2022 Guidelines: Activity 1.i Once-off Grants

1. Applicants are advised to consult the NRF's **Thuthuka - 2023 Funding Framework** document which can be accessed under "Call Documents" on the [NRF website](#) and use Section 10.2 *as a guide*.
2. Applicants must check whether or not any item is funded separately from the UCDP grant; for example, local and international conference attendance. These should not be included in the budget.
3. Items that are currently funded under the Thuthuka programme may not be funded from the UCDP grant; **also** items that are NOT supported under Thuthuka (see "exclusions" in Section 10) may be funded from the UCDP grant, provided the request is well-motivated;
4. Applicants should note that the total amount allocated per item will be capped by the UCDP Advisory Committee evaluating the budget submissions;
5. Budget requests must be well-motivated and, where possible, submit supporting documentation.
6. Check whether or not your university or Department funds any of the items you wish to include in your budget, for example, membership fees, license fees, etc. If not, indicate how you plan to pay for these in the future since this is a once-off grant;
7. Applicants must submit a developmental plan which spells out what their personal developmental goals are (for example, completing a PhD; applying for an NRF rating; etc.) and the expected outcomes for 2022/3. This should be signed by the Head of Department.
8. Applicants must ensure that, where possible, they submit quotes for the requested funding (for example, license fees; professional editing services; etc.)
9. Details of other sources of funding must be provided and, if the applicant already receives funding for the item, they must motivate why they need additional funding from the UCDP grant.
10. The approved grant will be transferred to the home institution and spent according to the internal policies and procedures of the institution.