UP internally funded calls | VP Congress Funding

APPLICATION DEADLINES:

| Round 1: 18 March 2019 |
| Round 2: 17 June 2019 |
| Round 3: 23 September 2019 |
| Round 4: 18 November 2019 |

BACKGROUND

The University has funding available for conference attendance in 2019.

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 be advised that DRI has launched an online application process for UP Internal Funding Programmes. Attached are instructions pertaining to the application process.

IMPORTANT NOTIFICATIONS:

The online application process is divided into six steps. 1) Personal; 2) Application; 3) Motivation; 4) Budget; 5) Attachments and 6) Declaration. At the fifth step (attachments) there are three mandatory attachments:

- Letter of invitation: This may be an email thread in which the candidate is invited to the congress or any equivalent documentation. This may also be a submitted abstract or confirmation of abstract approval etc.
- Letter of recommendation:
- Total travel & accommodation budget: Please add documents substantiating each cost mentioned in the budget section and label them ‘Appendix 1’, ‘Appendix 2’ etc. These may be any quotes, screenshots etc. that is converted into PDF format.

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