UNIVERSITY OF CAPE TOWN

URC	**SHORT RESEARCH VISIT/COURSE GRANT APPLICATION - R&I24**

AD HOC / OUT-OF-CYCLE APPLICATION FOR A SHORT RESEARCH VISIT / COURSE GRANT

Purpose:
The purpose of this URC funding is intended to contribute to UCT's research output and profile. These grants are intended to support staff wishing to make short research visits or to attend courses (including online courses) abroad for no longer than **two** months to enhance their research productivity. The visit/course attendance must be embedded within the ambit of the applicant's research endeavours. Applications are highly competitive, and funding is currently limited to a maximum of R 30 000.00 when travelling abroad or R15 000.00 for online participation. Priority will be given to junior / early career researchers.

Conditions:
These grants are intended to fund the following types of research related endeavours:
- Short research visits abroad;
- Attendance of short research courses abroad (including online courses).
- Only one application will be considered for either a Short Research Course or Short Research Visit. Applicants may only receive one such award every two years;
- The applicant must ensure that the application is fully completed including the requirements as detailed in the checklist section (see Section 6). **Applicants are asked to be concise and to only include applicable and relevant information**; and
- Awards are granted for a specific course/event. If that course/event is cancelled or the full amount allocated not utilised for any reason, the funds must revert to the URC. It is the responsibility of the applicant to transfer the money back to the URC.

Note:
- The fund is not intended to support courses [such as Continuing Professional Development (CPD) courses or other courses] which are not linked to a research program/project as outlined in the application;
- The purpose of the fund excludes coursework aimed at obtaining Postgraduate degrees by staff who are registered at universities other than UCT;
- The applicant needs to justify the necessity for a visit and demonstrate why an online communication would not suffice; and.
- Any resulting publication must include the following acknowledgement: This publication is based on the research that has been supported in part by the University of Cape Town's Research Committee (URC).

Eligibility:
UCT researchers who are:
- Permanent and T2 contract academic staff;
- Permanent Professional Administrative Support Services (PASS) staff affiliated to an academic department;
- Emeritus Professors; Emeritus Associate Professors; Senior Research Scholars; Honorary Professors; Honorary Associate Professors and Honorary Research Associates/Affiliates who have published in DHET-accredited (subsidy-earning) publications in the past year; and
- Permanent joint academic staff (excluding registrars).

Process:
- Applications must be made on this Short Research Visit / Short Course application form (R&I24);
- Applicants must please ensure that they have included all the details as outlined in the checklist (i.e. Section 6);
- All applications must be signed by the Head of Department (or Dean if the applicant is HoD);
- **The application checklist must be completed;**
- All applications must be typed; and
- Successful applicants will be required to submit a report on the research visit/course by completing the R&I22 report form within two months of their return.

More information available from:
- researchfunding@uct.ac.za

Email application to:
- researchfunding@uct.ac.za on or before the deadline date.
  Note: Please ensure you receive an acknowledgement of receipt within two days after the closing date.

Under no circumstances will the deadline be extended.
Applications for visits/courses' attendance retrospective to the application closing date will not be considered.

Note: This is a fillable PDF form with form fields and must first be downloaded to your computer (right-click and *Save link as*) before it can be completed using ⬛ Adobe Acrobat Reader.

Type of grant for which you are applying

A. Short research visits abroad		B. Short research courses abroad	
		i) Travel abroad to participate	
		ii) Online participation	

1. Details of applicant

Name		E-mail	
Telephone (and Ext.)		UCT appointment date	
Department		Faculty	
Present position		Staff number	
Employment status		Please specify Permanent/Honorary/Joint etc.	
Gender			
Race: (Asian/Black/Coloured/White)		**Note:** Due to the reporting requirement to indicate demographic distributions, the field for race has been added. Please note that this field will not prejudice your application.	
Duration of visit (supply dates)	From	To	

2. Short research visits abroad - details of host (Only complete when applying for a short research visit abroad)

Name	
Institutional Affiliation	
Department/Faculty	
Present position	
Specific field of study / interest	
Address	
	Postal/Zip Code
Telephone	
E-mail	

Brief motivation for research visit:
In addition, please provide a more detailed motivation in a cover letter complemented by a specific research proposal, focussing on the expected significance of the research. This proposal must be concise (one page) and understandable to a non-expert. **These documents must be attached to the application form (see also: application checklist).**

Envisaged publications resulting from trip. Please provide details (i.e. title, potential journal submission etc.)	
Other outcomes of visit	

3. Short research courses abroad/online (Only complete if you are applying to attend a short research course abroad/online).

Country to be visited or online course website address				
Duration of course (supply dates)	From		To	
Research / study area				
Course title				

Nature of course and a one-line motivation for the course to be attended. Please provide the full motivation in a cover letter as well as a detailed research proposal, including expected significance of the research.

Paper to be presented (if applicable)	
Envisaged publications resulting from the trip. Please provide details (i.e. title, potential journal submission etc.)	
Other outcomes of visit	

4. Provisional budget

4.1. Provisional budget details

Travel expenses:	First airfare quote	
	Second airfare quote	
	Visa costs	

Please use the SARS rate per country which can be found at the following website: sars_daily_intl_travel_amount.pdf

Subsistence	
Exchange rate: Indicate exchange rate used to calculate the subsistence amounts	
Registration / Course fees	
TOTAL	

Please attach proof/quotes for the amounts budgeted

4.2. Details of other applications lodged or grants/awards received

Have you applied elsewhere for funding in this regard?			Yes		No
If yes, please give details					
Year in which last Short Course/Short Visit travel grant was received by you:					

Have you received an award in the last three years? If **Yes**, complete section 4.3.		Yes		No

4.3. DHET accredited publications produced as a result of the short research visit/course grant.

In the space provided below, please list your research outputs for the last three years categorised according to:
1. Accredited journal articles (ISI, IBSS or SA List, see http://www.researchsupport.uct.ac.za/publication-count-resources);
2. Peer-reviewed, published conference proceedings; and
3. Academic books and chapters in books.

Note: Do not attach the full articles/publications etc. and please only include the last three years of publications.

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5. To be completed by Head of Department (or Dean, if the applicant is HoD).
Note: The applicant may receive only one grant from this fund every two years.

5.1. Comment

5.2. Recommendation		Strongly supported		Supported		Not supported

Note: Do not use *Fill & Sign* to sign as this will disable all form fields, making any remaining, incomplete fields unusable. **To sign:** Select *Sign method* and click in *Signature* field to **either** *Insert image* of your signature **or** *Apply digital signature*.	**How are you signing?**	Insert image (default)	Apply digital signature (See: Digital IDs FAQ)

	Name in block letters	**Sign method**	**Signature**	**Date**
HoD name, signature and date signed				

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6. Application checklist (indicate Yes/No)

Have you attended to/included the following?	
• CV detailing the following:	
– Academic and professional training	
– Academic and professional experience	
– Publications	
– Details of post graduate student/staff development of past three years – with reference to number of master's and doctoral candidates	
– Details of collaborative linkages with higher education institutions (institution/ department/collaborator and nature of collaboration)	
• Research proposal, including expected significance of the research, which must be concise (one-page) and understandable to a non-expert	
• Details of the short course (or attach prospectus)	
• Detailed motivation letter	
• Copies of invitation(s) received to visit the country in question	
• Copies of letter of acceptance by research visit host/course organiser	
• Budget plus quotations	
• If applicable, please attach a list of any DHET accredited publications produced as a result of your last short research visit/course grant	
• Obtained the HoD's signature	