

COMMITTEE FOR LOCAL AND INTERNATIONAL CONFERENCES (CONFCOM)

TERMS OF REFERENCE

1. PURPOSE

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

- 1.1 Review and evaluate applications received by the faculty academics, administrative and technical staff and postgraduate students' submissions through the established online research management system.
- 1.2 Recommend suitable applications for the participation in reputable local, national and international conferences and related workshops.
- 1.3 Award grants to enable CPUT academics, professional research staff members, postgraduate students (master's and doctoral), and postdoctoral fellows.
- 1.4 Award grants to participate and present a full paper at the local, national and international conferences (excluding the related workshops) that will produce tangible research output according to the Department of Higher Education (DHET) research output policy.

2. COMPOSITION

The membership of the committee will comprise of the following:

Deputy Vice-Chancellor: Research, Technology Innovation & Partnerships (Ex officio)

Deans/ Assistant Deans or Faculty Research Coordinators (FRC's) or the nominated Representative

Director or nominated Representative of Research Entities not based in faculties

Director Research (Chairperson)

Research Grants Manager

3. QUORUM

Fifty (50%) percent 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 shall ensure that a secundus is present.

4. GUIDELINES

The Committee will be responsible for the final approval/ disapproval/ referral of grant applications to participate and present at reputable local, national and international conferences.

There should be four (4) Calls (one per term) for applications per annum.

Awards per each Call should be finalised within the same term of Call.

4.1 GENERIC ELIGIBILITY CRITERIA

- 4.1.1 To be considered for a conference and related workshop applicants must be a CPUT permanent staff or registered CPUT postgraduate student. Contract staff members may apply only if they have spent at least two-years as CPUT staff and still under contract employment.
- 4.1.2 The staff member must have obtained a minimum qualification of a master's degree or registered at CPUT for master's degree during application year.
- 4.1.3** If the applicant is externally funded, they must declare that the activity applied for is not funded by the external funding.
- 4.1.4 Table 1, shows the Research Output Units requirements pertain to applicants who have already been supported by ConfCom before. The Research Output Units must have been approved by the DHET over the immediate past three years.

Table 1: - Units requirements per employment rank

Academic rank	Units required
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
Non-academic/Postgraduate/Postdoc/registrations	Units required
Obtained Master's degree already	0.25
Currently registered for a Master's degree	0.0
Obtained Doctoral degree already	0.5
Currently registered for a Doctoral degree	0.25

4.1.5 Second-time applicants will be supported only if their units have accumulated from previous funded cycle.

4.1.6 First-time ConfCom applicants may be supported once, after which these requirements will apply. Applicants will only be funded "once" using the same units.

5. CONDITIONS

5.1 Applicants are required to have DHET audited and approved Research Output Units (ROU) within a three-year period. Please note that the DHET's outputs audits are conducted a year later.

5.2 All research to be presented must have undergone an ethical clearance/approval. Supporting documents showing ethical clearance must accompany all ConfCom applications.

5.3 Where no ethical clearance/ approval is needed, a letter stating that would be required from appropriate Ethics Committee or Unit of Research Integrity.

5.4 The fund may only be used to support participation in conferences and related workshops.

5.5 All applications must be assessed by the Faculty prior to submission to the Research Directorate.

- 5.6 The Faculty has the responsibility to check all applications for completeness and correctness.
- 5.7 The Research Directorate and Faculty will not include incomplete applications for reviews or evaluation in the agenda for the meeting.
- 5.8 All incomplete applications will not be considered for the review.
- 5.9 ConfCom is based on a co-funding model and contributes two-thirds of the total amount required to cover the conference and related workshops 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.
- 5.10 The maximum amount that ConfCom can award per applicant is R20 000 for national and R45 000 towards international conferences and related workshops.
- 5.11 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.
- 5.12 Potential ConfCom first-time applicants are encouraged firstly to attend the national conference before attempting international conferences and related workshops.
- 5.13 All postgraduate students may only be supported once for their current registered postgraduate qualification.
- 5.14 A report must be submitted within one (1) month of conference participation. The report is to be submitted and uploaded on current online research management system on the ConfCom reporting template.
- 5.15 A copy of full paper presented must accompany the report (refer to 5.14).
- 5.16 One applicant will be supported per paper.
- 5.17 CPUT affiliation must be indicated at all times.

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.

8. Appeals

Appeals may be launched with the Director of Research. Such an appeal should not include any additional information that was not given to ConfCom.

9. ToR's REVIEW CRITERIA

This ToR's and Guidelines will be reviewed annually, or pursuant to a change of circumstances.

10. CONTACT POSITION

The Research Directorate will be responsible for managing this guideline.