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| **The University of Cape Town****Max & Lillie Sonnenberg Doctoral Travel Grants** **Application Form** |
| 1. **APPLICANT’S PARTICULARS**
 |
| **Full Name and Surname** |  |
| **Nationality** |  | **Student Number** |  |
| **GENDER** | Male |[ ]  Female |[ ]  **RACE** | African |[ ]  Coloured |[ ]  Indian |[ ]  White |[ ]
| **Date of Birth** |  | **Preferred Email Address**  |  |
| **Are you Employed** | **Yes** [ ]  | **No** [ ]  | Full-time |[ ]  Part-time |[ ]  If yes, indicate number of hours per week |  |
| 1. **ACADEMIC PARTICULARS**
 |
| **Current PhD Degree:**  |  | **Year of Study** | **1st** |[ ]  **2nd** |[ ]  **3rd**  |[ ]  **4th**  |[ ]  **5th**  |[ ]
| **Faculty** | Choose an item. | **Department**  |  |
| **Research Component of Degree** | **First date of registration towards the above degree** | Have you upgraded from a Master’s to PhD degree | **YES** |[ ]  **NO** |[ ]
| Choose an item. | Click or tap to enter a date. | **If Yes, provide date of Upgrade:** Click or tap to enter a date. |
| **Thesis Title:** |  |
| **Name of Supervisor**  |  | **Email address** |  |
| **Name of Head of Department**  |  | **Email address** |  |
| 1. **CONFERENCE PARTICULARS**
 |
| Please indicate if the conference will be held locally or internationally  | **LOCAL** |[ ]  **INTERNATIONAL** |[ ]
| Name of Conference |  |
| Organisers:  |  |
| Title of Paper for presentation  |  |
| Has your abstract been accepted | **YES** |[ ]  **NO** |[ ]  If NO, please specify expected date of acceptance | Click or tap to enter a date. |
| Location of Conference |  | Dates reflecting duration of Conference |  |
| Registration Cost:  |  |
| 1. **TRAVEL DETAILS**
 |
| Date of Departure | Click or tap to enter a date. | Date of Return  | Click or tap to enter a date. |
| **Cost of Transfers(**transport) to and from airport |  | Number of days at Conference |  |
| Estimated **Cost of accommodation** inclusive of **ONE day before and ONE day after the Conference ONLY**: |
| Number of Days: |  | Are meals provided with accommodation? | YES |[ ]  NO |[ ]   |
| Accommodation Rate per day: |  | If Yes, indicate which meal | Breakfast |[ ]  Lunch |[ ]  Supper |[ ]
| Accommodation Total: |  |  | If NO, indicate in Cost of subsistence(meals) |
| Total Estimated **Cost of Subsistence(meals)** inclusive of **ONE day before and ONE day after the Conference ONLY**:  |
| Number of Days: |  | Rate per day:  | R  | Total: | R  | [Click here for subsistence rates per day](http://www.uct.ac.za/sites/default/files/media/documents/uct_ac_za/49/nrf-subsistence-benchmark.pdf) |

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| **5. DETAILS OF OTHER SUPPORT APPLIED FOR/SECURED.**These Max & Lillie Sonnenberg travel grants are not full cost. Your application will not be considered if you have not applied for and/or secured funds either via your supervisor or via alternative support, and any grant offered to you will be subject to documentary evidence that the balance of funds has been secured. |
| Note: The Postgraduate Studies Funding Committee requires that your supervisor either provides funds towards the cost of your attendance/presenting or that he/she assists you to secure funds |
| *Have you applied for additional funding from other sources and/or your supervisor for the above conference travel costs* | YES | [ ]  | NO | [ ]  | If YES, please complete section below |
| **If NO, please state why**  |  |
| **Source of Awards**(e.g. Supervisor, personal contribution, conference organisers**)** | **Name of award applied for** | **Value of Award** | **Applied For (Tick)\*** | **Total value awarded** | **Funds received (Tick)** |
| Choose an item. |  |  |[ ]   |[ ]
| Choose an item. |  |  |[ ]   |[ ]
| Choose an item. |  |  |[ ]   |[ ]
| **Have you been awarded an NRF award?**  | **Y** |[ ]  **N** |[ ]  **Select NRF Award type**  | Choose an item. |
| **Did you apply to the NRF to support the costs for this conference application?** | **Y** |[ ]  **N** |[ ]  **Please indicate the total value of the NRF travel grant applied for** | **R** |
| **6. COMPULSORY – SUMMARY OF COSTS** Ensure to attach quotations/costing screenshots to support the below summary of costs, inclusive of exchange rate used |
| **Exchange rate used AT TIME of application to calculate summary below; provide link from which it was downloaded**  |
| **Date of exchange rate** |  | **Rate:** |  |
| **Website:**  |
| **QUOTATIONS/COSTING SCREENSHOTS TO BE INCLUDED TO SHOW THE BELOW CALCULATIONS** | **Amount in foreign currency****(per line item)** | **Exchange rate used at the** | **Show calculation****(per line item)** | **Total required in ZAR** **(per line item)** | **QUOTE/ COSTING SCREENSHOT ATTACHED** |
| **EXAMPLE: AIRFARE** | **$859** | **11.95** | **$859\*11.95 = R10,261.70** | **R10,261.70** | **YES** | **NO** |
| **REGISTRATION FEE**  |  |  |  |  |[ ] [ ]
| **AIRFARE/TRANSPORT** |  |  |  |  |[ ] [ ]
| **TRANSFERS – Per section 4** (transport to and from the airport) |  |  |  |  |[ ] [ ]
| **ACCOMMODATION – Per section 4** |  |  |  |  |[ ] [ ]
| **SUBSISTENCE – Per section 4** (Meals) |  |  |  |  |[ ] [ ]
| **OTHER** (give detail)**e.g.** (VISA costs, PPE) |  |  |  |  |[ ] [ ]
| **Total required** |  |  |
| **FUNDS APPROVED/Secured (per section 5)** |  |  |
| **Grand TOTAL REQUIRED (Total less funds approved/Secured)** |  |  |
| **7. DETAILS OF OTHER CONFERENCE ATTENDANCE**Note: It is compulsory to provide details of all *conferences* attended for your Masters and/or Doctoral degree regardless of source of funding. (State full details of conferences previously attended) |
| Name of Conference | Location of Conference | Date of Conference | Degree registered for at the time of attending the conference | Was any of these conferences funded via UCT’s Postgraduate Funding Office Indicate  |
|  |  |  |  | **YES** | **NO** |
|  |  |  |  |[ ] [ ]
|  |  |  |  |[ ] [ ]
|  |  |  |  |[ ] [ ]
|  |  |  |  |[ ] [ ]

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| **8. FOR COMPLETION BY THE APPLICANT (please tick to confirm)** |
|[ ]  I agree to comply with the conditions of the Max & Lillie Sonnenberg Conference Travel Grants. I understand that the Conditions of award are not negotiable |
| **Signature** |  | **Date:** Click or tap to enter a date. |
| **9. FOR COMPLETION BY THE HOD (please tick to confirm)** |
| [ ] [ ]  | I support the above applicant to present at the conference.I **DO NOT** support the above applicant to present at the conference. | **COMMENT (if not supported)** |
| **Signature** |  | **Date** Click or tap to enter a date. |

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| **NOTE:**  |
| *Applicants* ***may*** *submit the applications even if confirmation of* ***acceptance has not yet been received*** *by the submission deadline of this application from the Conference organisers. However, if such an application is successful, the Travel Grant can only be claimed on submission of proof of acceptance to the specific Conference applied for here within***.**  |
| **The University of Cape Town reserves the right to:*** cancel incomplete and late applications
* refuse acceptance of ad hoc applications
* disqualify applications from individuals who do not meet the criteria
* make no awards at all
 |
| ***The CLOSING DATE for submission of your full application is before or on the 25th April 2025.*** |
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| ***Please consult the CHECKLIST below to ensure that you have collated the required documents for submission*** |
| **Note: Submission of ALL documents listed below is compulsory and required for consideration by the Postgraduate Student Funding Committee, incomplete applications will not be considered.****Documents Required:** | **Check****(Tick)** |
| 1. | Application Form |[ ]
| 2. | Academic transcripts (if not from UCT) |[ ]
| 3. | Description of the type of conference (Call for papers, website screenshot reflecting conference details) |[ ]
| 4. | Abstract of poster/paper submitted |[ ]
| 5. | Abstract Acceptance, **(*If acceptance has not been received by the application deadline, the application may still be submitted, and proof of acceptance sent in as soon as it is received)*** |[ ]
| 6. | A brief CV (no longer than 1 A4 page) |[ ]
| 7 | Motivation letter from Supervisor **(Motivation may be submitted electronically directly by Supervisor to** **fellowships@uct.ac.za** **with subject line: In-Person Conference Travel SUPERVISOR Motivation: Student name)** (see No. 18 of conditions of award) |[ ]
| 8 | Proof of additional funding applied for and secured to support travel (See No. 10 and 11 of Conditions of Award) |[ ]
| 9 | Quotations/ Costing Screenshots to support summary of costs (See No.15 of Conditions of Award and 6 of Application form) * Registration fee
* Airfare/transport
* Transfers – per section 4 (transport to and from the airport)
* Accommodation – per section 4
* Subsistence – per section 4 (meals)
* Other (give detail) e.g. (visa costs, PPE)
 |[ ]

**SUBMIT AS ONE PDF**

**DOCUMENTS MUST BE IN THE ORDER OF THE CHECKLIST**

**Applications to be emailed to:** **fellowships@uct.ac.za**