



Student Travel Grant Guideline for 2016/17

Directorate: Grants Management and Systems Administration (GMSA)

Programme: Emerging Researchers

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1. Background

Specific postgraduate and postdoctoral funding instruments within the National Research Foundation (NRF) have travel grants linked to their scholarships/fellowships. This document serves as a guideline for all aspects of the travel grant including the application process, eligibility criteria and conditions of award.

2. Objectives

Travel grants:

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

Travel grant is not for general travel. The applicant demonstrates how the research visit contribute directly to their research or what research output is being presented (evidence is e.g. oral presentation or a publication in the form of a conference proceeding) to qualify for a travel grant. Travel grants are not made available to access specialised equipment unless such specialised equipment is not available in South Africa.

3. Value of Travel Grants

In 2016/17 the value of the travel grant awards for local and/or abroad travel are as follows for the funding instruments specified:

Funding Instrument	Master's	Doctoral	Post-doctoral
NRF Freestanding Scholarships and Fellowships	R10 000 (local or abroad)	R10 000 (local or abroad)	R15 000 (local) R45 000 (abroad)
NRF Freestanding Abroad Scholarships and Fellowships; Early Career Researchers from the UK	N/A	Single economy airfare to and from the country of study abroad	Single economy airfare to and from the country of study abroad
DST Innovation Scholarships and Fellowships; Scarce Skills Scholarships and Fellowships; Sasol Inzalo-NRF Scholarship Programme	R15 000 (local or abroad)	R15 000 (local) R50 000 (abroad)	R25 000 (local) R50 000 (abroad)
NRF-MRC Health and Applied Scholarships	R15 000 (local or abroad)	R15 000 (local) R45 000 (abroad)	N/A
Renewable and Sustainable Energy	R40 000 (local or abroad)	R45 000 (local or abroad)	N/A
Waste Management Research, Development & Innovation	R10 000 (local)	R60 000 (local or abroad)	N/A
Green Economy Postdoctoral Fellowships	N/A	N/A	R60 000 (local or abroad)

TWAS Doctoral and Post-doctoral Scholarships and Fellowships	N/A	R25 000 (local) R50 000 (abroad) R15 000 (mobility) i.e. Single economy airfare to South Africa and return to home country upon completion of degree; and visa cost (based on proof of expenditure)	R25 000 (local) R50 000 (abroad) R15 000 (mobility) i.e. Single economy airfare to South Africa and return to home country upon completion of degree; and visa cost (based on proof of expenditure)
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****Note – these values represent the maximum award that may be made during the tenure of the scholarship/fellowship. Actual awarded values will depend on the budget (together with quotations) submitted by the applicant.***

4. Costs

The NRF covers the cost of:

- 4.1 The cheapest economy air ticket; a train, bus or other surface carrier may be used in lieu of or as a supplement to air travel at the lowest first-class rate by the transportation facility used. However, if such travel could have been performed by air, the allowance will not normally exceed that for economy airfare;
- 4.2 the cheapest accommodation (NRF rates apply);
- 4.3 conference registration fees (*a letter indicating whether meals are included or not is required from the conference organisers*);
- 4.4 subsistence (*if meals are provided by the conference then subsistence rates will be adjusted accordingly*) (NRF rates apply, please see Appendix 1);
- 4.5 *applicable to abroad grantholders only:
 - 4.5.1 A single economy airfare for travel to the country in which the postdoctoral research will be undertaken; and
 - 4.5.2 A single economy airfare to return to South Africa upon completion of the postdoctoral research abroad.

The applicant covers all other incidental expenses.

5. Exclusions

- 5.1 Additional activities at the conference, excluding workshops.
- 5.2 Visa Application fees or any related costs (excludes TWAS grantholders)
- 5.3 Costs incurred from the Travel Agency (Booking fees)
- 5.4 Car Rental and Shuttles
- 5.5 Travel to home countries in case of International students, except in a case where a conference is held in the home country. Research visits in a student's home country is not allowed.
- 5.6 Membership fees will not be covered.

6. Criteria for Selection

- 6.1 When applying for research visits, applicants must provide a planned programme of work which demonstrates how the proposed visit fits in with the grant holder's research work plan. In addition,

the applicant must attach a letter from the host institution formally inviting the applicant to the institution on a research visit AND must include dates of the proposed visit.

- 6.2 Applications for specialist training or workshops must be accompanied by a motivation from the supervisor.
- 6.3 Applications must be supported by both the supervisor and proposed host. In addition, students and their supervisors must make a strong case for how the proposed visit will add value to their current Masters/PhD/Postdoctoral research. *Not applicable to abroad grantholders.
- 6.4 In the case of conference attendance, the applicant must present a poster or deliver an oral presentation on their research.

7. Eligibility and Travel Grant Conditions

- 7.1 Applications for funding must be made and approved prior to the proposed travel. Application for reimbursement for travel that has already taken place will not be considered.
- 7.2 Scholarship-holders that have been awarded the NRF Extension Support are not eligible to apply under this call.
- 7.3 Full- time employees of Higher Education Institutions (HEI's) are not eligible to apply.
- 7.4 Scholarship-holders must not hold full-time salaried employment during the tenure of the award.
- 7.5 The visits are intended to be an integral part of the Masters/PhD/ Postdoctoral research and as such, 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.
- 7.6 Candidates must have accepted their award (submitted the signed conditions of grant) before they can be considered for the travel award.
- 7.7 Travel must be undertaken during the tenure of the award and cannot be utilised after the award period.
- 7.8 Funds may only be used for the travel specified in the approved application. No deferment allowed.
- 7.9 Funds must be used by the applicant only. Under no circumstances can funds be used to pay for another person's travel.
- 7.10 If funds (whole/part) are not utilised by the grantholder, said funds will have to be returned to the NRF.
- 7.11 Should the travel be cancelled/changed for any reason, the applicant must notify the NRF *via* the institutional postgraduate or research office and funds must be returned to the NRF.

- 7.12 Reimbursements will only be considered if travel grant applications have been submitted before said travel. However, the reimbursed amount will be in accordance to the travel grant guideline and therefore may be lower than the actual expense.

8. Reporting

- 8.1 Students/Fellows must submit a visit report of between 1000 and 2000 words. The report details the outcomes of the visit and how participation has enhanced their Master's/ PhD/Postdoctoral studies. The report is countersigned by the student's/fellow's academic supervisor/host.
- 8.2 Travel reports must be submitted within two weeks after the travel is undertaken.
- 8.3 Reports that have been approved by the institution will be "processed" on a quarterly basis. If a student fails to submit a satisfactory end-of-visit report, the NRF may recover all expenses paid for the visit from the candidate's grant.
- 8.4 The Travel and Scientific Grants Report can be found on the NRF Online Submission System. Go to *Grantholder Tools* under Quick Links and then select *Progress Reports* to find the Travel and Scientific Events Report.
- 8.5 Transport, accommodation and conference/workshop registration receipts need to be uploaded/attached to the report.
- 8.6 *Abroad grantholders who utilised their travel grant for a flight to the country of study or for a return flight to South Africa do not need to complete a report.

9. How to apply for funding

To allow sufficient processing time, students are encouraged to apply at least three (3) months before the intended travel.

To complete a travel application:

- 9.1 Applicants may login to <https://nrfs submission.nrf.ac.za>.
- 9.2 Go to *Grantholder Tools* under Quick Links.
- 9.3 Select *Forms* and select the *Travel Application* form listed under the existing award.
- 9.4 Remember to complete all sections of the application.
- 9.5 Only include the cheapest quotations under the *Financials* section to provide an accurate requested budget.
- 9.6 Please attach the necessary documents in one PDF file in the following order:

- 9.6.1 Three quotations for accommodation from different service providers if accommodation is required (compulsory);
- 9.6.2 Three quotations for air tickets from different airlines if air travel is required (compulsory);
- 9.6.3 Proof of conference participation and conference registration fees, including information about meals provided at the conference (where applicable) or a letter of invitation from the host institution in the case of research visits;
- 9.6.4 Any other supporting documents.
- 9.7 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 will not be accepted.
- 9.8 Should you not follow the guidelines for attaching the necessary documents; your application will not be considered.
- 9.8.1 *Note: Applications that are incorrect/incomplete and validated by the Designated Authority (DA) will be set to “in progress” for reconsideration through the institution. NRF will not process 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. All reset applications will only be processed under the next batch of submissions.**
- 9.9 *NB: Please sign the declaration on the last page of these Guidelines and upload together with the documents mentioned above. Your application will not be considered without the signed declaration.**
- 9.10 Remember to submit your application on completion. 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.)
- 9.11 Submitted applications will go to the host University for verification before being forwarded to the NRF for further processing. *Not applicable to abroad grantholders.
- 9.12 Applications who do not meet the eligibility criteria will not be considered.
- 9.13 Please contact the university postgraduate office or research office if you have any queries. Abroad grantholders can contact the NRF directly.
- 9.14 Travel grant applications that have been validated and submitted to the NRF by your institution will be processed after the 20th of each month. For example, if your application is submitted by your institution between 20 May and 20 June, the application will be processed in June. If however, your application is submitted by your institution after 20 June, it will only be processed in July.

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.

10. 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:

- Three (3) quotations need to be attached (transport, accommodation etc.)
- Star rating of accommodation
- Acceptance letter from conference stating that the applicant is presenting
- Confirmation of meals provided at the conference/workshop
- Duration of the conference/workshop
- Proof of registration fees
- Supervisor recommendation

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

Note: Should documents be missing or the application be incomplete, feedback will be sent directly to the DA for onward communication to the students/applicants. The NRF will not communicate directly with students.

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

11. PGFO contacts:

General queries

Ms Bongwiwe Ndamane– Postgraduate Funding Office (PGFO)G. Telephone: +27 21 650 3926

Email: Bongiwe.Ndamane@uct.ac.za

Ms Olivia Barron - Postgraduate Funding Office (PGFO)G. Telephone: +27 21 650 1920

Email: Olivia.Barron@uct.ac.za

Abroad grant queries

Mr Walter Baloyi, Liaison Officer – Grants Management and Systems Administration (GMSA). Telephone: +27 12 481

4353 Email: walter.baloyi@nrf.ac.za

APPENDIX 1: NRF Subsistence Rates

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

	Country	DAILY ALLOWANCE	Currency
1	Albania	97	EURO
2	Algeria	110	EURO
3	Angola	135	USD
4	Antigua and Barbuba	135	USD
5	Argentina	133	USD
6	Armenia	135	USD
7	Australia	180	AUD
8	Austria	120	EURO
9	Azerbaijan	135	USD
10	Bahamas	135	USD
11	Bahrain	36	B DINARS
12	Bangladesh	79	USD
13	Barbados	135	USD
14	Belarus	62	EURO
15	Belgium	120	EURO
16	Belize	135	USD
17	Benin	89	EURO
18	Bolivia	78	USD
19	Bosnia-Herzegovina	75	EURO
20	Botswana	826	PULA
21	Brazil	347	Reals
22	Brunei	88	USD

	Country	DAILY ALLOWANCE	Currency
23	Bulgaria	91	EURO
24	Burkina Faso	58 790	CFA Francs
25	Burundi	73	EURO
26	Cambodia	99	USD
27	Cameroon	116	EURO
28	Canada	167	CAD
29	Cape Verde Islands	65	EURO
30	Central African Republic	94	EURO
31	Chad	120	EURO
32	Chile	128	USD
33	China (People's Republic)	127	USD
34	Colombia	94	USD
35	Comoro Island	120	EURO
36	Cook Islands	188	NZD
37	Cote D'Ivoire	119	EURO
38	Costa Rica	116	USD
39	Croatia	102	EURO
40	Cuba	124	USD
41	Cyprus	117	EURO
42	Czech Republic	90	EURO
43	Democratic Rep of Congo	135	USD
44	Denmark	892	Danish Kroner
45	Djibouti	99	USD
46	Dominican Republic	99	USD

	Country	DAILY ALLOWANCE	Currency
47	Ecuador	135	USD
48	Egypt	118	USD
49	El Salvador	98	USD
50	Equatorial Guinea	120	EURO
51	Eritrea	109	USD
52	Estonia	92	EURO
53	Ethiopia	92	USD
54	Fiji	102	USD
55	Finland	120	EURO
56	France	120	EURO
57	Gabon	120	EURO
58	Gambia	74	EURO
59	Georgia	95	USD
60	Germany	120	EURO
61	Ghana	130	USD
62	Greece	120	EURO
63	Grenada	135	USD
64	Guatamala	114	USD
65	Guinea	78	EURO
66	Guinea Bissau	59	EURO
67	Guyana	118	USD
68	Haiti	109	USD
69	Honduras	135	USD
70	Hong Kong	1 000	HKD

	Country	DAILY ALLOWANCE	Currency
71	Hungary	89	EURO
72	Iceland	16 601	ISK
73	India	5 852	Indian Rupee
74	Indonesia	86	USD
75	Iran	120	USD
76	Iraq	125	USD
77	Ireland	120	EURO
78	Israel	135	USD
80	Italy	120	EURO
81	Jamaica	135	USD
82	Japan	14 112	YEN
83	Jordan	135	USD
84	Kazakhstan	135	USD
85	Kenya	135	USD
86	Kiribati	178	AUD
87	Kuwait	40	Kuwait Dinar
88	Kyrgyzstan	135	USD
89	Laos	92	USD
90	Latvia	135	USD
91	Lebanon	135	USD
92	Lesotho	750	RAND
93	Liberia	112	USD
94	Libya	120	USD
95	Lithuania	120	EURO

	Country	DAILY ALLOWANCE	Currency
96	Macau	1 047	HKD
97	Macedonia	100	EURO
98	Madagascar	59	EURO
99	Madeira	120	EURO
100	Malawi	31 254	Kwacha
101	Malaysia	382	Ringgit
102	Maldives	135	USD
103	Mali	120	EURO
104	Malta	120	EURO
105	Marshall Islands	135	USD
106	Mauritania	97	EURO
107	Mauritius	135	USD
108	Mexico	1 313	Mexican Pesos
109	Moldova	117	USD
110	Mongolia	69	USD
111	Montenegro	94	EURO
112	Morocco	970	Dirhams
113	Mozambique	128	USD
114	Myanmar (Burma)	123	USD
115	Namibia	950	RAND
116	Nauru	179	AUD
117	Nepal	64	USD
118	Netherlands	117	EURO
119	New Zealand	187	NZD

	Country	DAILY ALLOWANCE	Currency
120	Nicaragua	90	USD
121	Niger	75	EURO
122	Nigeria	135	USD
123	Niue	187	NZD
124	Norway	1 120	NOK
125	Oman	52	Rials Omani
126	Pakistan	6 235	Pakistani Rupees
127	Palestine	135	USD
128	Palau	135	USD
129	Panama	105	USD
130	Papa New Guinea	285	KINA
131	Paraguay	76	USD
133	Peru	135	USD
134	Philippines	122	USD
135	Poland	88	EURO
136	Portugal	87	EURO
137	Qatar	432	Qatar Riyals
138	Republic of Congo	120	EURO
139	Reunion	120	EURO
140	Romania	85	EURO
141	Russia	120	EURO
142	Rwanda	101	USD
143	Samoa	193	TALA
144	Sao Tome	120	EURO

	Country	DAILY ALLOWANCE	Currency
145	Saudi-Arabia	517	Saudi Riyals
146	Senegal	113	EURO
147	Serbia and Montenegro	83	EURO
148	Seychelles	120	EURO
149	Sierra Leone	90	USD
150	Singapore	180	Sing Dollars
151	Slovakia	102	EURO
152	Slovenia	106	EURO
153	Solomon Islands	1 052	Sol Isl Dollar
154	South Korea, Republic	155 106	Korean Won
155	Spain	112	EURO
156	Sri Lanka	100	USD
157	St Kitts & Nevis	135	USD
158	St Lucia	135	USD
159	St Vince & Grenadines	135	USD
160	Sudan	135	USD
161	Suriname	107	USD
162	Swaziland	818	RAND
163	Sweden	1 116	Swedish Krona
164	Switzerland	130	Swiss Franc
165	Syria	135	USD
166	Taiwan	3 505	New Taiwan Dollar
167	Tajikistan	97	USD
168	Tanzania	129	USD

	Country	DAILY ALLOWANCE	Currency
169	Thailand	4 802	Thai BAHT
170	Togo	64 214	CFO Franc
171	Tonga	251	PA'ANGA
172	Trinidad & Tobago	135	USD
173	Tunisia	198	TUNISIAN Dinar
174	Turkey	101	USD
175	Turkmenistan	125	USD
176	Tuvalu	193	Tuvala Dollar
177	Uganda	111	USD
178	Ukraine	120	EURO
179	United Arab Emirates	501	UAE DIRHAMS
180	United Kingdom	92	GBP
181	Uruguay	135	USD
182	USA	135	USD
183	Uzbekistan	80	EURO
184	Vanuatu	135	USD
185	Venezuela	135	USD
186	Vietnam	135	USD
187	Yemen	94	USD
188	Zambia	119	USD
189	Zimbabwe	123	USD
190	Other countries not listed	135	USD
191	Other countries not listed	120	EURO

DECLARATION

I, _____ (full name), ID number _____, hereby declare that I have read, understood and agree to the terms and conditions in the Student Travel Grant Guideline for 2016/17.

Grant number: _____

Value of travel grant applied for: _____

Grantholder signature

Date

CHECKLIST (tick where applicable)

- 3 quotations for accommodation (from different service providers)
- 3 quotations for flights (from different service providers)
- Other quotations e.g. train tickets
- Proof of conference participation and conference registration fees
- Information about meals provided
- Letter of invitation from the host institution in the case of research visits