

# UNIVERSITY OF LIMPOPO RESEARCH DEVELOPMENT & ADMINISTRATION

RETURN FORM TO:

Research Office  
UNIVERSITY OF LIMPOPO

## APPLICATION FOR INTERNATIONAL/OVERSEAS CONFERENCE TRAVEL GRANT

(\*DELETE whichever is inapplicable)

PLEASE NOTE that the approval of this application does not infer approval for leave of absence from the university, a separate application has to be submitted through the correct channels.

**A. PARTICULARS OF APPLICANT**                      **Staff No .....**

1.            Full name (\*Prof/Dr/Mr/Mrs/Ms/Miss) .....

2.            Post held .....

3.            Discipline .....                      Ext no. ....

4.            Date of appointment: (a)    to university .....

(a)    to present post .....

5.            Dates of previous international conference travel awards (if any) from the University over the last 2 years.

.....  
.....

6.            Publication details of the paper presented at the last conference funded by the University:

.....  
.....

**B. DETAILS OF CONFERENCE**

**NB: Please attach a copy of the programme of the conference.**

A. Conference:

a) Title of Conference:

.....  
.....

b) Organised by : .....

c) Venue: Town: ..... Country: .....

d) Duration: From ..... to .....  
Number of days: .....

e) **Either** have you been officially invited by the organiser to present a paper personally? **\*YES/NO**

f) **OR** if you have not been officially invited, have you applied to present a paper personally? **\*YES/NO** (attach copy of acceptance).

g) Have the organisers accepted your application?  
**\*YES/NO/NOT YET.**

h) Title of paper or details of other contribution(s): .....  
.....  
.....

i) If your application to present a paper is not yet approved, provisional approval may be granted.

j)

Abstract (Please type in here):

**C. ESTIMATED COST OF ATTENDANCE:**

**A. Travel Expense:**

a) Least expensive form of Airfare:

From ..... to .....

Type of fare (eg Apex 14/21 day excursion): .....

**R** .....

b) Other internal travel to and from conference only (eg train/bus):

From: ..... to ..... **R** .....

**B. Daily subsistence expenses** for a maximum of 14 days:

From: ..... To ..... **R** .....

= ..... days at R ..... maximum per day **R** .....

**C. Registration Fees** **R** .....

**TOTAL ESTIMATED COST** **R** \_\_\_\_\_

D. The university's grant will be either up to a maximum of **R10 000** in one year, or **R20 000** over two years. Should you choose to exceed R10 000 this year, any balance from R20 000 will fall away next year.

Please indicate your choice by deleting whichever is inapplicable:

**R10 000** maximum per year                      or **R20 000** once in 2 years

(For 2 years)

The University's contribution is calculated after deducting any external grant.

**D. OTHER FINANCIAL SUPPORT AWARDED IN RESPECT OF THIS CONFERENCE:**

Please submit this form after receiving confirmation of such support as our calculation depends on this information.

Have you applied to the appropriate Statutory body?

MRC  NRF (DSS & H)

Any other Grant  NRF

If not, please give reason (in brief): .....  
.....  
.....

**E.** I certify that the above statements are correct and that if I am awarded a grant, I will comply with the relevant regulations governing Overseas Travel Grant.

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
**Date**

**Confidential report by the Discipline Manager (or Director of the School, if the applicant is a Discipline Manager).**

The report should indicate clearly the applicant’s abilities and experience which should be taken into account in assessing the application. Furthermore, it should contain a clear and precise statement as to the consequential benefit to the University. Has the applicant

made application elsewhere, if not, reasons for not having done so should be supplied.

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**SIGNATURE:** \_\_\_\_\_  
DISCIPLINE MANAGER

**DATE:** \_\_\_\_\_

**APPROVAL:** \_\_\_\_\_  
Director of School

**DATE:** \_\_\_\_\_