

**RULES FOR THE UNDERGRADUATE CONFERENCE PRESENTATION AND PUBLICATION
INCENTIVE FUND**

1. OBJECTIVE

The objective of the Undergraduate Conference Presentation and Publication Incentive Fund is to provide partial or full funding for undergraduate students registered with the Faculty of Medicine and Health Sciences (FMHS) to attend conferences to present work resulting from their research, and to incentivise publication of undergraduate research results in Department of Higher Education and Training (DHET)-accredited, peer reviewed journals.

2. MANAGEMENT AND ADMINISTRATION

The Deputy-Dean (Research) is responsible for the management of the Fund. Allocations will be made on a competitive basis, based on merit and the available budget.

3. ELIGIBILITY

3.1. For **conference presentation funding**, any undergraduate student registered at the FMHS, Stellenbosch University who wishes attend a conference to present results from research conducted as part of their undergraduate degrees, is eligible to apply. In the case of student group projects, where more than one member of the group wishes to present results from the same project at a conference, only one award will be made per group, for students to split between them to fund their attendance at the conference.

3.2. For **publication incentives**, FMHS personnel (SU or joint staff) who are both a co-author on a DHET-accredited, peer reviewed publication AND a primary supervisor of an undergraduate student, the latter being listed as a co-author of the accredited published paper which resulted from an undergraduate research project. Publications resulting from undergraduate student research projects that meet the eligibility criteria may be submitted up to a maximum of two years after graduation of listed co-author students. A publication incentive award of R10,000 will be paid into a departmental research cost point. It is expected that this award will be directed towards undergraduate research in one or more of the following ways:

- i) part or all of the award paid as a bursary to student co-author/s (e.g. into active student accounts);
- ii) fund current or future undergraduate student research projects;
- iii) incentivise current or future undergraduate students to publish their research.

4. SUBMISSION AND CLOSING DATE FOR APPLICATIONS

4.1. Applications for **conference presentation funding** should be submitted for consideration to the Research Development and Support Division (FMHS) by the following deadlines¹:

- **1 May** (for conference travel between June and October)
- **1 October** (for conference travel between November and May)

4.2. Applications for **publication incentive funding** can be submitted to the Research Development and Support Division (FMHS) at any time during the year*, as soon as the final published version of the article has been released by the relevant journal or as soon as proof of acceptance for publication has been received from the journal editors, provided that the final published version of the article is subsequently submitted as soon as it is released. Publications resulting from undergraduate student research projects that meet the eligibility criteria may be submitted up to a maximum of two years after graduation of listed co-author students. ***All Publication Incentive Fund applications will be reviewed between 1 May and 30 May each year, and applicants will be notified of the outcome thereafter.**

5. GUIDELINES AND CONSIDERATIONS FOR ALLOCATIONS

All research will require Health Research Ethics Committee (HREC) approval. All applicants applying for either conference presentation funding or publication incentives will be expected to provide proof, in the form of an HREC approval letter, that their research was conducted with ethical approval from HREC.

5.1. For **conference presentation funding**, the following guidelines apply:

- a) The application must be supported by a supervisor who is an academic staff member or an accredited outside lecturer of the FMHS, as well as by the Head of Department / Division.
- b) When an award is made, the supervisor needs to facilitate the nomination or opening of a suitable cost point in the relevant department/division into which funds will be paid.
- c) Funds can be used to cover conference attendance-related expenses (such as registration fees, travel and accommodation) as outlined in the submitted budget.
- d) Applications must consist of a completed application form (UCP-02-2020) and the supporting documents, emailed as ONE PDF document, as stipulated in the application form. Hard copy applications are not permitted.
- e) Only one allocation is normally made to the same person during the period of her/his undergraduate training. More than one allocation may be made in cases where a previous allocation

¹ Calling for applications in these two phases will be at the discretion of the Fund manager. In cases where funds are limited, fewer calls for applications may be issued in a given year.

has led to a research publication in a DHET-accredited journal, and provided that a report relating to a previous conference presentation award has been received and approved.

f) Students who wish to present on research completed in their final year of study may still apply for conference attendance support up to 6 months after the date of graduation, provided that written motivation is received from their supervisor.

g) Conference abstracts, presentations, posters and papers should clearly state that the student is affiliated to the Faculty of Medicine and Health Sciences at Stellenbosch University.

h) Students who previously received support from the Undergraduate Research Incentive Fund are eligible to apply for conference presentation funding, provided that a full report as per the requirements of the aforementioned fund has been received and approved.

i) All students who have received support from the conference presentation fund are required to submit a report to the fund within one month of attending the conference.

j) Any funds that have not been utilised at the end of a period of 6 months after the date of the award letter will be reverted back to the Fund.

k) Funds are limited and the award of conference attendance funds is subject to availability of funds and based on quality of the applications.

5.2. For **publication incentives**, the following guidelines apply:

a) Applications must consist of a completed application form (UPI-02-2020) and the supporting documents, emailed as ONE PDF document, as stipulated in the application form. Hard copy applications are not permitted.

b) Applications for publication incentives should be accompanied by a copy of the published paper as it appears in the journal, or proof of acceptance for publication from the journal editors together with the final version of the submitted paper, provided that the final published paper is submitted as soon as it is released.

c) Only publications linked to research or work conducted as part of an undergraduate degree registered with the Faculty of Medicine and Health Sciences will be considered. Proof must be produced to this effect.

d) Primary supervisors and students who are co-authors on the publication must clearly list their affiliation to the FMHS at Stellenbosch University in the author affiliations on the publication.

e) Publication incentives will only be awarded for papers that qualify for subsidy by the DHET, according to their criteria at the time of publication.

f) Publication incentives will only be awarded to primary supervisors who appear as co-authors on papers with FMHS undergraduate students who conducted the research project as part of their degrees, as stipulated in section 3.2.

- g) A summary of each author's contribution to the paper must be submitted with the application.
- h) Publication incentives will not be awarded for papers published more than 12 months prior to receipt of the application.
- i) Publication incentives will only be paid into a departmental / research cost centre. Supervisors who receive the award are expected to allocate this award in one or more of the following ways:
 - i) part or all of the award paid as a bursary to student co-author/s;
 - ii) fund current or future undergraduate student research projects;
 - iii) incentivise current or future undergraduate students to publish their research.

6. NUMBER OF APPLICANTS SUPPORTED FOR CONFERENCE PRESENTATION FUNDING

6.1. In the case of more than one student application from the same degree programme being received for conference presentation support for presentation at the same conference, the relevant Head of the relevant department or programme will be consulted on the merits of the applications, with a view to making a final decision about who should be funded. The number of awards made will depend on budget availability.

6.2. In the case of the conference poster or presentation being the result of a group project, only the presenting student will be funded to attend the conference. In the case of student group projects, where more than one member of the group wishes to present results from the same project at a conference, only one award will be made per group, for students to split between them to fund their attendance at the conference.

7. MAXIMUM AWARDS

7.1. Conference Presentation Fund²: Students who are conducting or have completed research projects as part of their undergraduate degrees in the FMHS and who wish to present findings, papers or posters at a conference may apply for the conference presentation award. Costs covered may include conference registration fees, travel, accommodation, stipend, and presentation-related expenses (e.g. poster printing), up to a maximum of R10,000. Except in exceptional circumstances (see #6 above), only one award per research project will be made.

7.2. Publication Incentive Fund: Awards of R10,000 per qualifying publication in a DHET-accredited, peer-reviewed journal will be made to primary supervisors who are listed as co-authors on papers with co-author undergraduate students whose research they have supervised and on

² Applicants are expected to consult the Stellenbosch University Travel Policy for regulations regarding travel booking procedures and allowable amounts.

which the paper is based. Awards will be paid into departmental accounts (k cost points), and should be directed in the ways specified in section 5.2(j) above.

8. SUBMISSION GUIDELINES

- 8.1.** Applications and supporting documents should be submitted electronically (via email) on the latest version of the relevant application form (UCP-02-2020 for conference presentation awards and UPI-02-2020 for publication incentive awards).
- 8.2.** Applications are expected to include all the required documentation (attachments as stipulated in the relevant application form), emailed as ONE PDF document.
- 8.3.** Late, incomplete, or incorrectly completed applications will not be considered.
- 8.4.** Applications must be reviewed and signed off by applicants' primary supervisors.
- 8.5.** All applications must be received by the Undergraduate Research Office, Research Development and Support Division, Faculty of Medicine and Health Sciences, on or before the stated deadline for that call.
- 8.6.** Only one application per person may be submitted during any given award round.
- 8.7.** Applicants should receive an outcome notification within one month after the particular application due date. Funds will be transferred to the relevant cost point provided by the applicant.

9. REPORTING REQUIREMENTS FOR CONFERENCE PRESENTATION FUNDING

- 9.1.** A report should be submitted by every person receiving support from the conference presentation fund, within 1 month following the date of travel to the conference.
- 9.2.** The report should be submitted on (UCP(P)-08-2015) form and should include a critical evaluation of the conference proceedings and presentation, and an outline of costs incurred. The narrative section of the report should not exceed two typed A4 pages and should be shared with students and staff within the respective research group / department / division / centre / unit.
- 9.3.** Successful applicants may also be requested to make themselves and/or their group members available for a short video speaking about their *experience of doing and presenting research*, which may be posted on the Undergraduate Research Office website.

10. CONTACT

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