

## **COMMITTEE FOR LOCAL AND INTERNATIONAL CONFERENCES (CONFCOM)**

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### **TERMS OF REFERENCE**

#### **1. PURPOSE**

The Conference Committee (ConfCom) manages funding allocations for conference participation and in the process:

- A** evaluate applications for the participation in reputable local and international conferences
- B** award grants that enable CPUT staff members, postgraduate students (master's and doctoral), and postdoctoral fellows, to participate and represent CPUT at local and international conferences.

#### **2. COMPOSITION**

Vice-chancellor (Ex officio)  
Deputy Vice-Chancellor: Research, Technology Innovation & Partnerships (Ex officio)  
Deans or Deputy Deans or Representative as duly nominated or  
Faculty Research Coordinators  
Director Research (Chair)  
Research Grants Manager  
Research Finance Coordinator

#### **3. QUORUM**

Fifty per cent of the membership of the Conference Committee, plus one member shall constitute a quorum. If a member is unable to attend a meeting a written apology is required and he/she shall ensure that a secundus is present.

#### **4. GUIDELINES**

The Committee is responsible for the final approval/disapproval/referral of grant applications received from staff, postgraduate students (master's and doctoral) and postdoctoral fellows to participate and represent CPUT at reputable local and international conferences. There are four (4) submission deadlines per year (one per term).

#### 4.1 GENERIC ELIGIBILITY CRITERIA

- 4.1.1 The minimum qualification required for CPUT staff members to apply is a master's degree. Staff members who are currently registered for a master's degree may also apply.
- 4.1.2 Applicants must be appointed as full-time permanent CPUT staff members, or have been on contract with CPUT for two (2) years or longer.
- 4.1.3 The Research Output Units that must have been produced already up to 2016 (but no longer than five years) in order to be eligible for ConfCom are as follows:

<b>Academic rank</b>	<b>Units required</b>
Junior Lecturer	0.25
Lecturer	0.5
Senior Lecturer	0.75
Associate Professor	1
Full Professor	1.5
Academics affiliated to a Research Centre/Unit	2
<b>Non-academic/Postgraduate/Postdoc/registrations</b>	<b>Units required</b>
Obtained Master's degree already	0.3
Currently registered for a Master's degree	0.25
Obtained Doctoral degree already	0.5
Currently registered for a Doctoral degree	0.45

The above pertains to applicants who have already been supported by ConfCom before. First-time ConfCom applicants may be supported *once*, after which the above requirements will apply.

- 4.1.4 Postgraduate students at masters and doctoral level are also eligible for ConfCom (but must be at least in their second year of registration).
- 4.1.5 All postgraduate applications must be accompanied by a supervisor's report that includes information on the student's first year of registration; progress made to date, the availability of data to present, and anticipated completion date. In addition, all postgraduate applications must be accompanied by proof of registration of the current year.
- 4.1.6 All postgraduate students may only be supported once for the currently registered postgraduate qualification.

- 4.1.7 Master's students must be accompanied by their supervisor's where academic supervision of a close nature is required. A student and supervisor may co present a co-authored paper and/or present individual papers or posters.<sup>3</sup>
- 4.1.8 All applications must be assessed and signed-off by the Director or by the Faculty Research Committee prior to submission to the Research Directorate.
- 4.1.9 The Faculty has the responsibility to check all applications for completeness and correctness. The Research Directorate may omit incomplete applications from the meeting agenda and/or refer back to the Faculty/Unit.
- 4.1.10 ConfCom is based on a co-funding model and contributes two-thirds of the total amount required to cover the conference participation. One-third must be secured by another source and confirmed at the time of application. Applicants are welcome to make use of any other external funds and use it as a top-up for any shortfall that may occur.
- 4.1.11 The maximum amount that ConfCom can award per applicant is R15 000 towards local conferences and R35 000 towards international conferences.
- 4.1.12 Proof of submission of an abstract and/or paper must accompany each application. Successful applications must provide *proof of acceptance* upon accepting the grant conditions. No disbursement of funds will occur in the absence of the latter.

## **4.2 DHET SUBSIDISED CONFERENCE CRITERIA**

ONLY CONFERENCE CONTRIBUTIONS ALIGNED WITH DHET GUIDELINES WILL BE CONSIDERED FOR SUPPORT THROUGH CONFCOM

The following applies:

The purpose of the proceedings must be to disseminate original research and new developments within specific disciplines, sub-disciplines or fields of study

Complete articles (not abstracts) accepted for publication in the proceedings must be peer reviewed prior to publication and there must be evidence to such

The proceedings must have an International Standard Book or Serial Number (ISBN or ISSN)

Proceedings published on-line must have an e-ISBN or e-ISSN

The target audience of the proceedings must be specialists in the relevant field

More than 60% of contributions published in the conference proceedings being submitted for a subsidy claim must emanate from multiple institutions

The conference must have an editorial board and/or organising committee, with a significant majority of members beyond a single institution, which is reflective of expertise in the relevant subject area.

## **5. CONDITIONS**

- 5.1.1 All research to be presented at conferences must have undergone ethical clearance/approval. Support documents showing ethical clearance must accompany all ConfCom applications.
- 5.1.2 All ConfCom applicants must undergo both Pre- & Post conference orientation at Faculty level with representation and involvement from the Research Directorate prior to applying for ConfCom. Provision for this process will be incorporated into the ConfCom planning schedule and further guidance will be provided by the Research Directorate.
- 5.1.3 Potential ConfCom grant holders who will be participating at a conference for the very first time are encouraged to first do so at a local conference before attempting international conferences. Applicants who identify as early career researchers/academics may be supported to participate in one (1) local and one (1) international conference per annum. Applicants who identify as established researchers may be supported to participate in a maximum of two (2) local and two (2) international conferences per annum.
- 5.1.4 A report must be submitted within one (1) month of conference participation. The report is to be submitted to [confcom@cput.ac.za](mailto:confcom@cput.ac.za) with a copy uploaded on RIMS in the ConfCom reporting template.
- 5.1.5 In the event that two applicants apply to go to the same conference to present a co-authored paper, a comprehensive motivation is required stipulating and justifying the exact need for having both applicants present.
- 5.1.6 CPUT affiliation must be indicated at all times.
- 5.1.7 Incomplete, retrospective (after conference attendance), and late applications (submitted after the closing date) will not be considered by the Committee.

## **6. EVALUATION**

- 6.1 Applications are evaluated based on the eligibility requirements and conditions herein specified.
- 6.2 Applications are assessed based on the overall presentation of the application and the provision of all required supporting documents and information.
- 6.3 As per recommendation by the Faculty Research Coordinators and Supervisor motivations.

- 6.4 Adherence to the co-funding requirement
- 6.5 Any additional pertinent matters that are brought to the attention of the panel will be dealt with at the discretion of panel and consensus by members.

## **7. COMMITTEE PROCEDURES**

- 7.1 The Committee shall meet at least once per quarter (four times per year).
- 7.2 The application process and procedures will be outlined in the call and advertised widely within the CPUT research community.
- 7.3 Training will be provided by the Research Directorate staff on how to use the online system and advertised quarterly.
- 7.4 Normal meeting procedures shall apply. The Research Directorate shall be responsible for the secretariat of the Committee. Documents will be circulated at least one week in advance of a meeting.
- 7.5 The turn-around period for each application will be at least four (4) weeks from the Research Directorate's closing date of the call to the date of response.

**September 2017**