Cape Peninsula University of Technology

CONFERENCE VETTING FORM FOR PARTICIPATION IN NATIONAL, INTERNATIONAL, AND VIRTUAL CONFERENCES

Externally funded research grants, department, faculty, and individual research subsidy funds

Full name of Applicant					
Surname					
Title					
Faculty / Research Unit or Centres					
Paper Title(s)					
Status of your paper	Accepted		Yes		No
Name of the Conference					
Date of the conference	Date		Month		Year
Type of conference	In-person		Virtual		
Country					
Town					
Are you a staff member / fellow / postgraduate student?	Staff Member	Fellow	Postgraduate student		
Staff members must indicate their employment status	Permanent employment		Contract Employment		
Date of first appointment	Date	Month	Year	Start Date	End Date
Postgraduate students or fellows must indicate the year of registration	First year	Second Year	Third year	Other	
Are you registered for the current academic year?	Yes	No			
Has your HDC 1.1 & HDC1.2 been approved by the Higher Degrees Committee?					
Has your ethics been approved by the Ethics Committee?	Yes	No			
If ethics not applicable: official confirmation letter from Faculty Research Ethics Chairperson must be provided	Yes	No			
Indicate the funding support you received in the past six months	Internal support		External support		
Provide the name(s) of the funding support received in the past six months					
How many times have you been supported?					
Have you published any paper(s) in an accredited journal after receiving support?	Yes		No		
Name of the journal					
Indicate the year of publication	Date		Month		Year

Cost Centre/s Source of Funding		Indicate contribution(s)	Total cost of the conference	
DHET Conference Eligibility Requirements				
Conference meets DHET subsidy criteria			Yes	No
Peer-reviewed full conference proceedings / accredited journal			Yes	No
Conference has editorial/scientific committee with multi-institutional membership			Yes	No
Valid ISBN/e-ISSN			Yes	No
Authors' affiliations stated			Yes	No
Supporting Documents				
Copy of the full paper				
Acceptance of paper				
Conference Programme				
Online Special leave approval (Staff)				
Proof of registration for the current academic year (Post Graduate Students and Fellows)				
Travel Request Form (including quotes for flights, visa and hotel costs) Obtain from CPUT travel agent (Corporate Traveler)				
Conference Registration (EFT and Signed Invoice)				
Subsistance EFT (CPUT rates local and international)				
Signatory Section				
Applicant's signature				
Date				
The vetting form was verified by FRC and recommended by the Faculty Assistant Dean / Dean or Line Manager / Director				
Full name and Surname of the FRC				
Recommended/Not Recommended				
FRC signature				
Date				
Full name and Surname of the Dean / Assistant Dean or Line Manager / Director				
Recommended/Not Recommended				
Dean/Assistant Dean or Line Manager/Director signature				
Date				
The vetting form was verified by the Research Grants Manager and recommended/not recommended by the Director Research Directorate				
Verified by	Ms Pumza Makaula			
Signature				
Date				
Recommended/Not Recommended				
Director Research Directorate	Prof Dina Burger			
Signature				
Date				