies, please state the exchange rate used when totalling the amount requested from the UP Conference funding programme
- The following supporting documents need to be submitted:
  - Fully-completed application form
  - Conference information (Where, when and for how long etc.)
  - Quotation for flight
  - Quotation for accommodation
  - All expenses that applicants request funding support for, requires proof of value of such expense, please provide such proof
  - Other supporting documents if applicable (e.g. registration cost, abstract, abstract acceptance letter)

All applications must be typed, signed by your Head of Department (HOD) and submitted electronically as well as typed in unsigned MS Word format to natasha.jeftha@up.ac.za. The applicant must ensure that the complete and correctly endorsed application reaches the Research Office on or before the internal (faculty) deadline date.

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