

**APPLICATION FORM FOR CONFERENCE OR WORKSHOP SUPPORT (2017)**

*Please complete all light blue sections of this application form in full.*

*Grey sections are for CoE office use only.*

|  |  |
| --- | --- |
| The aims of a CoE are as follows:  • Promote knowledge and human capital in areas of strategic importance to South Africa;  • Promote collaborative research;  • Promote and develop interdisciplinary research;  • Systematically develop a creative research training environment that is internationally competitive;  • Strive for the highest standards of quality, international competitiveness and esteem of their science; and  • Diffuse knowledge to where it is needed.  *-Taken from the NRF CoE Handbook.*  **CoE-MaSS CATEGORIES** | |
| CoE-MaSS Node Name \* |  |
| CoE-MaSS Research Theme(s) \* |  |
| \* *Please view our website* [*www.wits.ac.za/CoE-MaSS*](http://www.wits.ac.za/CoE-MaSS) *to check whether your Institution is a node partner, and to find the list of Research Theme(s).*  **APPLICANT INFORMATION** | |
| Applicant Title |  |
| Applicant Name |  |
| Applicant Surname |  |
| Applicant Email Address |  |
| Applicant Phone Number |  |
| Applicant Title |  |
| **EVENT INFORMATION** |  |
| Event Name |  |
| Event Dates |  |
| Event Website (if available) |  |
| Event Local Organising Committee Members \*\* |  |
| Event Scientific/Programme Committee Members \*\* |  |
| *\*\* Please include full details for each member: Title, Full name, University Affiliation, committee portfolio held.*  **EVENT MOTIVATION**  As part of the mandate of the CoE-MaSS, we have to report to the DST-NRF about what activities we fund under the following headings, shown below. Please could you tell us how your event will contribute to the following 5 categories: | |
| 1. Research  The research that is undertaken should be focused on the creation and development of new knowledge and technology.  Please give details of all publications that will arise from this event and whether these are in ISI-accredited journals.  Please list any research seminars that will take place, and to whom these will be offered. We recommend that all CoE-MaSS-funded visitors give a seminar and that these take place via the Vidyo platform so that it is widely accessible. |  |
| 2. Education and training  Human capital development will focus on support for Postgrads, Postdocs, interns and research staff. This may include support for students to study abroad and joint ventures in student training. It will include efforts target the development of high level scarce skills. In creating, broadening and deepening research capacity, a CoE needs to pay particular attention to racial and gender disparities while seeking the inclusion of people living with disabilities.  Please list names, Institutions, race, gender, and nationality of those you are requesting support for in the section provided below. Please add an additional page at the end if necessary. |  |
| Service rendering  A CoE is to provide and analyse strategic information for policy development, as well as other services including informed and reliable advice to government, business and civil society. |  |
| Information brokerage  CoEs are to provide access to a highly developed pool of knowledge, maintaining data bases, promoting knowledge sharing and knowledge transfer, etc. |  |
| Networking  A CoE is expected to actively collaborate with reputable individuals, groups and institutions. Equally, it must negotiate and help realise national, regional, continental and international partnerships, etc. |  |

**STAFF/STUDENT SUPPORT**

If a keynote/researcher/student is being funded, please could you give us their necessary demographic information, as we need to report this to the NRF:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full name | Staff/student# | Gender | Race | Nationality | Amount |
|  |  |  |  |  | R |
| **TOTAL** | | | | | **R** |

*\*\*\* Please add in additional lines, as required.*

**APPROACHES MADE TO OTHER FUNDERS**

Please give us a breakdown of funds that you have either (i) secured, or (ii) applied for from other funders. Please itemise each funder separately.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Funder | Secured/Applied | Total |
|  |  |  | R |
|  |  |  | R |
| **TOTAL** | | | **R** |

*\*\*\* Please add in additional lines, as required.*

General: Our priority is to **fund the research endeavour** of an event (e.g. keynotes speakers at conferences, student registration fees, publication of conference proceedings, writing retreats that result in publications, training workshops, etc).

Keynote speakers: There is a minimum requirement of **50% South African keynotes** for any given event (i.e. if you would like 2 international keynotes, you must also have 2 local keynotes).

Student support: There is a minimum requirement of **75% South African students** for any given event (i.e. if you would like to host a workshop for 20 students, then at least 15 of them must be South African).

Exclusions: We do not fund *per diem* daily **subsistence** stipends. It is unlikely that we will fund administrative support, catering, bags, gala dinners, etc. We will rather contribute towards academic and research expenses, where possible.

**BUDGET REQUEST**

Please give us a budget breakdown for your event. Please itemise each item as a separate list.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Quantity | Unit Price | Total |
|  |  |  | R |
|  |  |  | R |
|  |  |  | R |
|  |  |  | R |
|  |  |  | R |
| **TOTAL** | | | **R** |

*\*\*\* Please add in additional lines, as required.*

**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Applicant |  |  |  |
| Node Leader |  |  |  |

|  |  |
| --- | --- |
| Application Reference No. | **FA2017/** |
| Date received: | **/ /2017** |
| Total amount applied for: | **R** |
| Total amount approved: | **R** |
| Reasons: |  |
| Outcome letter sent: | **/ /2017** |