



## 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](mailto:Zodwa.mahlangu@nrf.ac.za)

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**Abroad grant queries**

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