



**Guidelines for Department of Paediatrics and Child Health Travel Awards**  
***(formerly "Congress Grants Fund")***

The Departmental Research Committee (DRC) of the Department of Paediatrics and Child Health (DPCH) supports a limited number of applications for members of the department to present research at academic conferences.

- 1) Applications should be directed to the DRC Chair via the departmental research office ([geanine.hopley@uct.ac.za](mailto:geanine.hopley@uct.ac.za)). Only electronic applications will be considered.
- 2) Awards are advertised 3 times a year:  
**February** (for conferences in March – June)  
**May** (for conferences July – October)  
**September** (for conferences November – February of the following year)
- 3) No retrospective awards will be made: application must be submitted before the conference takes place.
- 4) All applications must be made on the prescribed form, with a **1-page cover letter** outlining:
  - the value of the conference
  - steps taken to obtain financial support from other grant-awarding bodies
  - Quote for travel expenses

This is a competitive application process, strength of motivation in the cover letter will be considered.
- 5) Applicants **whose primary affiliation is to the DPCH will be considered**; exceptional circumstances can be motivated. Registrars are eligible for travel awards.
- 6) Applicants are eligible for travel awards if they are **contributing to the conference** (invited speaker, presenting a paper or a poster). Applications should include proof that the abstract has been accepted. Applications pending abstract acceptance will be considered, but applicants must provide proof of abstract acceptance before funding can be disbursed.
- 7) Only the **presenting author / first author** on the abstract will be eligible for travel award (not any of the co-authors)
- 8) Applicants should state if the presentation at the conference is **oral** or **poster**.
- 9) Applicants should attach **proof of current ethics (HREC) approval with renewal date**; project will not be eligible for DRC funding if ethics approval has expired at time of application. **If the presentation title differs from the title of the HREC approval, this should be explained in the cover letter.**
- 10) Travel awards are not made with the object of covering the whole of the travel cost involved. The DRC will award a maximum of **R 20 000 for international meetings, R 12 000 for national meetings**, pending available budget. International meetings taking place within South Africa will be considered as a national meeting.
  - The combined conference subsidy by DPCH DRC and other grant-awarding bodies may not exceed the maximum allowable cost: any excess must be refunded to the DRC
  - Approved costs of conference travel are:
    - cost of return airfare (economy class)
    - cost of limited local travel
    - registration and congress fees

Subsistence (refer to UCT Subsistence and Travel Guidelines:

[https://uct.ac.za/sites/default/files/content\\_migration/uct\\_ac\\_za/48/files/pay002.pdf](https://uct.ac.za/sites/default/files/content_migration/uct_ac_za/48/files/pay002.pdf)



- 11) Applicants for travel awards are required to **apply to other grant-awarding bodies** (e.g. Hospital board, MRC, UCT when eligible) before applying to the DPCH DRC. The Committee will not consider applications unless it is satisfied that the applicants have made every effort to obtain financial support elsewhere. Therefore as part of the application process, applicants must show that they have first applied for funding elsewhere (e.g. URC, MRC, etc.) See UCT Research Office website for funding opportunities:  
<https://uct.ac.za/research-support-hub/funding-contracts/current-funding-opportunities>
- 12) While all members of the department are eligible to apply, **junior clinicians and junior researchers will be prioritised for these awards**. Senior clinicians and other senior researchers may also apply, but must demonstrate that they have applied for URC funding, if eligible. If departmental funds are still available, priority will be given to those researchers who have first applied elsewhere for funding.
- 13) Registration for virtual conferences will be considered, if the applicant is presenting.
- 14) Applicants who are students must include the following information in the cover letter:
  - Name, email, and fund number of DPCH supervisor (fund number into which funds should be transferred if application is successful)
  - proof of registration within the department (for the year of the conference).
- 15) Successful applicants are expected to present their research at the DPCH Research Days within the year of the award.
- 16) Successful applicants are expected to claim their funding via the departmental research finance office within 2 years of notification of the award. Failure to do so will result in forfeiting the award.
- 17) An application will not be considered if a previous award has been made to the applicant within the previous 24 months (departure date to departure date).
- 18) If the grant is not used for the purpose and in the manner approved by the Committee it must be repaid.
- 19) A recipient of an award is required to sign "a certificate of undertaking" on application.
- 20) On return the recipient of an award is required to submit to the departmental research office within 2 months:
  - A report on the academic aspects of the study and research undertaken
  - A detailed financial statement of all costs incurred against approved expenditureFailure to submit a report will disqualify individuals from future awards and may make the applicant liable for repayment of the award.
- 21) A recipient must acknowledge the source of funding in their presentation.

Chairperson

Departmental Research Committee, Department of Paediatrics and Child Health  
February 2025



# Application for Department of Paediatrics and Child Health DRC Travel Award

<b>Name of applicant</b>	
<b>Teaching hospital department</b>	
<b>Job Title</b>	
<b>Current position</b>	
<b>Highest Degree Achieved</b>	
<b>Date Achieved</b>	
<b>Name of conference</b>	
<b>Dates of conference</b>	
<b>Place of conference (City and country)</b>	
<b>Title of paper/poster</b>	
<b>Abstract submitted:</b>	
<b>Accepted for oral or poster?</b>	
<b>HREC number</b>	
<b>Date of HREC expiry</b>	
<b>Approved costs</b>	
Airfare (*Please attach quote)	R
Local travel	R
Subsistence	R
Congress/Course Fees	R
Other	R
<b>Total</b>	<b>R</b>
<b>Subsidies, grants and other subventions applied for, or received, towards costs of the journey</b>	
<b>Balance for which application is made</b>	
<b>Dates and destination of previous DPCH DRC travel awards</b>	



UNIVERSITY OF CAPE TOWN

DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH  
RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL  
KLIPFONTEIN ROADRONDEBOSCH  
7700

Enquires: G. Hopley  
[geanine.hopley@uct.ac.za](mailto:geanine.hopley@uct.ac.za)

I certify that the above constitutes a complete and factual statement of the particulars requested.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Recommended by the Head of the Department of Paediatrics and Child Health  
(to be signed after Departmental Research Committee review):

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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**Certificate of Undertaking: Department of Paediatrics and Child Health Travel Award**

I, the undersigned, hereby undertake to furnish a report on my study tour including a financial summary (see attached form) within 2 months of the date of my return to duty.

I undertake to repay the Department of Paediatrics and Child Health Research Committee whatever grant towards my travel I may receive from outside sources which exceeds my total approved travel cost.

I undertake to acknowledge this source of funding in any presentation that I give at the meeting to which I have been funded to attend.

I undertake to present the research at the Department of Paediatrics and Child Health (UCT) Research Days within the year of this award.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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Department of Paediatrics and Child Health Travel Award (to be completed on return and submitted with a full academic report)

<b>Name:</b>
<b>Department:</b>
<b>Date of travel:</b>
<b>Conference &amp; venue:</b>

(to be returned to the research administrator ([geanine.hopley@uct.ac.za](mailto:geanine.hopley@uct.ac.za)) Department of Paediatrics and Child Health Research Committee.

Total costs:		
1.	Airfare	R
2.	Local travel	R
3.	Subsistence	R
4.	Congress/course fees	R
5.	Other	R
	<b>Total</b>	R

Total subsidies received:		
1.		R
2.		R
3.		R
4.		R
5.		R
6.		R

<b>Credit or Debit Balance</b>	R
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<b>Credit Repaid</b>	R
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An academic report must be filed separately.

I certify that the above-mentioned constitutes a complete and factual statement of the particulars:

Sign: \_\_\_\_\_

Date: \_\_\_\_\_