



WRITING RETREAT APPLICATION GUIDELINES

The Centre for Graduate Support (CGS) is calling for applications for writing retreats by Faculties, Schools or Departments. The CGS will not accept individual applications.

Purpose

The purpose of writing retreats is for staff within UFS Faculties, Schools or Departments to undertake two to three consecutive days of journal article writing. The articles should be intended for publishing in peer-reviewed journals that are listed under recognised databases such as ISI, IBSS, SCOPUS, DHET or SciELO SA.

Who can apply?

- Departments
- Schools
- Faculties

What is covered?

The CGS will only provide an amount not exceeding R25,000 (for expenses such as accommodation or transport).

How to apply?

Submit all applications to MakatiP@ufs.ac.za. Please write Writing Retreat Application on the subject line.

The deadline to submit applications is **15 September 2025**.

The application should include:

- A cover letter.
- An application form with a list of the selected participants (staff) who want to complete articles with the intention of submitting them for publication. The targeted peer-reviewed journal(s) should also be included.
- A letter of endorsement from the HOD or Dean.
- A comprehensive itemised budget, including quotations and the total amount required.

Date of writing retreat: During the period of July – November 2025. The retreat should be a

maximum of three consecutive days.

Expectations:

- Completed articles at the end of the writing retreat.
- A progress report from each Department, School or Faculty within three months after the writing retreat.
- Indication of articles accepted for publication.

Important to 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.
- Applicants are not allowed to apply for funding more than once to complete the same article.
- 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 retreat.
 - Be excluded from future calls for the writing retreat.
- Please inform the CGS should there be any issues or problems.

Enquiries: Contact Dr Pamela Makati at MakatiP@ufs.ac.za for more information. Tel: 051 401 3174 or visit the Centre for Graduate Support, Johannes Brill Building, Office Number 14.