

# ARTICLE PROCESSING CHARGES AND CONFERENCE FUNDING TOP UPS

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UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Faculty of  
Health Sciences

Fakulteit Gesondheidswetenskappe  
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# Department of Higher Education and Training (DHET) Research Output Subsidy Allocation Model

- The subsidy paid out from the DHET is received from the Department of Research and Innovation.
- The Faculty of Health Sciences takes 5% of the total subsidy earned to offer **APC top ups, conference top up and research office initiatives.**
- The remaining 95% is allocated to the different Schools in proportion to the research outputs they produced.
- Prior to the allocation of funds to the respective Departments (within the School), Schools keep a portion of the subsidy. Below are different proportions that each School keeps before allocating funds to departments:
  - School of Medicine keeps 30%
  - School of Dentistry keeps 5%
  - School of Health Care Sciences keeps 10%
  - School of Health Systems and Public Health keeps 10%

# TOP-UPS CONFERENCE ATTENDANCE (NEW)

- Research office has very limited funds to cover this initiative
- Application form was developed in collaboration with RESCOM and approved for use.
- The FHS Research Office financial support is capped at R10,000.00 for international conferences and R5,000.00 for local conferences.
- Applications must be submitted at least three weeks before the conference date.
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- Applications must be submitted at least three weeks before the conference date.
- Retrospective (after payment or after conference attendance) applications will not be processed.
- Incomplete application form will not be processed.

**TOP-UPS  
CONFERENCE  
ATTENDANCE  
Application form**

## Structure of Application Form

- Application information
- Conference details
- Publication record (for Staff)
- Publication record (for Students)
- Justification
- Additional information
- Checklist
- Declaration
- Approval section (Office use)

# Eligibility criteria for staff

- University of Pretoria Faculty of Health Science (FHS) Affiliation as full-time employed staff member
- Six FHS affiliated publications in international journals in the past two years
- At least two of the six publications as first or senior/last author
- At least two postgraduate student (Masters and/or PhD) supervisions to completion in the past two years
- Evidence of not having received FHS conference attendance support in the past three years
- Evidence of applying for other funding support from other platforms
- Willingness to provide a report back to the Faculty Research Office and pictures as evidence within four weeks of attending the conference
- Evidence of depleted funding from developmental and/or publication cost-centre (attach cost centre report)

# Eligibility criteria for students

- University of Pretoria FHS Affiliation as full-time student (proof of registration)
- Two (FHS) publications in international journals in the past two years
- Postgraduate student within two years of Masters or within three years of PhD
- Evidence of not having received Faculty of Health Sciences conference attendance support in the past three years
- Evidence of applying for other funding support from other platforms
- Recommendation letter from UP-based supervisor/mentor, HoD
- Willingness to provide a report back to the Faculty Research Office and pictures as evidence within four weeks of attending the conference
- Evidence of depleted funding from developmental and/or publication cost-centre (attach supervisor's cost centre report)

# TOP-UPS ARTICLE PROCESSING CHARGE (APC) AT FACULTY LEVEL

- Library offer APC support for Open Access journal with high impact factor
- Research is working closely with the Library in negotiating reduced APC:
  - BMJ and BMC journal APC are negotiable and we have provided a letter to assist researchers with negotiating a APC fee waiver
  - UP transformative agreements with various publishers
    - ✓ Corresponding authors affiliated with [participating SANLiC institutions](#) of which the [University of Pretoria](#) is part of may publish open access for free in:
      - ❑ [Wiley hybrid journals](#)
      - ❑ [Wiley and Hindawi](#) fully open access journals
      - ❑ [ACM, Emerald, and Wiley journals](#)

# QUESTIONS SUBMITTED ONLINE

- Can you offer more than R10 000 top up to postgrad students?
- Do you offer support first just attending a conference?
- Do you only support presenters?
- Can co-authors/supervisors be supported to attend and accompany the presenter?





# THANK YOU Questions??



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