

Postgraduate Office (PGO)
Overseas Conference Grant (OCG)

Application form

Please read the Terms and Conditions before completing this form in typescript, to ensure that all requirements are adhered. Incomplete, hand-written, and late applications are not be considered.

AWARD CYCLES

Closing date: 30 March 2018: Conferences from May 2018 until August 2018

Results known: 30 April 2018

Closing date: 30 June 2018: Conferences from September 2018 until December 2018

Results known: 31 July 2018

Closing date: 30 September 2018: Conferences from January 2019 until April 2019

Results known: 31 October 2018

PART 1: APPLICANT DATA			
Surname		Title	
First name(s)			
SU Student number			
Date of first enrolment for doctoral programme			
Faculty			
Department			
Any previous international conference attendance? Country and year?			
Telephone		Fax	
Email		Cell	
Research Area			

PART 2: DETAILS OF OVERSEAS CONFERENCE	
Country to be visited	

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

PART 3: BUDGET		
ITEM	DESCRIPTION	AMOUNT (R-value)
EXPENDITURE (Please submit in SA Rands)		
Travel: Air		
Travel: Other (car, bus, train)		
Subsistence (daily allowance)		
Accommodation		
Conference fees		
Visa fees		
Other costs		
<i>(insert rows as required)</i>		
Total Expenditure:		
INCOME *		
Institution/Faculty/Department		
Other (describe whether applied for, or whether awaiting outcome)		
<i>(insert rows as required)</i>		
Total Income:		

*** Indication of support from the institution/other sources is **COMPULSORY**. Failure to indicate this will result in the application being deemed incomplete and not eligible for consideration. The Overseas Conference Grant will not exceed a total of R15,000 or more than 50% of the total budget.**

PART 4 : MOTIVATION – include Strategic Importance of activity/item (Maximum 200 words)

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PART 5: PROJECTED OUTCOMES (eg. Publications resulting, International collaboration, etc.)

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PART 6: INFORMATION RELEVANT TO THE APPLICATION

Please indicate with X and attach (as necessary) to the completed form.

1. CURRICULUM VITAE, detailing the following:

- | | |
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| ▪ Professional training | |
| ▪ Professional experience | |
| ▪ Research focus area | |
| ▪ Local and international conferences attended in the last 5 years, including current year | |
| ▪ Publications (last 5 years) | |

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)	
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ADDITIONAL INFORMATION NEEDED:

3. Details of OVERSEAS CONFERENCE:	
<ul style="list-style-type: none"> ▪ Conference call / brochure (copy from website acceptable) 	
<ul style="list-style-type: none"> ▪ Conference fees (copy from website acceptable) 	
<ul style="list-style-type: none"> ▪ Abstract/summary of paper(s) to be presented 	
<ul style="list-style-type: none"> ▪ Copy of letter of acceptance of abstract <p>(If acceptance letter not yet received, indicate as such here below. Funding, in case of successful application, will be dependent on submission of acceptance letter)</p>	
Acceptance letter not received yet. Expected by..... (give approximate date)	

PART 7: SIGNATURE

SIGNATURE OF APPLICANT	DATE

PART 8: RECOMMENDATION

**Recommendation by Head/Chair of Department or equivalent manager/ or supervisor
(also briefly explain benefit of activity to Department)**

NAME IN BLOCK LETTERS	SIGNATURE
DESIGNATION	DATE