



**WRITING INTERVENTION APPLICATION FORM**

**Application: Retreat**

**Checklist of attachments**

- Cover letter
- Quotations
- Letter of support from the HoD or Dean

<b>FACULTY, DEPARTMENT, SCHOOL OR UNIT</b>	
<b>DATES</b>	
<b>VENUE</b>	
<b>COORDINATOR</b>	
<b>SIGNATURE OF COORDINATOR</b>	
<b>READER</b>	

**Participants**

<b>TITLE</b>	<b>NAME</b>	<b>SURNAME</b>	<b>EMAIL ADDRESS</b>	<b>TITLE OF MANUSCRIPT</b>	<b>TARGET DATE OF SUBMISSION</b>	<b>JOURNAL &amp; IMPACT FACTOR</b>



<b>BUDGET</b>	
<b>Venue hire</b>	
<b>Accommodation</b>	
<b>Meals and refreshments</b>	
<b>Reader</b>	
<b>TOTAL</b>	

**NOTE:**

- Should the applicants change the dates or arrangements, a new application must be submitted.
- Submissions with applicants listed in other applications will not be considered.
- The CGS will process the costs.
- Departments will be liable for all payments if they proceed with the writing intervention before authorisation(s) (in the form of an issued PO) from the CGS.
- Applicants are not allowed to apply for funding more than once to complete the same writing project.
- Any Department, School or Faculty that does not submit progress reports may suffer one or both of the following two consequences:
  - Pay a portion of the costs incurred for the writing intervention.
  - Be excluded from future calls for writing intervention.
- Please inform the CGS should there be any issues or problems.