

**UNIVERSITY OF THE WITWATERSRAND
FACULTY OF HEALTH SCIENCES RESEARCH COMMITTEE (FRC)**

RULES FOR APPLYING FOR FINANCIAL ASSISTANCE TO ATTEND A **LOCAL** CONFERENCE

GENERAL

1. Travel applications are reviewed by a sub-committee of the FRC.
2. All applicants must complete the application form available on the Faculty website.
3. Applications **must** reach the Faculty Research Office at least **SIX WEEKS** before the date of the conference. **Late applications will not be considered.**
4. No retrospective grants will be considered under any circumstance.
5. Applications **must be complete**. The **only** exceptions are the following:
 - Proof of acceptance of abstract for presentation is pending
 - HOD/HOS is away and hard copy signature is pending

Under these exceptional circumstances the application must still be submitted **six weeks** before the conference. The **onus is on the applicant** to provide the outstanding information to the Faculty Research Office as soon as it becomes available. Funds will **not** be approved if this information is not provided.

ELIGIBILITY

1. Applicants must be presenting papers or posters, or taking some equally significant part in the proceedings of the conference to qualify for support.
2. Applicants who are chairing a session only will not normally be eligible.
3. Awards are restricted to one author per paper.
4. Travel funding will not be granted to an individual twice in the same year. You cannot apply for a local and overseas conference in a single year: one year, one conference.
5. Applicants who have been funded previously must provide proof of publication of a **full paper** on the **data presented at the conference** in a **peer reviewed journal**, preferably on the ISI list.

Applicants who have not published their conference findings will only be considered for future travel conference funding in the most exceptional circumstances.

6. If the abstract data have already been published before the conference, this will only be acceptable if the publication is within 6 months of the conference date.
7. The following **academic staff members** are eligible for funding:
 - Full-time staff including junior lecturers and tutors
 - Part-time staff who are employed on a basis of 50% time or more
 - Full-time staff appointed on contract against University-funded posts
 - Full-time joint staff members (NHLS / NICD / Department of Health)
 - Postdoctoral fellows
8. Conditional eligibility:
 - Members of staff on contract employment, which is funded from external sources, will only be supported if conference travel is not included in the funds covering their appointment

- In exceptional cases, applications from members of Support Services Staff, who have been invited to present research findings at a scientific conference, will be considered if supported by the Head of the Department concerned
9. Staff on unpaid leave will not normally be eligible.
 10. **Students** are **not** eligible. A booklet providing details of the type of support available to students can be obtained from the University.

SPECIFIC RULES PERTAINING TO LOCAL CONFERENCES

1. A local conference takes place within the boundaries of the Republic of South Africa.
2. Applicants may qualify for support once a year for a local conference.
3. More than one application for the same conference:
 - Where more than one person from the same Department/School/Clinical Division is applying for funding to attend the same conference, please **submit all the applications together**, accompanied by a **letter of motivation** from the Head of Department/School/Clinical Division.
 - The number of members of staff from any one Department/School/Clinical Division who may be supported to attend a local conference will depend on the staff complement as set out below:

Staff in School/Dept/Division	Number to be supported
1 - 20	2
21 - 30	3
31 - 40	4
>40	5

- Where numbers are in excess of the above, a block grant will be calculated, considering the number of applicants and the number of eligible staff. For example, if ten academic staff apply from a department with >40 staff members and each is eligible for R1 000, then R5 000 will be granted to the group, as a maximum of 5 members are eligible.
- The University will not support more than five applicants wishing to attend the same local conference irrespective of departmental affiliation.

FUNDING

1. The following items will be considered for funding:
 - Conference registration fee
 - Travel costs – cheapest means of transport
 - Accommodation
 - Subsistence costs will only be considered if not included in the registration fee. The subsistence rate is R250/day (subject to a maximum of one day longer than the conference duration)

2. The **maximum** amount of funding for a local conference is **R7 000.**

SUBMISSION OF APPLICATIONS

1. Applications must be completed electronically.
2. Follow all the instructions on the form and complete all sections.
3. Compile all the supporting evidence into a **single** document
4. Submit the complete **application form and the single document with supporting evidence electronically, six weeks** before the conference, to:
moraba.meela@wits.ac.za
5. **In addition,** please submit a **hard copy** of the **application form only** with **original** signatures to:

Moraba Meela
Research Projects Officer
Health Sciences Research Office, 4B29
Fourth floor, Medical School
Phone: 011 717 2023