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| URC | **HOSTING A CONFERENCE**  **GRANT APPLICATION**  **R&I16** |
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| Deadline for submission of applications to the Research Office: | *31 July 2025*  *for hosting a conference in* ***2026*** |
| Meeting date: | *27 August 2025* |
| Outcome date: | *10 September 2025* |
| ***Purpose***   * The primary aim of this grant is to assist departments in arranging research conferences and symposia with seed funding to initiate conference arrangements. * The focus is on providing support for smaller research conferences that otherwise would not take place without this seed funding. * This grant is not intended for research development workshops or for large regular international conferences or national society annual conferences.   ***Application conditions (which will form the criteria for the assessment of applications)***   * Normally, given that this grant is intended to provide seed funding to initiate conference arrangements, applications must be for conferences to take place in the year following the application (i.e., 2024) and these applications will be prioritised. * The Department or Group must: * be able to attract international leaders to participate in the UCT conference who will interact with academic staff *and* postgraduate students; * have a strong and productive research team in the area of the proposed conference; and * have a strong nucleus of productive research students of high calibre who will benefit from participation in the conference. * The proposed conference, which may be open or closed, must further the development of research at UCT. * The application must indicate the expected research output. Please note that peer-reviewed output that generates DHET subsidy carries a higher weighting. * The Department or Group must partly contribute to the financing of the conference (this contribution should be over and above the provision of space and routine facilities and support) or provide reasons why this is not possible and be responsible for its organisation. * Where there is more than one application per department, the Dean will be asked to prioritise the applications.   ***Eligibility***  UCT researchers who are:   * Permanent and T2 contract academic staff; * Honorary Research Associates; Emeritus Professors; Emeritus Associate Professors; Honorary Professors; Honorary Associate Professors and Senior Research Scholars who have published in accredited, subsidy-earning publications in the past year; and * Joint permanent academic staff (excluding registrars).   ***More information available from*** [zam.ndzotyana@uct.ac.za](mailto:zam.ndzotyana@uct.ac.za)  ***Submission process***   * Applications for conferences retrospective to the application closing date will NOT be considered. * Applications must be submitted via email to [researchfunding@uct.ac.za](mailto:researchfunding@uct.ac.za) | |

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| 1. Applicant particulars | |
| Surname: |  |
| Title: |  |
| Initials: |  |
| Department/Institute/Centre: |  |
| Faculty: |  |
| Tel: |  |
| E-mail address: |  |
| Staff number: |  |
| UCT appointment date: |  |
| Present position: |  |
| Full / Part–time: |  |
| Permanent: |  |
| Gender: |  |
| Date of birth: |  |
| Citizenship: |  |
| Race[[1]](#footnote-2):  (Indian/Black/Coloured/White) |  |
| NRF rating: |  |
| Highest academic qualification: |  |
| Year obtained: |  |
| Institution where obtained: |  |

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| 1. Application details | |
| Name of conference: |  |
| Proposed dates of conference: |  |
| Venue: |  |

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| * 1. **Speakers (motivate why you consider these speakers to be international leaders in their field)** | |
| Keynote speakers: |  |
| Featured speakers: |  |
| Participants: |  |
| * 1. **Motivation for hosting conference (this should include aims/objectives of conference and how the conference will further develop/advance research at UCT):** | |
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| * 1. **Brief schedule of activities** | |
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| * 1. **Expected research outputs (Please note that the focus should be on research and research development, and that priority will be given to peer reviewed research output, especially those that generate subsidy)** |
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| * 1. **Other relevant information- (e.g. motivate how you/your team are/is strong and productive in the area of the proposed conference; and that you/your team have/has a strong nucleus of productive research students of high calibre who will benefit from participation in the conference).** |
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| 1. Conference budget | |
| Estimated income | |
| Please list various sources of income including other funders: | Amount: |
| Departmental contribution (this contribution should be over and above the provision of space and routine facilities and support).  Provide reason(s) if no contribution by the department is expected. |  |
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| Total: | R |
| Estimated expenditure | |
| Please list various items of expenditure: | Amount: |
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| Total: | R |
| **Total requested from URC in this application (A maximum award of R25 000.00)** | **R** |

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| 1. Referees |
| Please give the names and contact details of TWO referees who can endorse the importance of this conference: |
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| 1. Endorsement | | | | | | | |
| To be completed by theHead of Department:  *(The HoD needs to prioritise applications if more than one submitted by the department)*  Please comment briefly on the standing of the applicant in his/her research field. | | | | | | | |
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| Strongly supported | |  | Supported |  | Not supported | |  |
| Signed: |  | | | | | | |
| Name in block letters: |  | | | | Date: |  | |

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| 1. **Application checklist (indicate Yes/No)** | |
| Have you fully completed each section of the application form? |  |
| Have you obtained the HoD’s signature? |  |
| Has the HoD prioritised applications if more than one submitted by the department? |  |

1. Due to the reporting requirement to indicate demographic distributions, the field for race has been added. Please note that this field will not prejudice your application [↑](#footnote-ref-2)