UP internally funded calls | VP Congress Funding

APPLICATION DEADLINE:
Round 1: 18 March 2019
Round 2: 17 June 2019
Round 3: 18 September 2019
Round 4: 18 November 2019

BACKGROUND

The University has funding available for conference attendance in 2019, which can be applied for as per the below guidelines.

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.

- Please fill in all fields of the online 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:
  - 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)

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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