

**From:** [Meyer, DM, Me \[dominiquem@sun.ac.za\]](mailto:dominiquem@sun.ac.za)  
**To:** ["drd\\_calls\\_workshops@sympa.sun.ac.za"](mailto:drd_calls_workshops@sympa.sun.ac.za)  
**Subject:** CALL: DRD Travel Grant: Internasionale Reis/ International Travel  
**Date:** Thursday, 03 June 2021 11:49:05  
**Attachments:** [image006.png](#)  
[DRD Travel Grant - International Conferences - terms.pdf](#)  
[DRD Travel Grant - Research Visits - terms 2021.pdf](#)  
[DRD Travel Grant Application Form 2021.docx](#)

**Importance:** High

Beste Kollega

Sien hieronder en ingeslote inligting oor die **DRD-reisprogram** wat befondsing bied spesifiek vir akademiese personeel van Universiteit Stellenbosch.

Dear Colleague

Please see below and attached information on the **DRD Travel Grant** which offers funding specifically for academic staff members at Stellenbosch University.

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Funding Opportunity	Disciplines	Categories/Activities to be funded	Funding	Eligibility / Special Conditions	Closing Dates during 2021
DRD Travel Grant <b>Research Visit Abroad</b>	All disciplines	*Contribution towards: <ul style="list-style-type: none"> <li>• Flights</li> <li>• Accommodation</li> <li>• Subsistence</li> <li>• Local land transport</li> </ul>	50% of the total budget to a maximum of R15 000	Applicants must be: <ul style="list-style-type: none"> <li>• Full-time (<b><i>permanent or contract</i></b>) <b><i>academic staff</i></b> members</li> <li>• Minimum qualifications : Masters</li> </ul> See guidelines for further eligibility criteria	<b><u>30 June 2021, 14:00</u></b> (Start of grant between 1 July 2021 – 31 December 2021)
DRD Travel Grant <b>Visiting Researcher from Abroad</b>	All discipline	*Contribution towards: <ul style="list-style-type: none"> <li>• Flights</li> <li>• Accommodation</li> <li>• Subsistence</li> <li>• Local land transport</li> </ul>	50% of the total budget to a maximum of R15 000	Applicants must be: <ul style="list-style-type: none"> <li>• Full-time (<b><i>permanent or contract</i></b>) <b><i>academic staff</i></b> members</li> <li>• Minimum qualifications : Masters</li> </ul> See guidelines for further eligibility criteria	<b><u>30 June 2021, 14:00</u></b> (Start of grant between 1 July 2021 – 31 December 2021)
DRD Travel Grant- <b>International</b>	All disciplines	*Contribution towards attending conference: <ul style="list-style-type: none"> <li>• International travel</li> </ul>	Maximum of 50% of the total	Applicants must be: <ul style="list-style-type: none"> <li>• Full-time</li> </ul>	<b><u>30 June 2021, 14:00</u></b>

<p><b>Conference</b></p>	<ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Subsistence</li> <li>• Conference registration fees</li> <li>• Virtual Conferences</li> </ul>	<p>budget to a maximum of R15 000</p>	<p><b><u>(permanent or contract) academic staff</u></b> members</p> <ul style="list-style-type: none"> <li>• Minimum qualifications: Masters</li> </ul> <p>The applicant should:</p> <ul style="list-style-type: none"> <li>• Present an oral- or poster presentation at a Conference,</li> <li>• And should either submit proof of the acceptance of the abstract or</li> <li>• Proof of submission e.g. proof of abstract submission from conference organisers <i>(If the acceptance letter is not yet received, indicate as such on the application form.</i> <i>Funding, in case of successful application, will be dependent on submission of acceptance letter.)</i></li> </ul> <p>Preference will be given to:</p> <ul style="list-style-type: none"> <li>• Applicants invited as keynote or plenary speakers</li> <li>• Applicants who have not attended other international</li> </ul>	<p>(Start of grant between 1 July 2021 – 31 December 2021)</p>
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				conferences abroad during past year.
				See guidelines for further eligibility criteria

**Application Procedures**

An electronic version of the application form with inserted signatures must be e-mailed to **Dominique Meyer** at [dominiquem@sun.ac.za](mailto:dominiquem@sun.ac.za)  
Hard copies will not be accepted

Outcomes of applications will be announced during the week of 12 July 2021.

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**Who to contact**

Dominique Meyer  
International and Early Career Research Grants  
Division for Research Development  
Wilcocks Building 3038  
E-mail : [dominiquem@sun.ac.za](mailto:dominiquem@sun.ac.za)

**NB: LATE APPLICATIONS WILL NOT BE CONSIDERED.**

Kind Regards  
Dominique Meyer

**Ms Dominique Meyer** | Hons Geskiedenis | Hons History  
Research Management Administrative Officer  
Navorsingsontwikkeling | Division of Research Development  
e: [dominiquem@sun.ac.za](mailto:dominiquem@sun.ac.za) | t: +27 21 808 9566 | **RW Wilcocks Building, Ryneveld Street**



*Hierdie kennisgewing is aan u gestuur deur die Afdeling Navorsingsontwikkeling (ANO) van Universiteit Stellenbosch.  
[Sit my by / Haal my af van](#)  
die verspreidingslys van kommunikasie rakende befondsingsgeleenthede wat deur ANO geadministreer word.*

*This notice was sent to you by the Division for Research Development (DRD) of Stellenbosch University.  
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### TERMS AND CONDITIONS

#### 1. PURPOSE AND CATEGORIES

##### 1.1 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

##### 1.2 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

##### 1.3 Please note that this category is **not intended** for:

- travelling within SA
- funding a keynote speaker to SA for conference purposes only

#### 2. ELIGIBILITY

##### 2.1 **Only full-time C1 staff members (permanent or contract) may apply.**

##### 2.2 Staff should be South African citizens or permanent residents.

##### 2.3 Preference will be given to young/ early career researchers

### 3. CRITERIA

- 3.1 **Applicants who are early career researchers (busy with PhD or within 10 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.
- 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.

### 4. 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**.

- 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.

### 5. APPLICATION PROCEDURES

- 5.1 **An electronic version of the application form with inserted signatures must be submitted electronically to Dominique Meyer at [dominiquem@sun.ac.za](mailto:dominiquem@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.

**DEADLINE:**

**Due Date 30 June 2021, 14:00 (start of grant  
between 1 July 2021 and 31 December 2021)**

**Outcome of application and payment of grant: Outcomes will be announced during the week of 12 July 2021**

**For further information, contact:**

**Dominique Meyer  
International and Early Career Research Grants  
Division for Research Development  
Wilcocks Building 2038  
E-mail : dominiquem@sun.ac.za**



## DRD Travel Grant - International Conferences TERMS AND CONDITIONS

### 1. CATEGORIES

#### 1.1 Travel abroad to:

Attend an International Conference to present a paper or poster.

### 2. CRITERIA

2.1 Staff in all disciplines are welcome to apply.

2.2 The DRD Travel Grant - International Conferences should supplement grants provided by other sources (e.g. Dean's fund), as the grant award should not exceed 50% of the total budget to a maximum of R15 000.

2.3 The applicant should present an oral or poster presentation at a Conference, and should submit proof of the acceptance of the presentation by the Conference Organisers. *(If the acceptance letter is not yet received, indicate as such on the application form. Funding, in case of successful application, will be dependent on submission of acceptance letter.)*

2.4 An applicant will only be eligible for a DRD Travel Grant - International Conferences every two years.

2.5 Preference will be given to:

- Applicants invited as keynote or main speakers
- Applicants who have not attended other international conferences abroad during past year.
- Young/ early career researchers

2.6 If more than one applicant from the same Department apply for International Conference funding to attend the same conference, only one grant will be given to the Department, and funding could be awarded at the discretion of the Dean and relevant Chair, either to one of the applicants, or divided among applicants.

2.7 A scanned version of the application form with signatures and all the required attachments must be submitted electronically to Dominique Meter ([dominiquem@sun.ac.za](mailto:dominiquem@sun.ac.za)).

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

2.9 An application must adhere to a specific period within the application cycle (see dates of the application cycle below). Applications relevant to a previous or subsequent cycle period will not be considered.

2.10 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.

2.11 Please note that the award of the DRD Travel Grant - International Conferences is made on a competitive basis and that limited funding is available.



- 2.12 An applicant who has already received a DRD Travel Grant - Research Visits (outgoing) will not qualify for a DRD Travel Grant - International Conferences in the same two year cycle (and vice versa).

### **3. FUNDING**

- 3.1 The DRD International Conference Grant will not exceed R15 000, and/or will not be more than 50% of the projected budget.
- 3.2 Supplementary funds should be sought from other sources.
- 3.3 Proof of price quotations (e.g. flights, hotel accommodation and conference registration fees) must be attached to the application.
- 3.4 The budget should be given, per budget item, in Part 3 of the application form.
- 3.5 Please note that funding will only be released when proof of travel is sent.
- 3.6 You may apply to present at a virtual conference

### **4. REPORTING**

Grant holders must submit a short report within three months of returning from the International trip.

### **5. AUTHORISATION:**

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

**Outcomes of applications will be announced during the week of 12 July 2021.**

**Deadline for applications: 30 June 2021, 14:00**

**For further information, contact:**

**Dominique Meyer**  
**Administrative Assistant: International Funding & Capacity Development**  
**Division for Research Development**  
**RW Wilcocks Building**  
**Tel: (021) 808-9566**  
**E-mail: [dominiquem@sun.ac.za](mailto:dominiquem@sun.ac.za)**



## DRD Travel Grant Application 2021

**Closing date: 26 April 2021, 14:00**

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

<b>Type of grant (please select):</b>	
<b>Category 1: Research visit abroad</b>	
<b>Category 2: Research visitor from abroad</b>	
<b>Category 3: Presenting at an international conference</b>	
<b>Have you received a DRD Travel Grant in the last two years? (Yes/No)</b>	

<b>1. PARTICULARS OF STELLENBOSCH UNIVERSITY APPLICANT</b>	
Surname	
First name(s)	
Title	
Faculty	
Department	
Telephone	
E-mail	
Cell	
Highest qualification & Year received	
Position at SU	
Personnel Number	
ID Number	
<b>2. ALL RESEARCH OUTPUTS FOR THE PAST FIVE YEARS (ONLY NUMBERS; LIST DETAILS IN SEPARATE CV)</b>	
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)	

### 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:		

### 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		

<b>Tel</b>		<b>Fax</b>	
<b>E-mail</b>			
<b>4.2 Travel Dates</b>	<b>Arrival in South Africa:</b>		<b>Departure from South Africa:</b>

<b>5.1 INTERNATIONAL CONFERENCES</b>		
<b>Country to be visited</b>		
<b>Travel Dates</b>	<b>Departure from South Africa:</b>	<b>Arrival in South Africa:</b>
<b>Name/title of Conference</b>		
<b>Title of conference paper/poster to be presented</b>		
<b>Category of speaker</b>	Keynote speaker / plenary session / parallel session / focus seminar / workshop / short course presenter / not yet known	

<b>5.2 INTERNATIONAL CONFERENCES ABROAD ATTENDED IN 2020</b>	
<b>Name of Conference</b>	
<b>Country</b>	
<b>Date</b>	

<b>6. MOTIVATION - include strategic importance of research visit and conference (no more than 200 words)</b>

**7. PROJECTED OUTCOMES & OUTPUTS**

<b>8. INFORMATION RELEVANT TO THE APPLICATION</b>	
<i>Please indicate with X and attach (as necessary) to the completed form.</i>	
<b>8.1 In case of RESEARCH VISIT ABROAD</b>	
<b>8.1.1 Curriculum Vitae of applicant, detailing the following:</b>	
<i>Professional training</i>	
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	
<b>8.1.2 Quotations, as specified in budget:</b>	
<i>Travel agent quote for travel (e-mail copy acceptable)</i>	
<i>Quote for accommodation (e-mailed or website quotation from hotel acceptable)</i>	
<b>8.1.3 Copies of invitation(s) received from host(s)</b>	
<b>8.2 In case of RESEARCH VISITOR FROM ABROAD</b>	
<b>8.2.1 Curriculum Vitae of visitor (incl. publications of last 5 years)</b>	
<b>8.2.3 Copy of invitation to visitor, with indication of what would be expected of visitor (eg. teaching, seminar, curriculum development, research proposal development, etc)</b>	
<b>8.2.4 Copy of provisional acceptance of invitation from visitor</b>	
<b>8.2.5 Quotations, as specified in budget:</b>	
<i>Travel agent quote for travel (e-mail copy acceptable) – <b>not required if visitor pays own international flight ticket</b></i>	
<i>Quote for accommodation (e-mailed or website quotation from hotel acceptable)</i>	
<b>8.3 In case of CONFERENCE ATTENDANCE</b>	
<b>8.3.1 Curriculum Vitae of applicant</b>	
<b>8.3.2 Copy of Abstract Acceptance</b>	
<b>8.3.3 Quotations (flights, accommodation, etc)</b>	
<b>8.3.4 HOD signature at the end of the application</b>	
<b>8.3.4 Proof of Co-funding sources (e.g Deans fund or SOS funds)</b>	
<b>Conference Abstract Acceptance letter not received yet. Expected by..... (give approximate date)</b>	

**9. BUDGET - give total budget, including sponsored amounts**

<b>9.1 EXPENDITURE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Travel: Air		
Travel: Other (car rental, bus, train)		
Subsistence (daily allowance)		
Accommodation		
Visa fees		
Conference fees		
Other costs		
<i>(insert rows as required)</i>		
<b>Total Expenditure:</b>		
<b>9.2 INCOME</b> (confirmed)*		
Faculty/ Department		
Other		
<i>(insert rows as required)</i>		
<b>Total Income:</b>		

<b>9.3 OTHER SOURCES OF FUNDING SUPPORT</b>	
<b>Funders approached</b>	Applied for but not yet confirmed
(i)	
(ii)	
(iii)	
(iv)	
(v)	
(vi)	

**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 research visits and conference participation.**

**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)**

**10. SIGNATURES & RECOMMENDATIONS**

**10.1 APPLICANT**

.....  
**Signature:**

**Name (in block letters):**

.....**Date:**.....

**10.2 HEAD OF DEPARTMENT/CENTRE**

**Recommendation (give indication of benefit of activity to the Department/Faculty):**

**Signature:** .....

**Name (in block letters):**.....**Date:** .....