

## URC Call for Applications: Conference Travel Grants

Application Deadline:

Applications for conferences taking place between **1 July and 31 December 2025**

**Call opens: 20 January 2025 – Call closes: 04 March 2025**

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The purpose of the award is to allow recipients to present the results of their recent research to a relevant audience at a conference or meeting of appropriately high academic standing. Please note: URC Conference travel funds should not be the primary source of funding for applicants as the URC is unable to fund 100% of eligible costs.

**Applicants may apply for a national conference once every year and an international conference once every two years. However, subject to this, applicants cannot apply for both a national and an international conference in the same year.**

### Eligibility and assessment criteria

This grant is available to UCT researchers who are:

- Permanent and T2 contract academic staff;
- Permanent Professional and Administrative Support Services (PASS) staff affiliated with academic departments;
- Contract staff appointed on academic conditions of service;
- Honorary Research Associates; Emeritus Professors; Emeritus Associate Professors; Honorary Professors; Honorary Associate Professors and Senior Research Scholars who have published in DHET-accredited (subsidy-earning) publications in the past year; or
- Permanent joint academic staff (excluding registrars).

**Kindly note that T1 contract staff are unfortunately not eligible to apply for this grant.**

These awards are granted on a competitive basis and will take the following into account:

- the research output of the applicant over the last three years (i.e. the applicant's research profile); this criterion may not apply to early-stage researchers
- the status of the conference
- the quality of interaction and exposure for the applicant
- envisaged research outputs emanating from the conference presentation.

The assessment of these criteria will be based on the information provided by the applicant and the motivation and support from the applicant's Head of Department.

### Budget

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- Subsistence is allowed only for the number of days of the conference. International and local rates will apply (see conference budget section for more details);
- Awards are granted for one specific conference. Should that specific conference be cancelled or the full amount allocated, not utilised for any reason, then the funds must revert to the URC.

### Submission process

- All applications must be submitted via the UCT Research Portal on the [electronic Research Administration \(eRA\) system](#). To learn more about the URC Conference Travel application process please see the video [here](#).
- Applications completed on the eRA system will require input from a Departmental Authority, typically your Head of Department (HoD), who will receive access to your application automatically once you have saved your completed version. Following HoD input, it will move through the system to the UCT Research Office. You will be able to see your completed application on the eRA system as well as what stage it is in.
- **No hard copy submissions will be accepted.**
- **Applications must be submitted three months prior to the conference commencement date.**

### Conditions

- It is NOT a requirement for the abstract to be accepted for presentation by the conference travel application submission date. Should the acceptance of the paper, including proof of registration not be available at the time of submission of the application, then a provisional/conditional award may be made pending the receipt of the acceptance of paper/poster.
- **Only online applications are valid for submission i.e. the previous document template form is no longer applicable.**
- **Awards are not transferable, and funding can only be used towards costs associated with the conference applied for.**
- Staff may not apply in successive academic years to receive funding for attendance at an international conference. So, for instance, if you applied in the 2020 academic year to receive funding for an international conference, the earliest date on which you can apply again for an international conference will be in the 2022 academic year but should not be strictly within a 24-month period.
- Awards are only made in the event that a paper or a poster is being presented;
- The applicant must ensure that the application is fully completed. Applicants are asked to be concise and to only include applicable and relevant information;

### Contact

Please see the [Current Funding Opportunities](#) to see the full list of currently open calls.