

DRD Travel Grant

Application 2018

***Only electronic applications will be considered.***

***Incomplete and/or hand-written applications will not be considered.***

**Type of grant (please select):**

|  |  |
| --- | --- |
| Research visit abroad  |  |
| Research visitor from abroad |  |

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| **1. PARTICULARS OF STELLENBOSCH UNIVERSITY APPLICANT** |
| Surname |  |
| First name(s) |  |
| Title |  |
| Faculty |  |
| Department |  |
| Telephone |  |
| E-mail |  |
| Cell |  |
| Highest qualification & Year received |  |
| Position at SU |  |
| Personnel Number |  |
| ID Number |  |
|  |  |
| **2. ALL RESEARCH OUTPUTS FOR THE PAST FIVE YEARS**  **(ONLY NUMBERS; LIST DETAILS IN SEPARATE CV)** |
| Papers in refereed journals |  |
| Papers in non-refereed journals |  |
| Books and chapters in books |  |
| Reports in refereed journals |  |
| Refereed full length papers in the proceedings of international symposia |  |
| Non-refereed presentations at international symposia |  |
| Refereed full length papers in the proceedings of national symposia |  |
| Other presentations at national symposia and meetings |  |
| Supervision of graduated postgraduate students (M and D) |  |
| Patents |  |
| Other (specify) |  |

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| **3. RESEARCH VISIT ABROAD** |
| **3.1. Country to be visited:**  |
| **3.2 Details of host abroad** |
| **Title** |  | **Surname** |  | **First name(s)** |  |
| **Institution** |  |
| **Department/Faculty** |  |
| **Academic speciality/position** |  |
| **Address** |  |
|  |  |
|  |  | **Postal Code** |  |
| **Tel** |  | **Fax** |  |
| **E-mail** |  |
| **3.3 Travel Dates** | **Departure from South Africa:**  |  | **Arrival in South Africa:** |  |

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| **4. RESEARCH VISITOR FROM ABROAD** |
| **4.1 Research Visitor Data**  |
| **Title** |  | **Surname** |  | **First name(s)** |  |
| **Country** |  |
| **Institution** |  |
| **Department/Faculty** |  |
| **Academic speciality/position** |  |
| **Address** |  |
|  |  | **Postal Code** |  |
| **Tel** |  | **Fax** |  |
| **E-mail** |  |
| **4.2 Travel Dates** | **Arrival in South Africa:** |  | **Departure from South Africa:**  |  |
| **5. MOTIVATION - include strategic importance of research visit (no more than 200 words)**  |
|  |
| **6. PROJECTED OUTCOMES & OUTPUTS** |
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| **7. INFORMATION RELEVANT TO THE APPLICATION** |
|  ***Please indicate with X and attach (as necessary) to the completed form.*** |
| ***7.1* In case ofRESEARCH VISIT ABROAD** |  |
| **7.1.1 Curriculum Vitae of applicant, detailing the following**: |  |
| *Professional training* |  |
| Professional experience |  |
| Research focus area |  |
| Local and international conferences attended in the last 5 years, including current year |  |
| Publications (last 5 years) |  |
| Postgrad student/staff development record of past 3 years – including no of master's and doctoral candidates, gender and race breakdown |  |
| **7.1.2 Quotations, as specified in budget:** |  |
| *Travel agent quote for travel (e-mail copy acceptable)* |  |
| Quote for accommodation (e-mailed or website quotation from hotel acceptable) |  |
| **7.1.3 Copies of invitation(s) received from host(s)**  |  |
| **7.2 In case of RESEARCH VISITOR FROM ABROAD** |  |
| **7.2.1 Curriculum Vitae of visitor (incl. publications of last 5 years)** |  |
| **7.2.3 Copy of invitation to visitor, with indication of what would be expected of visitor (eg. teaching, seminar, curriculum development, research proposal development, etc)** |  |
| **7.2.4 Copy of provisional acceptance of invitation from visitor** |  |
| **7.2.5 Quotations, as specified in budget:** |  |
| *Travel agent quote for travel (e-mail copy acceptable) –* ***not required if visitor pays own international flight ticket*** |  |
| Quote for accommodation (e-mailed or website quotation from hotel acceptable) |  |

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| **8. BUDGET - give total budget, including sponsored amounts** |
| **8.1 EXPENDITURE** | **DESCRIPTION** | **AMOUNT** |
| Travel: Air |  |  |
| Travel: Other (car rental, bus, train) |  |  |
| Subsistence (daily allowance) |  |  |
| Accommodation |  |  |
| Visa fees |  |  |
| Other costs |  |  |
| *(insert rows as required)* |  |  |
|  **Total Expenditure:** |  |
| **8.2 INCOME** (confirmed)\* |  |  |
| Faculty/ Department |  |  |
| Other  |  |  |
| *(insert rows as required)* |  |  |
|  **Total Income:** |  |

|  |  |
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| **8.3 OTHER SOURCES OF FUNDING SUPPORT** |  |
| **Funders approached**  | Applied for but not yet confirmed |
| (i) |  |
| (ii) |  |
| (iii) |  |
| (iv) |  |
| (v) |  |
| (vi) |  |

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| **NOTE:** |  |
| **\* Indication of support from other source(s) is COMPULSORY. Failure to indicate this will result in the application being deemed incomplete and not eligible for consideration. The DRD contribution will not exceed a total of R15 000 for visits shorter than 3 months, and R 25 000 for visits of 3 months and longer.** |

**NB: If your application is successful, into which cost centre should your grant be paid?  (The nominated cost centre should not be an “S”/ “K” or NRF cost centre starting with 27/28/29)**

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| **9. SIGNATURES & RECOMMENDATIONS** |
| * 1. **APPLICANT**

**………………………………………………………………………..****Signature:****Name (in block letters): ………………………………………….Date:…………………………………**  |
| * 1. **HEAD OF DEPARTMENT/CENTRE**

**Recommendation (give indication of benefit of activity to the Department/Faculty):** **Signature: ……………………………………………………****Name (in block letters):……………………………………Date: ………………….…** |