



FACULTY OF MEDICINE AND HEALTH SCIENCES SCIENTIFIC TRAVEL AND PUBLICATION AWARD FUND

1. OBJECTIVE

To provide partial funding for conference travel and short (less than 2 months) research- related visits and/or courses and to incentivise publication of research results in Department of Higher Education and Training (DHET)-accredited peer-reviewed journals.

2. MANAGEMENT AND ADMINISTRATION

The Deputy Dean (Research and Internationalisation) is responsible for managing the Fund. Allocations will be made on a competitive basis, based on merit and the available budget. Recommendations by divisional and departmental heads will be considered.

3. ELIGIBILITY

3.1 Eligible applicants for research-related travel and/or courses are:

- a) FMHS personnel (SU or joint staff)
- b) FMHS postgraduate students at honours, masters or doctoral levels (also see 5.1 g), or postdoctoral fellows

3.2 Eligible applicants for publication awards are:

- a) FMHS personnel (SU or joint staff) having 10 or less peer-reviewed publications at the time of application and a first author of the accredited published paper.
- b) FMHS postgraduate students at honours, masters or doctoral levels, or postdoctoral fellows and a first author of the accredited published paper; ***please note that applicants must have an active student or postdoctoral account at the time of application, or they must reflect as staff member on the SU payroll in order for such an award to be paid – awards can unfortunately not be paid out directly into an individual's bank account.***
- c) FMHS personnel (SU or joint staff) who are a co-author AND primary supervisor of a postgraduate student, the latter being first author of the accredited published paper; ***Postdoctoral fellows are not allowed to apply as primary supervisors of students.***

4. CLOSING DATE FOR APPLICATIONS

Applications on the latest version of the relevant form should be submitted for consideration to the Research Development and Support Division (Tygerberg) during three rounds, provided that applications have been invited for the call:

1 March (for travel between 1 April and 31 August)

1 July (for travel between 1 August and 31 December)

1 November (for travel between 1 December and 30 April)

Applications to the Fund for published papers must be submitted by one of the above deadlines, as soon as the final published version of the article has been released, except for student and postdoctoral fellow applications, which may be considered if proof of acceptance of the publication is provided.

Late applications or applications outside of these periods will unfortunately not be considered. Applications should be submitted before an event takes place, even without proof of acceptance. No retrospective applications will be considered.

5. GUIDELINES AND CONSIDERATIONS FOR ALLOCATIONS

5.1 The following guidelines apply to research-related travel and/or courses:

- a) Applications for conference attendance to present a paper or other acceptable form of reporting research results will enjoy priority.
- b) Other research-related travel e.g. short international visits for the purpose of learning a research technique or fostering research collaboration may also be considered for support.
- c) Other research-related travel for courses, or online courses, may also be considered for support, provided they are external to Stellenbosch University and an equivalent is not available locally.
- d) **Only one allocation** is normally made to the same person in the same year for either international or national travel.
- e) No allocation shall be made for either national or international travel before a report relating to previous travel supported by the Fund has been received and approved.
- f) Repeat allocation for international travel will be conditional upon applicants being able to demonstrate a recent record of research publication. Applicants will, as a minimum, need to prove submission of an article to an accredited journal within the year prior to application.
- g) Postgraduate students may still apply to the Fund, for conference support up to 6 months after the date of graduation *PROVIDED* written motivation is received from their supervisor.
- h) **In the event of a successful application, note that claims can only be processed within 3 months of the incurred expenses and/or invoice dates.**

5.2 The following guidelines apply to publication awards:

- a) Applications for funding should be accompanied by a copy of the published paper as it appears in the journal.
- b) Publication awards will only be awarded for papers that qualify for subsidy by the DHET according to their criteria at the time of publication.
- c) Publication awards will only be awarded to first authors or primary supervisors as stipulated in section 3.2.
- d) Publication awards will not be awarded for papers published more than 12 months prior to receipt of the application.

6. REPORT AFTER THE ATTENDANCE OF A CONFERENCE OR SCIENTIFIC VISIT

6.1 A report is required from every person receiving support from the Fund for research-related travel within a period of 3 months following the date of travel.

6.2 The report (not exceeding two typed A4 pages) should be a critical evaluation of the conference proceedings or research visit, and should be shared with colleagues within the respective research group/department/division/centre/unit.

7. NUMBER OF APPLICANTS SUPPORTED FOR CONFERENCES

7.1 In the case of more than one application from a single division/department being received for the same national or international conference the Head of the relevant division/ department will be consulted on the merits of the applications with a view to making a final decision about who should be funded.

7.2 A maximum of two persons from the same division/ department can be funded to attend the same international conference, and a maximum of four persons from the same division/department can be funded to attend a national conference.

8. AIRLINE AND SUBSISTENCE TARIFFS

Applicants are expected to obtain and use the most favourable air-travel tariffs. University guidelines should inform the request for air travel, subsistence and land travel.

9. MAXIMUM AWARDS

9.1 National travel:

The maximum allocation for local travel (transport, subsistence and registration) is set at R7,000. *Please note that visits to Namibia, Lesotho and Swaziland will be regarded as local travel.*

9.2 International travel:

The maximum allocation for international travel (transport, subsistence and registration) is set at R20,000.

9.3 Publication awards:

The award for an eligible first author is R5,000 per qualifying paper, whereas the award for an eligible supervisor is R2,000. Each applicant may receive up to two publication incentive awards per year, unless the allocated budget will allow for more.

*(Applicants are encouraged to apply to the university-wide Division of Research Development (DRD) grants for research-related travel and the NRF KIC programme to obtain supplemental funding. Contact person: **Dominique Meyer** at 021-808 9566 or dominiquem@sun.ac.za.)*