



## **2023 GCP Course Subsidy via DPCH DRC**

Departmental Research Committee (DRC) of the Department of Paediatrics and Child Health (DPCH) has limited funds to subsidise Good Clinical Practice (GCP) courses. DPCH staff, soft-funded staff, fellows and registrars may apply for the subsidy. The partner company, CREDE, runs online basic and refresher GCP courses. Costs are approximately R4 410 (Basic) and R1 600 (Refresher). After completion of the course, 50% of the cost may be claimed back from the DPCH DRC, until the annual allocation is exhausted. If alternative sources of funding are available (eg GCP course covered by research grant) these should be explored first.

Six weeks before each course, the Departmental Research Office will circulate the course dates and the CREDE website link to the GCP course information (e.g. how to make a booking etc). Application deadline for subsidy will be 2 weeks before the course start date.

### **Subsidy Application Process**

Staff must submit to Research Office electronically:

1. An indication of which course (date) they are hoping to join.
2. Email of support from DPCH fundholder including their internal research fund details (if applicant is not the DPCH fundholder or if applicant is paying via CREDE's banking details)
3. Rotating registrars: short, one-paragraph motivation
4. An undertaking that the applicant will provide proof of payment and proof of course completion (for reimbursement process)
5. Proof of primary affiliation to the Department of Paediatrics & Child Health

Applicants will be notified of outcome of their application by the Research Office prior to relevant course start date.

### **Course Fee Payment Process**

Full course fee payment should be made directly to CREDE via:

1. Completing and submitting an MM010 Form (along with CREDE's invoice) to [omb.procurementhub.hs@uct.ac.za](mailto:omb.procurementhub.hs@uct.ac.za) – if you are a DPCH internal research fundholder or being supported by a DPCH internal research fundholder
2. Paying via CREDE's banking details – please contact CREDE via <https://crede.co.za/contacts/>

### **Reimbursement Process**

**If application for DPCH GCP course subsidy was successful**, to initiate the reimbursement process forward to [geanine.hopley@uct.ac.za](mailto:geanine.hopley@uct.ac.za)

1. Proof of Course Payment
2. Proof of Course Completion

### **PLEASE NOTE:**

- 1) **Subsidy for a successful applicant who has paid via CREDE's banking details will be paid into internal research fund provided (to be used towards research) and will not be paid into personal bank account**
- 2) **No applications for GCP subsidy will be considered retrospectively (i.e. after course completion).**