

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

RULES FOR APPLYING FOR FINANCIAL ASSISTANCE TO ATTEND A REGIONAL 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 pendingUnder 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.
6. In the event of the recipient of a conference travel grant leaving the service of the University within one year of returning from the conference, proof of publication of a paper based on the conference presentation must be submitted to the Faculty Research Office within 18 months of the conference. If this is not provided, the Department /School may be requested to refund the University.

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. Applicants with no research output will only be funded in exceptional cases.
4. Awards are restricted to one author per paper.
5. 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.
6. 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.
7. 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.
8. 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
9. 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
10. Staff on unpaid leave will not normally be eligible.
11. **Students** are **not** eligible. A booklet providing details of the type of support available to students can be obtained from the University Financial Aid Office.

SPECIFIC RULES PERTAINING TO REGIONAL CONFERENCES

1. A regional conference takes place in central and southern African countries, outside of the Republic of South Africa, but excluding the following North African countries: Algeria, Chad, Egypt, Ethiopia, Libya, Mali, Mauritania, Morocco, Niger, Somalia, Sudan, and Tunisia. These are classified as international conferences.
2. Madagascar, the Seychelles and Mauritius are included in the regional conference category.
3. Applicants may qualify for support once every year for a regional conference.
4. 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 regional conference will depend on the staff complement as set out below:

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

- 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 R4 000 will be granted to the group, as a maximum of 4 members are eligible.
- The University will not support more than four applicants wishing to attend the same regional conference irrespective of departmental affiliation.

## FUNDING

1. The following items will be considered for funding:
  - Conference registration fee
  - Travel costs – economy airfare
  - Accommodation
  - Subsistence costs will only be considered if not included in the registration fee. The subsistence rate is R500/day (subject to a maximum of one day longer than the conference duration)
2. The **maximum** amount of funding for a regional conference is **R10 000**.
3. If the total amount requested exceeds the maximum amount of the FRC award, information on funds to cover the shortfall **must** be supplied.

## 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](mailto: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