

Centre for Graduate Support (CGS)

# Conference Funding

2022

*Inspiring excellence, transforming lives through quality, impact, and care.*

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UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



UFS  
CENTRE FOR  
GRADUATE SUPPORT

## **PARTIAL FINANCIAL ASSISTANCE TO ATTEND A RESEARCH CONFERENCE**

### **BACKGROUND**

The University of the Free State (UFS) is providing partial financial assistance for full-time registered master's and doctoral students to attend local and international conferences. This collaboration between the Centre for Graduate Support (CGS) and the Office for International Affairs (OIA) aims to provide support for students to present their research, publish and establish networks. Funds are awarded on a competitive basis and depend on the availability of funds at the time of application. The research being presented must adhere to all university requirements, including policies related to the ethical conduct of research. Application forms are to be submitted at least eight weeks before the conference is scheduled to take place to allow for timeous processing. It is expected that conference papers will lead to a peer-reviewed publication, so it should be the student's intention to submit the work for publication.

### **ELIGIBILITY**

- Proof of acceptance of the abstract.
- Letter of invitation and documentation of the conference.
- Master's students are eligible for local travel support within the first two years of registration.
- Doctoral students are eligible for local and international travel support within the first three years of registration.
- Students must present work that has arisen from their studies.
- Students must demonstrate that the conference is of appropriate academic standing and offers significant opportunities for them.
- Students must outline plans for the development of a paper for publication in an accredited journal (should provide proof of submission and/or acceptance post conference).
- Students must provide information on the rationale for the study, aims, objectives, and methods to be employed.
- Doctoral students must have previously published in an accredited journal.
- Students who have been funded previously must provide proof of publication in an accredited journal.
- Applications must be supported by the student's supervisor.

### **FUNDING**

The following will be considered for funding:

- Conference registration fee,
- Travel costs, and
- Accommodation.

The following will not be considered for funding:

- Visa fees, or
- Permit fees.

Should the student fail to attend the conference, all funds allocated must be reimbursed. Money allocated but not spent will revert to the conference fund. Partial funding (i.e. less than the amount requested) may be awarded.

Preference will be given to:

- Students with no funding from other grant schemes.
- Students invited to deliver oral presentations.
- Applicants who have not attended other conferences.

**Please note the following:**

- The funding approval is not transferable to another applicant or study.
- Service providers will be paid directly, and **no** payment will be made into the student's bank account.
- Each application is assessed on its merits.

**Applications must be sent to the following email address: KhozaPN@ufs.ac.za**

## CONFERENCE ATTENDANCE APPLICATION FORM

Please indicate the category relevant to your application:

- Local conference ☐
- International conference ☐

### SECTION A: STUDENT BIOGRAPHIC DETAILS

1. Student number					
2. Title		Initials		Surname	
3. Gender					
4. Citizenship					
5. Cellphone number					
6. Qualification registered for					
7. Year and month of first registration for the qualification					
8. Department					
9. Faculty					

### SECTION B: SUPERVISOR DETAILS

1. Title		Initials		Surname	
2. Telephone number					
3. Email address					

## SECTION C: CONFERENCE DETAILS

1. Full name of conference				
2. Venue of conference (address)				
3. Dates of conference				
4. Travel date from		Travel date to		
5. Title of presentation				
6. Is the conference directly related your field of study?	Yes		No	
7. Does the research require ethical clearance?	Yes		No	

## SECTION D: BUDGET

1. Conference registration fee	R			
2. Travel costs	R			
3. Accommodation	R			
4. TOTAL	R			

  

5. Have you applied for funding from other sources?	Yes		No	
5.1. If yes, what is the name of the sources			Amount applied for	

  

6. Have you received funding from other sources?	Yes		No	
6.1. If yes, what is the name of the sources			Amount received	

## SECTION E: CHECKLIST

Please attach the following documents:

1. Copy of conference announcement	
2. Abstract of paper to be presented	
3. Proof of acceptance	
4. Budget quotes	
5. Proof of ethics clearance (where necessary)	
6. Record of research outputs (if applicable)	
7. Student's motivation regarding significance of the conference	
8. Curriculum Vitae	
9. Academic transcript	
10. A letter of support from the student's supervisor approving the student's participation in the conference.	

## SECTION F: AUTHENTICATION

### 1. Student

I understand that it is my responsibility to provide all the relevant information requested and certify that the information I have given in this application is accurate, to the best of my knowledge.

**Signature**

**Date**

### 2. Supervisor

The student is conducting the research under my supervision. I recommend the application.

**Signature**

**Date**

**FOR OFFICE USE**

Approved		Amount Approved	R
Not Approved			

Capacity	
Signature	
Date	

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