



Guidelines for Department of Paediatrics and Child Health Congress Grants Fund

1. Research-related travel allowances for congress attendance of outstanding academic value and importance may be made to academic and other approved staff. Applications should be directed to the Chairperson of the Department of Paediatrics and Child Health Research Committee via the departmental research office (room 3. 16, 3rd floor ICH BLD, RXH – geanine.hopley@uct.ac.za).
2. **Conferences/congresses have to take place after the submission deadline for award applications.**
3. Awards are made twice a year.
4. Awards are only intended for applicants whose primary affiliation is to the Department of Paediatrics and Child Health. Registrars are eligible.
5. **Junior researchers will be prioritised for these awards.** A junior researcher is defined as an MBChB qualified individual who falls within 5 years of their specialist or sub-specialist qualification by the submission deadline, OR, for other categories of health professionals, an individual without a PhD by the submission deadline.
6. **Consultants and other senior researchers may also apply, but will need to demonstrate that they have applied for URC funding, if eligible. If departmental funds are still available after consideration of point 5 above, priority will be given to those researchers who have first applied elsewhere for funding.**
7. All applicants for grants are required in the first instance to apply to grant-awarding bodies (e.g. Hospital board, MRC & UCT when eligible) and other sources of financial help before applying to the Department of Paediatrics and Child Health Research Committee. The Committee will not consider applications unless it is satisfied that the applicants have made every effort to obtain financial support elsewhere. Therefore as part of the application process, applicants must show that they have first applied for funding elsewhere (e.g. URC, MRC, etc.).

*See UCT Research Office website for funding opportunities
<http://www.researchoffice.uct.ac.za/announcements/>

8. All applicants should stipulate on their application whether the intended presentation at the conference is for **oral** or **poster** presentation.
9. Grants will not be made with the object of covering the whole of the travel cost involved. **The Fund normally awards R 10 000 for international meetings, R 5 000 for national meetings.**
- 9.1 The combined subsidy for a journey by the Department of Paediatrics and Child Health Research Committee and other grant-awarding bodies may not exceed the maximum allowable cost: any excess must be refunded to the Committee.
- 9.2 The approved costs of the journey are: cost of return airfare (economy class), cost of limited local travel, *Subsistence, registration and congress fees. *Please refer to the UCT Subsistence and Travel Guidelines: see http://www.staff.uct.ac.za/sites/default/files/image_tool/images/431/finance/operations/policies/pay002.pdf
10. All applications must be made on the prescribed form, with a covering letter (one page) explaining the value of the journey and the steps taken to obtain financial support from other grant-awarding bodies, and should also include a quote for travel expenses.
- 10.1 Applicants are generally only considered eligible if they are contributing to the conference (invitation speaker, presenting a paper or a poster). Applicants are therefore requested to submit proof of acceptance along with their application. Should proof of acceptance not have been received by the time of application, applicants are requested to send proof of acceptance to the Departmental Research Office once received. Should a successful applicant not be accepted, the funding will have to be returned to the Department of Paediatrics and Child Health Research Committee.
- 10.2 Applicants who are students **MUST** include the following information in their covering letter: (i) Name of Department of Paediatrics and Child Health supervisor; (ii) Name of Department of Paediatrics and Child Health's supervisor's division; (iii) Department of Paediatrics and Child Health's supervisor's email address; (iv) Department of Paediatrics and Child Health's supervisor's fund number (into which funds should be transferred if application is successful).
11. **In no case will a grant be awarded for an application made retrospectively. Linked to this, successful applicants are therefore expected to claim their funding via the departmental research finance office within 2 years of notification of the award. Failure to do so will mean that the award will be forfeit.**
12. An application will not be considered if a previous award has been made to the applicant **within the previous 24 months (departure date to departure date)**.
13. If the grant is not used for the purpose and in the manner approved by the Committee it must be repaid.
14. A recipient of an award is required to sign "a certificate of undertaking" on application.
15. On return the recipient of an award is required to submit to the departmental research office within 2 months:
 - 15.1 A report on the academic aspects of the study and research undertaken: and
 - 15.2 A detailed financial statement of all costs incurred against approved expenditure.
 - 15.3 Failure to submit a report will disqualify individuals from future awards and may make the applicant liable for repayment of the award.
16. A recipient must acknowledge the source of funding in their presentation.

Chairperson



UNIVERSITY OF CAPE TOWN

DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH
 RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL
 KLIPFONTEIN ROAD
 RONDEBOSCH
 7700
 DRC Chair: A/Prof. K. Donald
 kirsty.donald@uct.ac.za
 Tel: +27 21 658-5322 / Fax: +27 21 689 1287
 Enquires: G. Hopley
 Tel: +27 21 686 0086 / Fax: +27 21 689 1287
geanine.hopley@uct.ac.za

Application for a congress grant from the Department of Paediatrics and Child Health Research Committee

Name of applicant:						
Teaching hospital department (see rule 4):						
Job Title (see rules 4, 5 and 6):						
Current position (see rules 4, 5 and 6):						
Highest Degree Achieved (see rule 5 and 6):				Date Achieved (see rule 5 and 6):		
Junior or Senior Researcher (please indicate which – see rule 5 and 6):						
Academic purpose of journey (see also rule 10.1)						
Name of conference:						
Date of conference (see rule 2):						
Place of conference: (City and country)						
Will you be/do you intend presenting a paper/poster?		Paper		Poster		Other (Please specify)
Title of paper/poster:						
Approved costs (see rule 9):						

Total Costs:		
1.	Airfare (*Please attach quote)	R
2.	Local travel	R
3.	Subsistence	R
4.	Congress/Course Fees	R
5.	Other	R
	Total	R
Subsidies, grants and other subventions applied for, or received, towards costs of the journey (see rules 6 and 7):		
Balance for which application is made (see rule 9):		
Dates and destination of previous Department of Paediatrics and Child Health congress grants (see rule 12):		

I certify that the foregoing constitutes a complete and factual statement of the particulars requested.

Signed: _____

Date: _____

Recommended by Head of Department, or by Dean of the Faculty:

Signed: _____

Date: _____



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Certificate of Undertaking – Department of Paediatrics and Child Health Congress Grant

I, the undersigned, hereby undertake to furnish a report on my study tour including a financial summary (see attached form) within 2 months of the date of my return to duty.

I undertake to repay the Department of Paediatrics and Child Health Research Committee whatever grant towards my travel I may receive from outside sources which exceeds my total approval travel cost.

I undertake to acknowledge this source of funding in any presentation that I give at the meeting to which I have been funded to attend.

Signed: _____

Date: _____

Witnesses:

1. _____

2. _____



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Department of Paediatrics and Child Health Congress Grants Fund (to be completed on return and submitted with a full academic report)

Name:
Department:
Date of travel:
Conference & venue:

(to be returned to the research administrator – geanine.hopley@uct.ac.za – , Department of Paediatrics and Child Health Research Committee, Department of Paediatrics and Child Health, Red Cross War Memorial Children's Hospital, Rondebosch).

Total costs:		
1.	Airfare	R
2.	Local travel	R
3.	Subsistence	R
4.	Congress/course fees	R
5.	Other	R
	Total	R

Total subsidies received:		
1.		R
2.		R
3.		R
4.		R
5.		R
6.		R

Credit or Debit Balance	R
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Credit Repaid	R
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An academic report must be filed separately.

I certify that the above-mentioned constitutes a complete and factual statement of the particulars:

Sign: _____

Date: _____

Recommended by the Head of the Department or by the Head of the Department of Paediatrics and Child Health:

Sign: _____

Date: _____