

FMHS SCIENTIFIC TRAVEL AND PUBLICATION AWARD FUNDS  
APPLICATION FOR NATIONAL AND INTERNATIONAL CONFERENCES

**Purpose**

The Scientific Travel and Publication Award Fund's Conference travel funding (the Fund) serves to provide partial funding to enable **Faculty of Medicine and Health Sciences (FMHS) staff and students** to present their research at national or international conferences. Before this form is completed, the [regulation](#) for this Fund should be read.

**Eligibility**

FMHS staff, FMHS postdoctoral fellows and FMHS postgraduate students.

**Award**

The **maximum amount** awarded for an international conference is **R 20 000** and **R 7 000** for a national conference. Other funding should be sourced as co-funding, if required. Only **one award** can be made to an individual per calendar year. A **maximum of two individuals per Division or Department** can be supported from this Fund to attend the same conference. **In the event of a successful application, note that claims can only be processed within 3 months of the incurred expenses and/or invoice dates.**

**Application**

There are **three calls annually** with the following closing dates for **dedicated travel periods only**, provided a call is officially announced:

- 1 March** (for travel between **1 April and 31 August ONLY**)
- 1 July** (for travel between **1 August and 31 December ONLY**)
- 1 November** (for travel between **1 December and 30 April ONLY**)

Late applications or applications outside of these periods will unfortunately not be considered. Applications should be submitted before a conference takes place, even without proof of abstract acceptance. No retrospective applications will be considered.

An application consists of the completed and approved form and the following supporting attachments:

Appendix	Description	Attached	Comments (optional)
A	<b>Official conference announcement</b> (indicating conference name, dates, location)		
B	<b>Proof of registration fees</b> (not the proof of payment)		
C	<b>A numbered list of all conference outputs of the previous 3 years</b> (e.g. posters, oral papers, etc.)		
D	<b>1. Abstract or summary of your conference contribution</b> (indicating the authors and author affiliations) <b>2. Abstract acceptance</b> (if already available)		
E	<b>A numbered list of all publications of the previous 3 years</b> (e.g. research articles, review articles, books, chapters in books, etc.)		
F	<b>Air travel quotation</b> (from one of the official SU travel agents - Maties or Neelsie Travel)		
G	<b>Ethics approval</b> (if required)		

**Submission**

A completed application form must be electronically approved by the Divisional or Departmental Head or Dean in the event an applicant is an Executive Head of Department or Director of a Type 2 Centre. Applications must be submitted with the **attachments as one PDF document**, to **Mr Tashwell de Wet** ([tashwell@sun.ac.za](mailto:tashwell@sun.ac.za)) via e-mail, by the relevant **deadline** (see above). Please note that incomplete or late applications will not be accepted. No hard copies are required.

**Enquiries**

Mr Tashwell de Wet at [tashwell@sun.ac.za](mailto:tashwell@sun.ac.za) or 021 938 9056.

1. APPLICANT INFORMATION			
Surname			
First name			Title
Division / Centre			
Department			
SU number			E-mail
Applicant status (Select one)	Staff		Postdoctoral fellow
	Staff enrolled for a further degree		Postgraduate student
Race (For reporting)			Gender
Date of birth			Cell number
Will this work lead to a qualification?		If YES, state qualification	
Do you undertake to submit a report within 3 MONTHS of the conference?			
Do you undertake to submit an article to an accredited journal within 6 MONTHS of the conference?			
Number of articles published in accredited journals during the past 3 years?			

2. DETAILS OF CONFERENCE					
Official conference name					
City, Country					
Duration of conference (official conference dates)	FROM		TO		Number of days
Nature and aim of conference and connection with your field of study					
Involvement in conference					
Category and number of activities involved in	Keynote or invited speaker	Speaker (paper/oral)	Poster presenter	Other, please specify:	
Title of paper/poster					
Authors (all)					
Are you the presenting author?					
Is your affiliation on the abstract, paper or poster indicated as Stellenbosch University?					

Is ethics approval required?		Ethics approval number		Ethics expiry date	
If no, motivate why ethics approval is not required					
RESEARCH THEME: (Select all relevant themes)					
Infectious Diseases		Maternal and Child Health			
Mental Health and Neurosciences		Non-communicable Diseases			
Health Systems Strengthening		Violence, Injury, Trauma and Rehabilitation			
Primary Health Care		If Other, please state			

<b>3. ESTIMATED TOTAL COST AND REQUEST FOR FUNDING (RAND)</b>																													
TRAVEL COSTS (as per <a href="#">SU Travel policy</a> * - click on link to access):																													
Travel*		<table border="1" style="float: right; margin-right: 10px;"> <thead> <tr> <th>Total cost (R)</th> <th>Already funded (R)</th> <th>This funding request (R)</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>				Total cost (R)	Already funded (R)	This funding request (R)																					
Total cost (R)	Already funded (R)	This funding request (R)																											
Air ticket																													
Transport to and from airports																													
Other transport																													
Accommodation*		day(s) @	R	per day																									
Subsistence*		day(s) @	R	per day																									
Registration fees																													
Other (Specify)																													
<b>TOTAL (RAND)</b>																													
Exchange rate used to convert to RAND (if applicable)																													

<b>OTHER FINANCIAL SUPPORT FOR THIS CONFERENCE:</b>			
What application has been made from other sources than this funding request (Specify source and amount in each case)			
What has already been awarded (Specify source and amount in each case)			
Are you supported by a grant in which conference travel is allowed and budgeted for? If yes, kindly provide more information.		Yes	No
Year of your last award(s) from the Scientific Travel Fund for a conference or scientific visit		National conference / visit	International conference / visit
Have your report(s) been submitted for these conference(s) and/or scientific visits?		Yes	No

#### 4. DECLARATION AND APPROVAL

**APPLICANT:**

(1) I agree that I have read the instructions and that the information is correct and if Stellenbosch University makes a contribution, I will comply with all the conditions related to such support:

(2) I confirm that this is not a predatory conference ([click here](#) for guidance, see p16-21):

Date:

**APPROVAL BY LINE MANAGER (Departmental, Divisional, Centre Head or Dean):**

*(This can be submitted confidentially.)*

I approve of this application for Scientific Travel Funding and indicate my support as:

Strongly supported

Supported

Not supported

Name of approver (Type):

Date:

Motivation (optional):