Cape Peninsula University of Technology

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET) UNIVERSITY CAPACITY DEVELOPMENT GRANT (UCDG): 2024-2026

CONFERENCE COMMITTEE (CONFCOM) TERMS OF REFERENCE (ToR)

NATIONAL, INTERNATIONAL AND VIRTUAL CONFERENCES

1. OVERVIEW

The Conference Committee (ConfCom) funding instrument aims to support CPUT staff, fellows, and postgraduate students participation in national, international, and virtual conferences.

The Terms of Reference (ToR) is subject to the Cape Peninsula University of Technology (CPUT)" Policy for conference attendance, research, innovation, mobility and exchange programme policy, as well as the Travel Policy, The ToR document intends to inform potential applicants of the objectives and requirements for participation in the conferences, enabling them to make informed decisions. It details the purpose, objectives, eligibility criteria, grant conditions, application process, required supporting documents, evaluation of applications, funding decisions, outcomes, exclusions, reporting procedures, and research output units based on employment rank. For a complete understanding, this document should be read in conjunction with the two policies listed above and accompanying guidelines.

The ConfCom programme is a cost-sharing funding initiative in which applicants must secure one-third of the funding from other sources. ConfCom will then cover two-thirds of the total conference costs. ConfCom is dedicated to supporting CPUT staff, CPUT-funded fellows, and postgraduate students in participating in peer-reviewed conferences.

2. PURPOSE

ConfCom funding supports participation in national, international, and virtual conferences to provide opportunities to exchange knowledge with experts and contribute to the advancement of research, learning, and development.

3. OBJECTIVES

3.1. To support professional development of CPUT staff, CPUT-funded fellows, and postgraduate students by providing opportunities to participate in peer-reviewed conferences and engage with experts in their fields.

3.2. To foster a culture of collaboration, innovation, and partnership to advance scientific knowledge and excellence at CPUT.

3.3. To support and enhance the research output of all postgraduate students, CPUT-funded fellows, and staff.

4. ELIGIBILITY CRITERIA

4.1. All first-time applicants will be supported to participate in a conference if they have secured one-third of the funding from other sources.

4.2. Applicants who have previously received support from ConfCom will be evaluated based on their research output productivity as stipulated in the research output units table (see Table 1).

4.3. To qualify for this funding, CPUT staff must be permanently employed or on a contract for two or more years and must have completed two years of service at

CPUT before applying.

4.4. CPUT staff with a minimum of a master's degree must be registered for a Doctoral qualification.

4.5. Postgraduate Students will be supported based on their progression and those that have made sufficient progress (i.e. approved proposal, after data collection and at thesis stage). Postgraduate students will be considered for participation in international conferences abroad, depending on merit. Only in exceptional cases consideration will be given to master's students for conferences outside of the South African borders. They are required to be accompanied by their supervisors and must present individual papers.

4.6. CPUT-funded fellows will be supported once in the current academic year. Externally funded fellows are not eligible for support through ConfCom funding.

4.7. Staff with research output subsidy funds must use these funds to support their travel fully and are not eligible to apply. Partially funding will be considered only where insufficient funds are available.

4.8. CPUT staff who receive external funding must use their funding to attend conferences. Partially funding will be considered only where insufficient funds are available.

5. CONFERENCE REQUIREMENTS

5.1 Only conference attendance that meets the Department of Higher Education and Training (DHET) subsidy criterion for the conference proceedings and requirements will be funded based on the following:

5.1.1 The publication must be a record of a conference, congress, and symposium whose purpose is to disseminate original research and new developments within a specific discipline.

5.1.2. The complete article must have undergone a thorough pre-publication peer-review process. Evidence of the peer review must be provided.

5.1.3. The conference must have an editorial board, organising/program and/or scientific review committee, with a significant majority of members from beyond a single institution.

5.1.4. The conference proceedings must have a valid International Standard Book Number (ISBN) or e-ISSN.

5.1.5. The target audience of the proceedings must be in the specialise field study or research project.

5.1.6. For South African conferences that includes multiple institutions, more than 60% of contributions published in the conference proceedings being submitted for a subsidy claim must emanate from multiple institutions.

5.1.7. The authors' affiliation with the claiming higher education institution must be clearly stated in the publication. If there are authors from multiple South African universities, the subsidy is shared between the claiming institutions.

5.1.8. The publication must be the full published proceedings, not just an individual paper presented at a conference.

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6. GRANT CONDITIONS

6.1. The maximum ConfCom award per applicant is R30 000 for national and R60 000 for international conferences.

6.2. Support for virtual conferences' registration fees is subject to the conference invoice.

6.3. Applicants must secure one-third of the total funding from other sources to be eligible for ConfCom funding.

6.4. Applicants may submit only one application per ConfCom call.

6.5. If two or three authors co-author an abstract or paper, ConfCom funding will support only one applicant to participate in the conference.

6.6. Postgraduate students must upload proof of registration, and a dated signed progress report from their supervisor.

6.7. Incomplete applications will not be considered. Applicants are encouraged to ensure that all required supporting documents and information are submitted to avoid any delays in the review process.

6.8. All papers to be presented at conferences must have an ethical clearance/ethics approval certificate or letter from a CPUT Faculty-based research ethics chairperson.

6.9. All applications must be submitted through the Converis Grant Management System.

6.10. Applications submitted after the call closing date will not be considered, and those that are still in the preparation stage in the Converis Grant Management System will also be excluded.

6.11. Applications submitted directly to the DRD will not be considered.

6.12. Successful applicants must sign an acceptance of the award for the funds to be transferred to the department or faculty.

6.13. CPUT staff may receive financial support for a maximum of one conference attendance per year.

6.14. Postgraduate students (master's and doctoral) may apply for conference attendance only once during their current registration period for their respective degrees.

6.15. If a ConfCom awardee is unable to participate in the conference for any reason, they must inform the department coordinator, research institute coordinator, or faculty research coordinator and DRD in writing. The awarded funding should be canceled and returned to the DRD within one month of receiving the award.

Notes: Applicants are encouraged to adhere to the internal deadlines set by their departments, research institutes, and faculties, and to ensure that their applications are completed and submitted on time.

7. APPLICATION PROCESS

7.1. All staff, fellows, and postgraduate students are required to complete their own applications individually.

7.2. Applications must be submitted with all supporting documents.

7.3. All applications must be reviewed and approved by the department or faculty committee for completeness, eligibility, and compliance with the ToR before submission to the DRD.

7.4. FRC and departmental coordinators must update the application status in Converis to 'Submitted for Approval' by the research office deadline.

7.5. The DRD will screen all applications submitted by the departments and faculties in

preparation for the funding decisions panel meeting.

8. SUPPORTING DOCUMENTS

8.1. The ethical clearance/ethics approval certificate/letter from a CPUT Faculty-based research chairperson.

8.2. Where ethical clearance/approval is not applicable, like in non-empirical (desktop) research, and/or the paper to be presented at the conference is a conceptual paper and not based on empirical date a letter stating such from the Faculty Research Ethics Chairperson is required.

8.3. Proof of paper acceptance letter from conference organisers and copy of full paper to be delivered at the conference.

8.4. Proof of the applicant's appearance on the conference programme, if available at the time of application. If not, a copy should be forwarded to the DRD upon receipt.

8.5. A detailed budget should be accompanied by copies of conference registration invoice, visa quotation, flights, accommodaton and land travel quotations from CPUT travel agent.

8.6. A signed progress report from the supervisor is required for all postgraduate students.

8.7. CPUT staff must include online special leave approval for the duration of conference.

8.8. Proof that DHET conference requirements are met.

9. EVALUATION OF APPLICATIONS

9.1. Applications are evaluated based on the eligibility criteria and compliance with the research and conference travel policy as well as ConfCom ToR.

9.2. Applications are assessed on completeness and scientific merits including all supporting documents.

9.3. The supervisor's progress report is mandatory for all postgraduate students.

9.4 For conference where the cost of attendance far outway the conference subsidy, the Conference Committee (ConfCom) will assess and consider the cost versus benefit to the institution.

10. FUNDING DECISION AND OUTCOMES

10.1. Funding outcomes will be communicated to the applicant and faculty research coordinators, and department coordinators.

10.2. Successful applicants are expected to return a signed copy of the acceptance of the award within five (5) working days after the date of receiving an award.

11. EXCLUSIONS

11.1. The award cannot be transferred to another conference or colleague who did not apply for the funding.

11.2. The award should be specific to the individual who applied and recommended for approval by the funding decision committee.

11.3. The award should be related to the specific conference indicated in the original application.

11.4. The applicant must be responsible for carrying out the proposed work or activities specified in the itinerary.

12. REPORTING PROCEDURE

12.1. All grantholders are required to submit progress reports within one month after returning from the conference.

12.2. All reports are to be submitted to the Converis Grants Management System.

12.3. A copy of the full paper presented must accompany the report. The published conference proceedings must be uploaded within three months after conference attendance, or a selected published article from the preferred list of journals by the conference.

12.4. The conference report should accurately reflect the research contribution and outcomes of the conference.

13. RESEARCH OUTPUT UNITS PER EMPLOYMENT RANK

The research output units consist of a summary of research output per employment rank, subsequent to receiving support from ConfCom funding from the initial application. The approval of the second ConfCom application will be contingent upon productivity, as outlined below.

Note: This is only applicable to researchers who have received support for their initial application. First-time applicants are not affected by this table.

Table 1. Research Output Units per employment rank

Academic rank	**Units required**
Junior Lecturer	0.25
Lecturer	0.5
Senior Lecturer	1.0
Associate Professor	1.5
Full Professor	2
Academics affiliated to Research Centre/Unit	2
Non-Academic/Postgraduate/Postdoc/ registrations	**Units required**
Obtained Master's degree already	0.3
Currently registered for a Master's degree	0.25
Obtained Doctoral degree already	0.75
Currently registered for a Doctoral degree	0. 5
Postdoctoral Fellows	2