Knowledge, Interchange and Collaboration (KIC)
1st Call

Scientific Events/Travel Grants

2020

DA Cut-off date: Consult the General Application Guide

January 2020
CONTEXT

The purpose of the Knowledge Interchange and Collaboration (KIC) funding instrument is to facilitate international collaboration, and build and maintain research excellence in South Africa. The promotion of international collaboration through the support of travel opportunities and participation in scientific events, enriched by national learning opportunities and engagements, are important mechanisms towards this goal.

The KIC funding instrument was therefore established to contribute to the following objectives:

- internationalising South Africa’s research platforms;
- enhancing networking within the global science system, and fostering collaboration in order to improve the quality of research outputs by researchers.

Internationalisation of research and knowledge sharing through conference attendance and presentation are intrinsic parts of research support, therefore all NRF research grants through instruments and programmes such as Competitive Programme for Rated Researchers, the South African Research Chairs Initiatives (SARChI), and the Centres of Excellence (CoE) Programme, respectively provide for international and conference travel.

Therefore, funding for KIC support is prioritised for those researchers who have not already been allocated travel support through any other current NRF research grants.

TYPES OF SUPPORT

The investment in support for travel and participation in scientific events are focused on four categories:

- **Travel Grants for Individual Researchers**: Applicants in this category are South Africa-based researchers, both emerging and established researchers that require support for travelling to either local or international scientific events. The funding requested will be to support local and international travel related to research activities such as the presentation of posters and oral presentations/invited speakers and presentations at seminars, symposia and workshops. The maximum value of support for this category is R50 000.00.

- **Visiting Foreign Researcher**: Applicants in this category are South Africa-based researchers requesting funding to host research leaders from abroad for a short period of less than one month in South Africa in order to enrich local expertise in their field. A comprehensive itinerary of the visiting researcher needs to be included. The maximum value for this category is R50 000.00.

- **Africa Interaction**: Applicants in this category are South Africa-based researchers intending to visit universities/research organisations/researchers in other African countries in order to build capacity and to promote future collaboration, and/or to strengthen existing collaborations OR host experts from other African countries. In addition, joint events with researchers from our African partner countries may receive additional funding on request, based on merit. The maximum value for this category is R75 000.00.
• **Support for Local Scientific Events:** Applicants in this category are South Africa-based researchers requesting financial support to organise or host scientific events with a minimum number of 50 participants. The maximum value for this category is **R150 000.00.** Awards exceeding R150 000 may be considered in very exceptional circumstances.

**CATEGORY DETAILS**

**Travel Grants for Individual Researchers**

This investment area supports three categories:

- Next generation researchers (PhD students)
- Emerging researchers.
- Established researchers.

**Purpose**

The main purpose of this category is to support:

- Travel by researchers employed by qualifying institutions and PhD students registered in South Africa to local conferences, workshops and seminars.
- Travel by researchers employed by qualifying institutions and PhD students registered in South Africa, to travel to conferences, workshops and seminars abroad. **Please note that only Supervisors may apply on behalf of PhD students.**

**Criteria maximum award of R50 000.00**

- Illustrated value to be derived from participation in the event and the potential of new initiatives;
- Use networking to influence strategic direction in areas of national importance;
- The applicant must provide proof of submission of an abstract or paper presentation;
- The applicant must provide a letter of support from their HoD or line manager;
- Applicant must be the author or the co-author of the accepted paper/poster;
- Formal invitation letter if presenting a keynote lecture.

Applications that do not have all required supporting documents by the time of submission, will be disqualified and will not be taken up for evaluation by the NRF.

**Grants for visiting Foreign Researchers**

**Purpose**

The main purpose of this category is to enable local researchers to invite foreign researchers to spend time in South Africa in order to enrich local expertise in their field, promote future collaborations and/or strengthen existing collaboration. Priority will be given to international bilateral grantholders applying for funds to their partner countries.

**Criteria for a maximum award of R50 000.00**
Visits by researchers with institutional and individual scientific relevance;
- Provide an itinerary for the visit;
- The invited researcher must be a leader in their field of research;
- Illustrated value to be derived from the visit and the possibility of the start of new initiatives;
- Involvement of other South African scientists and engagement with more than one institution other than the host/applicant;
- It is obligatory that the invited researcher present a public lecture/seminar at the institution, or at a partner institution;
- A copy of the invitation to the visitor(s) and a copy of the provisional acceptance of the invitation from the visitor(s) must be included.
- The institution or HoD or line manager must provide a letter of support for the applicant indicating contribution by the institution towards the event;
- CV of the invited researcher must also be included;
- Applications that do not have all required supporting documents by the time of submission, will be disqualified and will not be taken up for evaluation by the NRF.

Africa Interaction

Purpose
The main purpose of this category is to enable researchers in South Africa to build capacity and to establish or strengthen academic collaboration with one or more partners based at universities or research institutions in Africa. Priority will be given to Africa bilateral grantholders applying for funds to their partner countries.

Criteria for a maximum award of R75 000.00
- The applicant must be a leader in their field of research;
- The applicant must indicate how the activity(interaction) will support the collaboration with partners elsewhere in Africa at the level of research, teaching, or capacity development;
- Provide an itinerary for the visit;
- Institutional letter of support by the HoD or line manager;
- Events must be formal and documented by the hosting institution;
- Copies of invitation(s) received from host(s) must be included;
- Applications that do not have all required supporting documents by the time of submission will be disqualified and will not be taken up for evaluation by the NRF.

Support for Local Scientific Events

Purpose
The main purpose of this category is to promote excellence in research through financial support for international research events hosted in South Africa such as conferences and workshops. The word conference is used in its broadest sense and includes all types of scientific meetings including seminars, symposia and workshops. Minimum of targeted participants is 50.

Criteria for a maximum award of R150 000.00
Applications meeting the following criteria will be prioritised:
- The event proposal must clearly define the overall objectives and programme of activities;
- The event should be a platform aimed at creating new contacts (international or regional) in its area of expertise/discipline and may be connected to other networks;
- The event should offer the potential of establishing institutional cooperation in relevant areas;
- A copy of the invitation to the keynote speaker(s) and a copy of provisional acceptance of invitation from the keynote speaker(s) must be included;
- CVs of invited keynote speaker(s)
- Detailed programme from the hosting institution;
- Proof of co-investment will be an added advantage
- Support letter by the hosting institution, if the applicant is not the hosting institution;
- The institution or HoD or line manager must provide a letter of support for the applicant indicating contribution by the institution towards the event;
- Attendance register is compulsory and it must be made available during the event according to the format as shown in the application form. This should include detailed information providing name, department, institution, study level and demographics;
- Applications that do not have all required supporting documents by the time of submission will be disqualified and will not be taken up for evaluation by the NRF

**WHO MAY APPLY**

PhD students (through their supervisors) registered at public South African universities, and all researchers who are full-time employees or on a fixed-term contract at any of the following institutions are eligible to apply:
- South African universities/universities of technology;
- Recognised research institutions as declared by the DSI
- National facilities;
- Museums;
- Science councils.

The applicants must be in possession of at least a PhD degree

**PhD students (through their supervisor)** who cannot apply for a travel grant through an NRF Scholarships and Fellowships award, and who are registered at a South African statutory university. These students can only apply for travel grants for individuals.

Student involvement in local events is highly encouraged.

**Postdoctoral Fellows are not eligible to apply.**

**Students and researchers from private/commercial institutions are not eligible to apply.**

**WHICH ACTIVITIES MAY ONE APPLY FOR?**
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| Travel Grants for Individual Researchers | • Flights  
• Visa costs  
• Accommodation  
• Ground transport  
• Conference registration fees |
| Visiting Foreign Researcher       | • Flights  
• Accommodation  
• Ground transport |
| Africa Interaction                | • Flights  
• Visa costs  
• Accommodation  
• Ground transport |
| Local Events                      | • Flights and accommodation (speakers and or students)  
• Ground transport  
• Venue hire  
• Refreshments |

**NB. Subsistence is NOT supported**

**PROCESSING AND DECISIONS**

In line with the NRF’s endeavour for a fair and objective granting process, all applications are subjected to the following:

- Applications under **KIC review period 1** will be considered for support for travel/events taking place between **1 June to 31 December 2020**;
- Only one event/activity per applicant will be supported with no exceptions;
- Applicants may not be supported for two consecutive calls;
- Applications need to be endorsed by the applicant’s Institutional Research Office.
- A panel consisting of reviewers will assess and select applications according to the stipulated criteria;
- KIC awards will not cover all expenses requested, and co-investment from own / other sources are essential. **This should be clearly indicated in the application**;
- Given the competitive nature of the programme and budgetary limitations, funding is not guaranteed.

**APPLICATION PROCESS**

- Applications must be submitted electronically on the NRF Online Submission System at [https://nrfsubmission.nrf.ac.za/](https://nrfsubmission.nrf.ac.za/)
- Register/Login using your ID/passport number and password.
- **Applicants must update their CVs before creating the application.**
- Supervisors applying on behalf of PhD students must ensure that student details are captured on their CV under Student Supervision Record.
Applicants must ensure that their employment records in the CV section are updated accordingly.

Go to “My Applications” and select “Create Application”.

Select the call for which you are applying for: **KIC 1st Round Call**

Complete all compulsory sections of the application and the relevant non-compulsory sections applicable to you (i.e. CV sections).

Attachments must be in English and be converted into PDF format.

Should you not follow the guidelines for attaching the necessary supporting documents, your application may not be considered.

Remember to submit your application on completion.

Completed applications will go to the applicant’s institution for verification before being forwarded to the NRF for further processing.

Incomplete applications will not be considered.

Applications that do not meet the eligibility criteria will not be considered.

Applications submitted outside the NRF Online Submission System will not be accepted.

No hard copies will be accepted and will automatically be disqualified by the NRF.

Only applications endorsed by the research office or its equivalent at higher education or research institutions will be accepted.

Please contact your research office if you have any queries.

**No application will be accepted beyond the cut-off date indicated on the General Application Guide.**

The NRF will not be held liable for server/IT problems experienced by any institution for non-submission of applications.

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**Communicating outcomes to the applicants**

The processing of applications after the cut-off date entails screening of all applications for eligibility, evaluating eligible applications through a peer-review process, announcing the outcomes and awarding of grants. Feedback will be communicated to all institution Designated Authorities in the form of a list / spreadsheet of all successful and unsuccessful applicants.

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**Conditions of Grant (CoG)**

The CoG will accompany each formal letter of award. This should be signed by both the grantholder and the Designated Authority at the institution. The CoG should be uploaded on the NRF system within **30 days** of receipt of the documents. Failure to comply may result in the NRF cancelling the award. Funding can only be released for payment to the institution once the signed CoG was received.

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**Reporting and Payments**

- Grantholders will be required to submit a Completion Report within thirty (30) days following the completion of the travel. The reporting template will be accessible online throughout the duration of the grant.
- NRF support should be acknowledged in all publications (including World Wide Web pages) and presentations (oral or poster).
## Contacts

All queries or comments about this call should be addressed to:

<table>
<thead>
<tr>
<th>Ms Busiswa Molefe</th>
<th>Mr Jan Phalane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Officer</td>
<td>Professional Officer</td>
</tr>
<tr>
<td>Phone: +27 12 482 4028</td>
<td>Phone: +27 12 481 4157</td>
</tr>
<tr>
<td>Email: <a href="mailto:busiswa@nrf.ac.za">busiswa@nrf.ac.za</a></td>
<td>Email: <a href="mailto:kicgrants@nrf.ac.za">kicgrants@nrf.ac.za</a></td>
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**Or**

<table>
<thead>
<tr>
<th>Ms Kholofelo Mampeule</th>
<th>Ms Tebatso Leduka</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liaison Officer</td>
<td>Liaison Officer</td>
</tr>
<tr>
<td>Phone: +27 12 481 4298</td>
<td>Phone: +27 12 481 4029</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:Kholofelo.Mampeule@nrf.ac.za">Kholofelo.Mampeule@nrf.ac.za</a></td>
<td>Email: <a href="mailto:Tebatso.Leduka@nrf.ac.za">Tebatso.Leduka@nrf.ac.za</a></td>
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