



Writing Intervention Application Form

Application: Retreat_Dyad

Checklist of attachments:

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

Only use this form if your planned writing event is a joint retreat and dyad, i.e., it will include staff writing articles, and students writing chapters of their dissertations/theses.

FACULTY, DEPARTMENT, SCHOOL OR UNIT	
DATES	
VENUE	
COORDINATOR	
SIGNATURE OF COORDINATOR	

Participants: Supervisors

TITLE	NAME	SURNAME	EMAIL ADDRESS	NAME OF STUDENTS

Participants: Students

TITLE	NAME	SURNAME	STUDENT NUMBER	CHAPTERS OR PARTS TO BE COMPLETED	MASTER'S OR DOCTORAL	TARGET DATE OF FINAL SUBMISSION

Staff writing articles

TITLE	NAME	SURNAME	EMAIL ADDRESS	TITLE OF MANUSCRIPT	TARGET DATE SUBMISSION	JOURNAL & IMPACT FACTOR

Have any of the above participants attended previous retreats/dyads funded by the CGS? Choose an item.

If yes, please provide a report (if not submitted already) of the participants' previous writing projects (in a separate Word document).

BUDGET	
Venue hire	
Accommodation	
Meals and refreshments	
Reader	
TOTAL	

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.

Enquiries: Contact Dr Pamela Makati at MakatiP@ufs.ac.za or call 051 401 3174 for more information.