

**2025**

**CONFERENCE TRAVEL FUND (CTF)**

**APPLICATION FORM**

***Kindly read the Call Framework Document for Internal Research Grants before completing this application form in typescript, to ensure adherence with all requirements. Ineligible, incomplete, and hand-written applications will not be considered.***

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| **SECTION A: PARTICULARS OF APPLICANT** | | | | | | | | |
| Surname |  | | | | Title | |  | |
| First name |  | | | | Initial(s) | |  | |
| Gender |  | | | | Race (Mark with an x) | | African |  |
| Email address |  | | | | Coloured |  |
| Contact number/cell |  | | | | Indian/Asian |  |
| Department |  | | | | White |  |
| Faculty |  | | | |  |  |
| Position (mark with an x) | | | Junior Lecturer | | | | |  |
| Lecturer | | | | |  |
| Senior Lecturer | | | | |  |
| Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  |
| Are you permanently employed? (Yes/No) | | | |  | | Staff number | |  |
| Year of 1st appointment | | | | | | | |  |
| Fixed Term Contract year of commencement. | | | | | | | |  |
| Highest qualification attained | | | | | | | |  |
| If currently enrolled for a Masters or Doctoral degree, is the conference linked to your degree? (Yes/No) | | | | | | | |  |
| Please provide date you **intend** to submit your dissertation/thesis for examination. | | | | | | | |  |
| Have you received a grant in this funding category during the previous year (2024)? (Yes/No) *(first time applicants will be prioritised for funding)* | | | | | | | |  |
| Were you previously funded through the Transformation and Equity Research Grant (TERG) for an overseas/local conference? (Yes/No)  If yes, kindly indicate the year and provide details of the journal articles that were published as a direct result of attending the conference. | | | | | | | | |
|  | | | | | | | | |
| Have you received any other external or internal funding this year or last year for an overseas research visit or conference attendance? e.g. KIC NRF; Faculty Research and Engagement Committee (FREC) (Yes/No)  If yes, kindly provide details. | | | | | | | | |
|  | | | | | | | | |
| Do you hold NRF rating? | |  | | | If, yes indicate rating category | | |  |

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| **SECTION B: APPLICATION DETAILS** | | | |
| Nature of funding category  **(Mark with an x)** | 1. National conference | |  |
| 1. International conference | |  |
| **PLEASE PROVIDE THE FOLLOWING INFORMATION:** | | | |
| Name of conference, location, and conference dates. | |  | |
| Which professional body is hosting the conference and/or who are the organisers? | |  | |
| How often is the conference held? | |  | |
| Has your conference paper been accepted? (Yes/No). If no, please specify expected date of acceptance. | |  | |
| What is the title of the paper? | |  | |
| Will publications in accredited journals result from your conference presentation? (Yes/No). If no, provide details. | | | |
|  | | | |
| Indicate any other outcomes, especially opportunities for collaborative research, conference proceedings etc. | | | |
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| Describe how you as a recipient of this funding will contribute to the transformation objectives of Nelson Mandela University. | | | |
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| **SECTION C: BUDGET** | | | | | |
| **(Please complete all sections that are applicable)** | | | | | **Amounts** |
| Travel expenses | | Air fare **3x official quotes needed** | | |  |
| **Inter-city travel only** if there is no airport near the venue. | | |  |
| Visa cost | | |  |
| S & T (overseas) kindly consult Sars table | | *http://www.sars.gov.za/Tax-Rates/Employers/Pages/Subsistence-Allowances-and-Advances.aspx* | | |  |
| S & T (Local) | | Limited to R1000/day. This includes accommodation, meals, transport, and incidental cost | | |  |
| Conference registration fees | | | | |  |
| **TOTAL** | | | | |  |
| **CTF AMOUNT REQUESTED** | | | | |  |
| Indicate the source of the balance, e.g. general research account, Faculty Research and Innovation Committee (FRIC) | | | | |  |
| Indicate research account number | | | | |  |
| Indicate the balance in your research account | | | | |  |
| **Motivate why the funds in your research account cannot be used (if applicable)** | | | | | |
|  | | | | | |
| **SECTION D: ANNEXURES** | | | | | |
| **Please attach the following to the completed form as one PDF document:**   1. Abstract/ summary of paper(s)/poster(s) to be presented and proof of acceptance (**Max 1 pg.**) 2. Conference details e.g. where, when and who/organisers? (**Max 1 pg**.) 3. Quotations for provisional budget must come from an official Nelson Mandela University appointed travel agent e.g. Rennies (**Max 2 pg.)** 4. Proof of invitation for research visit and itinerary (if applicable) (**Max 1 pg.**) 5. Relevant supplementary information (**Max 1pg**) | | | | | |
| Date |  | | Signature of applicant |  | |

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| **SECTION E: RECOMMENDATION BY LINE MANAGER** | | | | |
| Recommended by Head of Department? **(Indicate Yes/No)** | | | |  |
| Date |  | | Name |  |
| Signature |  |
| Comments |  | | | |
| **SECTION F: RECOMMENDATION BY FACULTY RESEARCH AND INNOVATION COMMITTEE (FRIC) OR DEAN** | | | | |
| Recommended by FRIC or Dean? **(Indicate Yes/No)** | | | |  |
| Output recommended, taking into account the experience of the applicant and the field of study (e.g. article in journal) | | | | |
|  | | | | |
| Date |  | | Name |  |
| Signature |  |
| Comments: Why do you support/not support the applicant? |  | | | |
| Will FREC contribute 50% (if not explain)? |  | | | |
| **SECTION G: RECOMMENDATION BY PROMOTER IF APPLICANT DOES NOT HAVE DOCTORAL QUALIFICATION** | | | | |
| Recommended by Promoter?  **(Indicate Yes/No)** |  | | | |
| Date |  | Name | |  |
| Signature | |  |
| Motivate if/how the conference will fast track the doctoral study |  | | | |