



Scholarship and Fellowship Holders Travel Grant Guideline for 2018

Directorate: Grants Management and Systems Administration (GMSA)

Programme(s): Emerging Researchers

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Disclaimer

Every effort has been made to ensure that the information in this booklet is accurate. Changes that may occur from time to time will be discussed with, and communicated to, the research community where possible. If errors are noted or if changes occur, the NRF is not bound to abide by the published information.

1. Background

The National Research Foundation links travel grants to specific postgraduate and postdoctoral funding instruments. This document provides guidelines on all aspects of the travel grant.

2. Objectives

Travel grants:

- Provide opportunities for leveraging on established research networks to directly contribute to the grantholder's current research
- Enable scholarship- and fellowship-holders to disseminate research findings (for example, through conference presentations etc.);
- Enable scholarship- and fellowship-holders to participate in seminars and other academic activities directly relevant to the grantholder's research; and
- Undertake specialist research training directly linked to the grantholder's research project not available within South Africa.

A travel grant is not for general travel. To qualify for a travel grant, the applicant needs to demonstrate how the research visit contributes directly to their research or how the dissemination of their research outputs will be achieved (e.g. oral or poster presentation).

The NRF makes travel grants available to access specialised equipment not available in South Africa.

3. Value of Grants

For eligibility: Applicants must refer to the Framework Document of their existing Scholarship/Fellowship to check if they are eligible for a travel grant under the award.

NB: Collaborative Postgraduate Training, Professional Development Programme, Extension Support and NRF-DAAD grantholders are not eligible for NRF travel grants.

Table 1. The value of the travel grant in 2018 for local and/or abroad travel *

| Category | Local | | | International | | | Mobility |
|------------------------------------|---------|----------|---------------|---------------|----------|---------------|----------|
| | Masters | Doctoral | Post-doctoral | Masters | Doctoral | Post-doctoral | |
| Low value Scholarships/Fellowship | R10 000 | R10 000 | R15 000 | | | R45 000 | |
| High Value Scholarships/Fellowship | R15 000 | R15 000 | R25 000 | | R50 000 | R50 000 | |
| TWAS Scholarships/Fellowships | | R15 000 | R25 000 | | R50 000 | R50 000 | R15 000 |
| Green Economy Fellowships | | | R60 000 | | | | |

*** These values represent the maximum award during the tenure of the scholarship/fellowship. Actual awarded values depend on the available budget (together with quotations) submitted by the applicant.**

- 3.1 Low value Scholarships/Fellowship: MSc=R50 000; PhD=R70 000; Postdoc=R155 000.
- 3.2 High value Scholarships/Fellowship: MSc=R90 000; PhD=R120 000; Postdoc=R255 000.
- 3.3 NRF Abroad Scholarship /Fellowship holders qualify for a mobility grant - Single economy airfare to and from the country of study abroad.
- 3.4 NRF-TWAS Scholarships/Fellowships holders qualify for a mobility grant - Single economy airfare to South Africa and return to home country upon completion of degree; and visa cost (based on proof of expenditure)
- 3.5 Green Economy Fellowship: Maximum value inclusive of both local and abroad travel
- 3.6 All Masters travel grants are limited to **local** travel only

4. Call Process

The NRF will open calls for the travel grant applications for scholarship- and fellowship-holders four (4) times a year. This does not apply to the abroad/TWAS **mobility grants** which are accessible throughout the year.

The schedule will be as follows:

Table 2: Travel grant call schedule

| Call advertised | Outcomes/feedback |
|------------------------------|-------------------|
| 01 February – 28/29 February | End March |
| 01 May – 31 May | End June |
| 01 August – 31 August | End September |
| 01 November – 30 November | End December |

- 4.1. Applications have to be submitted while the call is open. No ad hoc applications will be accepted.
- 4.2. Only complete applications validated by the institution will be processed after the closing date.
- 4.3. For conference attendance, proof of application to the conference will be accepted. However, **proof of acceptance at the conference has to be submitted to the NRF, together with the signed Travel Grant Guideline declaration, in order for the NRF to release funds.**
- 4.4. Applicants are limited to:
 - 4.4.1. one (1) application per call
 - 4.4.2. one (1) trip per application (*if additional travel is required, an application will have to be submitted during the next call)
- 4.5. Unsuccessful applicants will have to submit a new application under the next call. Revised applications cannot be processed under the closed call.
- 4.6. Outcomes will be communicated directly to the institution.

5. Costs

The NRF covers the cost of:

- 5.1. The cheapest economy air ticket, a train, bus or other surface carrier that may be used in lieu of or as a supplement to the lowest first-class rate by the transportation facility used. If such travel could be performed by air, the allowance will not exceed that for an economy air ticket. A minimum of three quotes from different service providers are required.
- 5.2. The cheapest accommodation (NRF rates apply). A minimum of three quotes from different service providers are required.
- 5.3. Conference registration fees. A letter/document from the conference organisers indicating registration fees and whether meals are included or not in the fee is required;
- 5.4. Subsistence -The NRF does not pay for meals paid by another party i.e. the conference or accommodation. Subsistence rates will be adjusted accordingly Please see Appendix 1 for NRF rates;
- 5.5. Applicable to **Abroad and TWAS** Scholarship- and Fellowship-holders only:
 - 5.5.1. A single economy airfare for travel to the country in which the doctoral or postdoctoral research will be undertaken; and
 - 5.5.2. A single economy airfare to return to the home country upon completion of the doctoral or postdoctoral research
 - 5.5.3. Visa application fees or any related costs for TWAS Scholarship- and Fellowship-holders only
- 5.6. The applicant covers all other incidental expenses.

6. Exclusions

- 6.1. Additional activities at the conference, excluding workshops
- 6.2. Visa Application fees or any related costs (excludes TWAS grantholders)
- 6.3. Costs incurred from the Travel Agency (Booking fees)
- 6.4. Car Rental and Shuttles
- 6.5. Travel to home countries in case of International grant-holders, except in a case where a conference is held in the home country. Research visits in a grantholder's home country is not allowed.
- 6.6. Membership fees are not covered.

7. Criteria for Selection

- 7.1. When applying for research visits, applicants must provide a planned programme of work demonstrating how the proposed visit fits in with the grantholder's research work plan. In addition, the applicant must attach a letter from the host institution formally inviting them on a research visit and the letter must include dates of the proposed visit.
- 7.2. Applications for specialist training or workshops must be accompanied by a written motivation from the supervisor.
- 7.3. Applications must be supported by both the supervisor and proposed host. In addition, grantholders and their supervisors must make a strong case for how the proposed visit will add value to their current Masters/Doctoral/Postdoctoral research.
- 7.4. For conferences, no funding is provided where the applicant attends. Funding is provided where the applicant delivers a presentation on their research and is included in the conference agenda and papers. Proof of application to the conference will be accepted upon application. However, a letter formally inviting or accepting the applicant must be submitted to the NRF upon grant approval in order for the NRF to release funds. The letter should indicate that the grantholder is doing an oral or poster presentation at the conference.

8. Eligibility and Travel Conditions

- 8.1. Applications for funding must be made and approved prior to the proposed travel. No reimbursement is made for travel that has already taken place.
- 8.2. Scholarship-holders awarded with NRF Extension Support, NRF-DAAD Masters and Doctoral as well as grantholder-linked Collaborative Postgraduate Training Programme grants, are not eligible to apply for this grant.
- 8.3. Masters level scholarship-holders are only eligible for local travel.
- 8.4. The visits are an integral part of the Masters/Doctoral/Postdoctoral research. Any visit taking place in the final year of the scholarship/fellowship must be completed at least three (3) months prior to the end of the period of support.
- 8.5. Candidates must have accepted their award (submitted the signed conditions of grant) in order to be considered for the travel grant.
- 8.6. Travel must be undertaken during the tenure of the award only.
- 8.7. Funds are used for the travel specified in the approved application. No deferment is allowed.

- 8.8. Funds are for the applicant only. Under no circumstances are funds to be used to pay for another person's travel.
- 8.9. If funds (whole/part) are not utilised by the grantholder, the funds should be returned to the NRF.
- 8.10. Where travel is cancelled/changed for any reason, the applicant should notify the NRF *via* the institutional postgraduate or research office and return the funds to the NRF.
- 8.11. No reimbursements for travel that has already taken place will be allowed. Applicants are encouraged to apply well in advance for their travel.

9. Reporting

All students who accessed/utilised their travel grants have to complete a Progress Report. Details should include the outcomes of the visit and how participation enhanced their Master's/ Doctoral/Postdoctoral studies.

10. How to Apply for Funding

To allow sufficient processing time, Scholarship-/Fellowship-holders should apply at least three (3) months before the intended travel.

To complete a travel application:

- 10.1. Applicants may login to <https://nrfs submission.nrf.ac.za>.
- 10.2. Go to *Grantholder Tools* under Quick Links.
- 10.3. Select *Forms* and select the *Travel Application* form listed under the existing award.
- 10.4. Complete all sections of the application.
- 10.5. Only include the cheapest quotations under the *Financials* section to provide an accurate requested budget.
- 10.6. Attach the necessary documents in one PDF file in the following order:
 - 10.6.1. Three quotations for accommodation from different service providers if accommodation is required (compulsory);
 - 10.6.2. Three quotations for air tickets from different airlines if air travel is required (compulsory);
 - 10.6.3. Proof of conference application or participation and conference registration fees;
 - 10.6.4. Information about meals provided at the conference;
 - 10.6.5. A letter of invitation from the host institution in the case of research visits (compulsory);

10.6.6. Any other supporting documents.

***Note: Applications with any missing documentation will be rejected. Applicants will have to reapply during the next travel grant call.**

10.7. Note on attachments: Quotations can be in PDF format or as screenshots (where the website URL and price are clearly visible). Editable formats such as Word documents and emails are not accepted.

10.8. Should you not follow the guidelines for attaching the necessary documents, your application will not be considered.

10.8.1. NRF will REJECT any incorrect/incomplete travel applications or applications that have missing documentation. DA's are requested to ensure all documentation are submitted correctly as per the guideline. Rejected applications will not be considered under the closed call. New applications will have to be submitted during the next call.

10.8.2. Please sign the declaration on the last page of these Guidelines and upload together with the documents mentioned above. If your application is successful, funds will not be released without the signed declaration.

10.9. Remember to submit your application on completion before the closing date of the call. Please notify your institution's DA/grants office once you have submitted your application. (Abroad grantholders must notify the NRF once their application is submitted.)

10.10. Submitted applications go to the institution where the applicant is registered for verification before being forwarded to the NRF for further processing. *Not applicable to abroad grantholders.

10.11. Applications which do not meet the eligibility criteria are not considered.

10.12. Please contact the university postgraduate office or research office with your queries. Abroad grantholders can contact the NRF directly.

Note: It is the applicant's responsibility to ensure that his/her travel grant application is validated and submitted to the NRF by the institution timeously.

11. Institution and Designated Authority (DA) Responsibilities

The primary responsibility of the institution is to check the travel grant application for completeness and ensure that information is in line with the NRF travel guidelines before validation.

Some checks include:

- 11.1 Three (3) quotations attached (transport, accommodation etc.)
- 11.2 Star rating of accommodation
- 11.3 Proof of application to the conference or acceptance letter from conference organisers stating that the applicant is presenting
- 11.4 Confirmation of meals provided at the conference/workshop
- 11.5 Duration of the conference/workshop
- 11.6 Proof of registration fees
- 11.7 Supervisor recommendation

The Institution/DA is responsible for validating and submitting both the travel grant application and travel report to the NRF.

For more information, please contact your institution postgraduate/research office.

12. NRF Contacts

General queries

Ms Zodwa Mahlangu, Liaison Officer – Grants Management and Systems Administration (GMSA). Telephone: +27 12 481 4114 Email: Zodwa.mahlangu@nrf.ac.za

Mrs Thandeka Mthethwa, Liaison Officer – Grants Management and Systems Administration (GMSA). Telephone: +27 12 481 4163 Email: Thandeka.mthethwa@nrf.ac.za

Abroad grant queries

Ms Lenor Tommy, Liaison Officer – Grants Management and Systems Administration (GMSA). Telephone: +27 12 481 4093 Email: lenor.tommy@nrf.ac.za

APPENDIX 1: NRF Subsistence Rates

*Subsistence rate for local travel in South Africa = R250 per day

| Country | <u>DAILY ALLOWANCE</u> | Currency |
|---------------------|------------------------|----------|
| Albania | 97 | EURO |
| Algeria | 110 | EURO |
| Angola | 135 | USD |
| Antigua and Barbuda | 135 | USD |
| Argentina | 133 | USD |
| Armenia | 135 | USD |
| Australia | 180 | AUD |
| Austria | 120 | EURO |
| Azerbaijan | 135 | USD |
| Bahamas | 135 | USD |
| Bahrain | 36 | B DINARS |
| Bangladesh | 79 | USD |
| Barbados | 135 | USD |
| Belarus | 62 | EURO |
| Belgium | 120 | EURO |
| Belize | 135 | USD |
| Benin | 89 | EURO |
| Bolivia | 78 | USD |
| Bosnia-Herzegovina | 75 | EURO |
| Botswana | 826 | PULA |
| Brazil | 347 | Reals |
| Brunei | 88 | USD |
| Bulgaria | 91 | EURO |

| | | |
|---------------------------|--------|---------------|
| Burkina Faso | 58 790 | CFA Francs |
| Burundi | 73 | EURO |
| Cambodia | 99 | USD |
| Cameroon | 116 | EURO |
| Canada | 167 | CAD |
| Cape Verde Islands | 65 | EURO |
| Central African Republic | 94 | EURO |
| Chad | 120 | EURO |
| Chile | 128 | USD |
| China (People's Republic) | 127 | USD |
| Colombia | 94 | USD |
| Comoro Island | 120 | EURO |
| Cook Islands | 188 | NZD |
| Cote D'Ivoire | 119 | EURO |
| Costa Rica | 116 | USD |
| Croatia | 102 | EURO |
| Cuba | 124 | USD |
| Cyprus | 117 | EURO |
| Czech Republic | 90 | EURO |
| Democratic Rep of Congo | 135 | USD |
| Denmark | 892 | Danish Kroner |
| Djibouti | 99 | USD |
| Dominican Republic | 99 | USD |
| Ecuador | 135 | USD |
| Egypt | 118 | USD |
| El Salvador | 98 | USD |

| | | |
|-------------------|--------|--------------|
| Equatorial Guinea | 120 | EURO |
| Eritrea | 109 | USD |
| Estonia | 92 | EURO |
| Ethiopia | 92 | USD |
| Fiji | 102 | USD |
| Finland | 120 | EURO |
| France | 120 | EURO |
| Gabon | 120 | EURO |
| Gambia | 74 | EURO |
| Georgia | 95 | USD |
| Germany | 120 | EURO |
| Ghana | 130 | USD |
| Greece | 120 | EURO |
| Grenada | 135 | USD |
| Guatemala | 114 | USD |
| Guinea | 78 | EURO |
| Guinea Bissau | 59 | EURO |
| Guyana | 118 | USD |
| Haiti | 109 | USD |
| Honduras | 135 | USD |
| Hong Kong | 1 000 | HKD |
| Hungary | 89 | EURO |
| Iceland | 16 601 | ISK |
| India | 5 852 | Indian Rupee |
| Indonesia | 86 | USD |
| Iran | 120 | USD |

| | | |
|------------|--------|--------------|
| Iraq | 125 | USD |
| Ireland | 120 | EURO |
| Israel | 135 | USD |
| Italy | 120 | EURO |
| Jamaica | 135 | USD |
| Japan | 14 112 | YEN |
| Jordan | 135 | USD |
| Kazakhstan | 135 | USD |
| Kenya | 135 | USD |
| Kiribati | 178 | AUD |
| Kuwait | 40 | Kuwait Dinar |
| Kyrgyzstan | 135 | USD |
| Laos | 92 | USD |
| Latvia | 135 | USD |
| Lebanon | 135 | USD |
| Lesotho | 343 | RAND |
| Liberia | 112 | USD |
| Libya | 120 | USD |
| Lithuania | 120 | EURO |
| Macau | 1 047 | HKD |
| Macedonia | 100 | EURO |
| Madagascar | 59 | EURO |
| Madeira | 120 | EURO |
| Malawi | 31 254 | Kwacha |
| Malaysia | 382 | Ringgit |
| Maldives | 135 | USD |

| | | |
|------------------|-------|------------------|
| Mali | 120 | EURO |
| Malta | 120 | EURO |
| Marshall Islands | 135 | USD |
| Mauritania | 97 | EURO |
| Mauritius | 135 | USD |
| Mexico | 1 313 | Mexican Pesos |
| Moldova | 117 | USD |
| Mongolia | 69 | USD |
| Montenegro | 94 | EURO |
| Morocco | 970 | Dirhams |
| Mozambique | 128 | USD |
| Myanmar (Burma) | 123 | USD |
| Namibia | 268 | RAND |
| Nauru | 179 | AUD |
| Nepal | 64 | USD |
| Netherlands | 117 | EURO |
| New Zealand | 187 | NZD |
| Nicaragua | 90 | USD |
| Niger | 75 | EURO |
| Nigeria | 135 | USD |
| Niue | 187 | NZD |
| Norway | 1 120 | NOK |
| Oman | 52 | Rials Omani |
| Pakistan | 6 235 | Pakistani Rupees |
| Palestine | 135 | USD |
| Palau | 135 | USD |

| | | |
|-----------------------|---------|----------------|
| Panama | 105 | USD |
| Papa New Guinea | 285 | KINA |
| Paraguay | 76 | USD |
| Peru | 135 | USD |
| Philippines | 122 | USD |
| Poland | 88 | EURO |
| Portugal | 87 | EURO |
| Qatar | 432 | Qatar Riyals |
| Republic of Congo | 120 | EURO |
| Reunion | 120 | EURO |
| Romania | 85 | EURO |
| Russia | 120 | EURO |
| Rwanda | 101 | USD |
| Samoa | 193 | TALA |
| Sao Tome | 120 | EURO |
| Saudi-Arabia | 517 | Saudi Riyals |
| Senegal | 113 | EURO |
| Serbia and Montenegro | 83 | EURO |
| Seychelles | 120 | EURO |
| Sierra Leone | 90 | USD |
| Singapore | 180 | Sing Dollars |
| Slovakia | 102 | EURO |
| Slovenia | 106 | EURO |
| Solomon Islands | 1 052 | Sol Isl Dollar |
| South Korea, Republic | 155 106 | Korean Won |
| Spain | 112 | EURO |

| | | |
|-----------------------|--------|-------------------|
| Sri Lanka | 100 | USD |
| St Kitts & Nevis | 135 | USD |
| St Lucia | 135 | USD |
| St Vince & Grenadines | 135 | USD |
| Sudan | 135 | USD |
| Suriname | 107 | USD |
| Swaziland | 250 | RAND |
| Sweden | 1 116 | Swedish Krona |
| Switzerland | 130 | Swiss Franc |
| Syria | 135 | USD |
| Taiwan | 3 505 | New Taiwan Dollar |
| Tajikistan | 97 | USD |
| Tanzania | 129 | USD |
| Thailand | 4 802 | Thai BAHT |
| Togo | 64 214 | CFO Franc |
| Tonga | 251 | PA'ANGA |
| Trinidad & Tobago | 135 | USD |
| Tunisia | 198 | TUNISIAN Dinar |
| Turkey | 101 | USD |
| Turkmenistan | 125 | USD |
| Tuvalu | 193 | Tuvalu Dollar |
| Uganda | 111 | USD |
| Ukraine | 120 | EURO |
| United Arab Emirates | 501 | UAE DIRHAMS |
| United Kingdom | 92 | GBP |
| Uruguay | 135 | USD |

| | | |
|----------------------------|-----|------|
| USA | 135 | USD |
| Uzbekistan | 80 | EURO |
| Vanuatu | 135 | USD |
| Venezuela | 135 | USD |
| Vietnam | 135 | USD |
| Yemen | 94 | USD |
| Zambia | 119 | USD |
| Zimbabwe | 123 | USD |
| Other countries not listed | 135 | USD |
| Other countries not listed | 120 | EURO |

DECLARATION

I, _____ (full name), ID/passport number _____, hereby declare that I have read, understood and agree to the terms and conditions in the Scholarship & Fellowship-holders Travel Grant Guideline for 2018.

Grant number: _____

Value of travel grant applied for: _____

Grantholder signature

Date

CHECKLIST (tick where applicable)

- | | |
|--|--------------------------|
| 3 quotations for accommodation (from different service providers) | <input type="checkbox"/> |
| 3 quotations for flights (from different service providers) | <input type="checkbox"/> |
| Other quotations e.g. train/bus tickets | <input type="checkbox"/> |
| Proof of conference attendance/participation and conference registration fees | <input type="checkbox"/> |
| Information about meals provided | <input type="checkbox"/> |
| Letter of invitation from the host institution in the case of research visits | <input type="checkbox"/> |
| A written motivation from the supervisor in the case of specialist training or workshops | <input type="checkbox"/> |