

### FMHS SCIENTIFIC TRAVEL AND PUBLICATION AWARD FUND

### APPLICATION FOR RESEARCH VISITS

#### Purpose

The Scientific Travel and Publication Award Fund's research visit funding (the Fund) serves to provide partial funding **to enable Faculty of Medicine and Health Sciences (FMHS) staff and students** to visit another institution with the intent to strengthen or investigate a research collaboration, undergo specialised research training or attend a course or workshop this is not offered locally. A conference can be combined with such a research visit. The Fund is not intended to support travel for data collection purposes. Before this form is completed, the [regulation](#) should first be read.

#### Eligibility

**FMHS staff, FMHS postdoctoral fellows and FMHS postgraduate students.**

#### Award

The **maximum amount** awarded for an international event is **R20 000** and **R7 000** for a national event. 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 institution. **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 an event takes place, even without proof of 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)
<b>A</b>	<b>Official invitation and/or proof of participation</b> (invitation letter by the host institution, indicating the purpose of the visit and/or acceptance for a course)		
<b>B</b>	<b>Proof of sponsorship</b> (if applicable; letter or any form of proof for partial or full sponsorship for the intended research visit)		
<b>C</b>	<b>A numbered list of all publications of the previous 3 years</b> (e.g. research articles, review articles, books, chapters in books, etc.)		
<b>D</b>	<b>A numbered list of all conference outputs of the previous 3 years</b> (e.g. posters, oral papers, etc.)		
<b>E</b>	<b>Air travel quotation</b> (from one of the official SU travel agents - Maties or Neelsie Travel)		
<b>F</b>	<b>Accommodation and other costs</b> (proof of accommodation costs, course fees, etc.)		

#### 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 further qualification?		If yes, state qualification			
Do you undertake to submit a report within 3 MONTHS of the research visit?					
Do you undertake to submit an article to an accredited journal within 6 MONTHS of the research visit?					
Number of articles published in accredited journals during the past 3 years?					

2. DETAILS OF SCIENTIFIC VISIT					
Host's name		Institution			
City, Country					
Duration of research visit	FROM		TO		Number of weeks
Reason for visit and/or objectives of research visit					
Expected outcomes of research visit					
PURPOSE OF RESEARCH VISIT (Select all applicable boxes)					
Investigative collaboration	Collaborative research project	Course or workshop	Research training visit	Other, please specify	
Motivate how this visit will enhance your research and/or why this cannot be done locally (SU or South Africa)					

RESEARCH THEME <i>(Select all relevant themes)</i>		
Infectious Diseases	Maternal and Child Health	
Mental Health and Neurosciences	Non-communicable Diseases	
Health Systems Strengthening	Violence, Injury, Trauma and Rehabilitation	
Primary Health Care	Other (please state)	

3. ESTIMATED TOTAL COST AND REQUEST FOR FUNDING (RAND)						
TRAVEL COSTS (as per <a href="#">SU Travel policy</a> * - click on link to access):						
				Total cost (R)	Already funded (R)	This funding request (R)
Travel*						
Air ticket						
Transport to and from airports						
Other transport						
Accommodation*	<input type="text"/>	day(s) @	<input type="text"/> R	per day		
Subsistence*	<input type="text"/>	day(s) @	<input type="text"/> R	per day		
Registration fees						
Other (Specify)						
TOTAL (RAND)						
Exchange rate used to convert to RAND <i>(if applicable)</i>						

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

#### 4. DECLARATION AND APPROVAL

**APPLICANT:**

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:

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):