 **DRD Travel Grant**

**TERMS AND CONDITIONS**

**1. PURPOSE AND CATEGORIES**

* 1. To **undertake a** **research visit** abroad (outgoing):
* Meeting with a researcher or research team abroad in view of future research collaboration
* Meeting with a researcher abroad to collaborate on a joint scientific article
* Meeting with a researcher or research team abroad as part of an existing collaborative project
* Visiting archives or do field work as part of an existing collaborative project
* Doing research as part of sabbatical study
* Doing research as part of postgraduate studies
	1. To **host a senior international visitor** at Stellenbosch University for collaborative research purposes (incoming):
* Hosting a scientist from abroad for meetings with a researcher or research team at Stellenbosch University in view of future research collaboration
* Hosting a scientist from abroad at SU to collaborate on a joint scientific article
* Hosting a scientist at SU as part of an existing collaborative project
* Hosting a scientist to do collaborative research as part of sabbatical study
* Hosting a scientist to meeting with senior researchers as well as postgraduate research students as part of a research capacity building initiative
	1. Please note that this grant is **not intended** for:
* attending conferences abroad
* travelling within SA
* funding a keynote speaker to SA for conference purposes only

**2. ELIGIBILITY**

* 1. **Only full-time C1 staff members (permanent or contract) and post-doctoral fellows may apply.**
	2. Staff should be South African citizens or permanent residents.
	3. Post-doctoral fellows should have study permits, and be at Stellenbosch University for at least 6 months beyond the date of return from travel.
1. **CRITERIA**

3.1 **Applicants who are early career researchers (busy with PhD or within 5 years after PhD, or equivalent research experience) will get preference.  However, deserving applications from established researchers will be considered.**

3.2 The DRD Travel Grant should be supplemented by other funding sources (e.g. Dean’s fund), as the award will not exceed 50% of the total budget to a maximum of R15 000 for visits shorter than 3 months and R25 000 for visits of 3 months and longer.

3.3 An applicant will only be eligible for a DRD Travel Grant **every two years within one category**, but may apply for different categories of the grant in subsequent years (e.g. Visit Abroad in Year 1; International Visitor in Year 2 or vice versa).

3.4 If an applicant simultaneously applies for a DRD Travel Grant and a NRF KIC travel grant within the same funding period, and is successful with both grants, the DRD Travel Grant will top up to a maximum of R15,000, the balance of the KIC grant.

3.5 If more than one applicant from the same Department applies for a travel grant to undertake the same visit, only one grant will be awarded to the Department. Funding could be awarded at the discretion of the Dean and relevant Chair, either to one of the applicants, or divided among the applicants.

3.6 Funding prior to the closing date of the application (in the respective cycles) will not be considered. Applicants, who would like to apply longer in advance than the current cycle date, should provide a strong motivation for doing so.

1. **FUNDING**

4.1 The DRD Travel Grant should be supplemented by other funding sources (e.g. Dean’s fund or SOS funds), as the award should not exceed 50% of the total budget.

4.2 The DRD Travel Grant will be maximum **R15 000** for a visit shorter than 3 months, and maximum **R25 000** for a visit of 3 months and longer.

4.3 The grant will not be more than 50% of the total projected budget (e.g. if the total budget for a short term visit is R28 000, a maximum of only R14 000 will be awarded).

4.4 Proof of price quotations (e.g. flights, accommodation, etc.) must be attached to the application.

4.5 The budget should be given, per budget item, in Part 8 of the application form. Also indicate amounts for items sponsored by the host institution abroad.

1. **APPLICATION PROCEDURES**

5.1 **An electronic version of the application form with inserted signatures must be submitted electronically to Izel Gordon-Rossouw at** **Izel@sun.ac.za**

5.2 Deadlines should be strictly adhered to. Late applications will not be considered.

5.3 The applicant must ensure that the application form is complete, **with all the required documents attached (see checklist on the application form).** Incomplete applications will not be considered.

5.4 Please note that the award of the DRD Travel Grant is made on a competitive basis.

**6. REPORTING**

 Grant holders must submit a short report within three months after the visit. Guidelines for the report will be provided with the Award Letter.

**7. AUTHORISATION**

Application forms must be signed by the Head of Department or equivalent manager. Unsigned forms will not be accepted.

**DEADLINES:**

**9 February 2018 (for travel between 1 March 2018 and 30 July 2018)**

**2 June 2018 (for travel between 1 July 208 and 30 March 2019)**

**Should you want to apply for travel outside each cycle’s dates, please strongly motivate. (Travel before 1 March will not be funded)**

Outcome of application and payment of grant: please note that it could take up to
4 weeks before the results of applications are made known, and a further 2-3 weeks for the payment of the grant.

**For further information, contact:**

**Izel Rossouw**

**International and Early Career Research Grants**

**Division for Research Development**

**Wilcocks Building 2041**

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