



Overseas Conference Grant (OCG) Application form

Please read the Terms and Conditions before completing this form in typescript, to ensure that all requirements are adhered. Incomplete, hand-written, and **late applications are not considered.**

Please note the following award cycles:

Travel dates	Closing Date for Applications
1. January – February	15 November (previous year)
2. March – April	15 January
3. May – June	15 March
4. July – August	15 May
5. September – October	15 July
6. November – December	15 September

Section 1: Application Data			
Surname			Title
First name(s)			
SU Student number			
Date of first enrolment for doctoral programme			
Faculty			
Department			
Any previous international conference attendance? Country and year?			
Telephone		Fax	
Email		Cell	
Research Area			

Section 2: Particulars of conference		
Country to be visited		
Travel Dates	Departure from South Africa:	Arrival in South Africa:

Name/title of Conference	
Title of conference paper/poster to be presented	
Category of speaker	Keynote speaker / plenary session / parallel session / focus seminar / workshop / short course presenter / not yet known

Section 3: Budget		
Item	Description	Amount (R-Value)
Expenditure (in South African Rand)		
Travel: Air		
Travel: Other (Car, Bus, Train)		
Subsistence (Daily Allowance)		
Accommodation		
Conference Fees		
Visa Fees		
Other Costs		
(Insert Rows As Required)		
Total Expenditure:		
Income *		
Institution/Faculty/Dept.		
Other (describe whether applied for, or whether awaiting outcome)		
(insert rows as required)		
Total Income:		
<p>* Indication of support from the institution/other sources is COMPULSORY. Failure to indicate this will result in the application being deemed incomplete and not eligible for consideration. The Overseas Conference Grant will not exceed a total of R17 500 or more than 50% of the total budget.</p>		

Section 4 : Motivation – include Strategic Importance of activity/item (Max. 200 words)

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Section 5: Projected Outcomes (e.g. Publications resulting, International collaboration, etc.)

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Section 6: Information relevant to the application

Please indicate with X and attach (as necessary) to the completed form.

1. CURRICULUM VITAE, detailing the following:	
▪ Professional training	
▪ Professional experience	
▪ Research focus area	
▪ Local and international conferences attended in the last 5 years, incl. current year	
▪ Publications (last 5 years)	
2. QUOTATIONS, as specified in budget	
<i>Travel agent quote for travel (e-mail copy acceptable)</i>	
<i>Quote for accommodation (e-mailed or website quotation from hotel acceptable)</i>	

ADDITIONAL INFORMATION REQUIRED:

3. Details of overseas conference:	
▪ Conference call / brochure (copy from website acceptable)	
▪ Conference fees (copy from website acceptable)	
▪ Abstract/summary of paper(s) to be presented	

<ul style="list-style-type: none"> ▪ Copy of letter of acceptance of abstract (If acceptance letter not yet received, indicate as such here below. Funding, in case of successful application, will be dependent on submission of acceptance letter)	
Acceptance letter not received yet. Expected by..... (provide an approximate date)	

PART 7: SIGNATURE	
SIGNATURE OF APPLICANT	DATE

PART 8: RECOMMENDATION	
Recommendation by Head/Chair of Department or equivalent manager/ or supervisor <i>(also briefly explain benefit of activity to Department)</i>	
NAME IN BLOCK LETTERS	SIGNATURE
DESIGNATION	DATE