



## **Guidelines**

**South Africa - International Council for Science (ICSU)  
Scientific Events/ Travel Grants**

**2014 – First Online Call**

**Closing date: 15 February 2015**

## TABLE OF CONTENTS

1. INTRODCUTION .....	3
2. SOUTH AFRICAN ICSU SECRETARIAT .....	3
3. TYPES OF GRANTS .....	3
3.1 Travel Grants .....	4
3.2 Event Support Grants .....	4
3.3 Summary of ICSU Supported Activities .....	4
4. APPLICATION PROCESS .....	5
5. REVIEW PROCESS .....	5
6. REPORTING.....	6
CONTACTS .....	6
ANNEX 1 – ICSU COMMITTEES.....	7

## 1. INTRODCUTION

This document is intended to inform the International Council for Science (ICSU) committee members in South Africa on criteria and procedures for financial support to participate in ICSU-related activities. Eligibility criteria, the granting process and review modalities are discussed and described.

ICSU is a non-governmental organisation with a global membership of national scientific bodies (121 members, representing 141 countries) and International Scientific Unions (31 members). ICSU has 17 Interdisciplinary Bodies, established with various strategic partners that address major issues of relevance to both science and society.

ICSU was created to strengthen international science for the benefit of society. This is in line with the strategic performance goals set in the National Research Foundation's (NRF) Vision - striving towards an internationally competitive science, technology and innovation system.

## 2. SOUTH AFRICAN ICSU SECRETARIAT

The South African ICSU Secretariat serves the South African scientific community and most of the ICSU scientific unions and affiliates to which South Africa adheres. In 1992 the ICSU National Board of SA was appointed to advise the NRF, as the national adhering organisation to ICSU, on matters pertaining to international cooperation with ICSU and ICSU bodies. The goal of the National Board is to promote effective South African involvement in the organisation of the ICSU network. South Africa is also a national member, *via* the NRF, of a number of ICSU Unions and Associates.

The SA ICSU Secretariat provides support and administrative services for the ICSU National Board of SA, and to the SA ICSU National Committees to advance South Africa's participation in international platforms. An average of 20 meetings is held annually. The total membership of these committees is in excess of 200 scientists. Approximately 100 South Africans serve on ICSU-related commissions and working groups. The ICSU programme in South Africa was established to achieve the following objectives:

- Internationalise the research platform;
- Enhance networking within the science system;
- Foster collaboration in order to improve the quality of research outputs by researchers;
- Increase the number of SA scientists on the international arena.

The Department of Science and Technology (DST) through the NRF contributes ICSU membership dues. There are approximately 30 South African National Committees/Unions affiliated to ICSU (refer to Annex 1).

## 3. TYPES OF GRANTS

The ICSU grants are unique in that applicants are members of national ICSU committees. The two types of ICSU grants supported by the NRF are:

1. **Travel Grants:** This investment area is to be divided into a number of categories:
  - a. Travel by South African researchers to participate in international conferences, workshops, relevant meetings, etc.
  - b. Invited foreign speakers to participate in local *ICSU-related* conferences and workshops.
2. **Event Support:** The support for hosting of ICSU-related events in South Africa.

### 3.1 Travel Grants

#### *Purpose*

To support international travel related to research activities such as presentation of papers and posters, and for hosting experts from abroad.

#### *Eligibility Criteria*

- Be a member of an ICSU committee or a member of ICSU-related working groups, task groups or commissions;
- Capacity building delegates (presently completing a PhD or recently completed a PhD) appointed to the SA committee of a specific Union. Up to two capacity building delegates will be eligible to apply per year;
- Only one event/activity per applicant will be supported per calendar year, and on a competitive basis;
- Applications are considered on a value-add, representative and strategic basis;
- Funding is subject to availability of funds;
- Additional funding for the same events from other NRF instruments will not be considered;
- The full cost will not be supported, and it is important to note that the applicant should clearly indicate financial contributions from other sources.
- For visiting experts, it is important that the scholar also engage with specifically historically disadvantaged institutions in the form of additional lectures, study visits, or student engagement.

### 3.2 Event Support Grants

#### *Purpose*

To promote excellence in research through financial support for hosting international research events such as conferences, workshops and colloquia in South Africa.

#### *Eligibility Criteria*

- DST and NRF should be consulted before bidding for General Assemblies, Congresses etc. to be held in SA;
- The event must have international involvement (plenary speaker[s] or international participation), and may have oral or poster presentations. Organisers are encouraged to involve South African students in the event;
- The funding may be utilised for mobility costs related to the event (e.g. invited keynote speaker's air travel and accommodation);
- Due to budget constraints, support for events is only limited to mobility. Activities such as venue hire, audio-visual equipment hire, honoraria, student assistance, administration costs or refreshments will not qualify for consideration.
- The full cost will not be supported, and it is important to note that the applicant should clearly indicate financial contributions from other sources.

### 3.3 Summary of ICSU Supported Activities

Category	Item
Travel Grants for Individual Researchers	Flights (economy) Accommodation Ground transport (not in SA) Conference registration fees

	Subsistence (based on NRF rates)
Foreign Research Fellowship	Flights (economy) Accommodation Ground transport
Local Events	Flights (economy) Accommodation Ground transport

#### 4. APPLICATION PROCESS

- Applications should be submitted through an online application process to the NRF: **ICSU Call for 2014** <https://nrfs submission.nrf.ac.za/>
- Register/Login using your ID number and password
- Select create new application from the list of existing calls
- Select the call for which you are applying for: **ICSU Call for 2014**
- Complete all sections of the application
- Please attach the necessary documents in **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
- Incomplete applications will not be considered.

#### 5. REVIEW PROCESS

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

- The call for grants will be open every second and fourth quarter of the calendar year. The first online call will open on 1 December 2014 and close on 15 February 2015. This call will be for activities taking place during the period 1 March to 31 August 2015.
- A second call will be launched in June for activities taking place in the second half of 2015 - 1 September to 28 February 2016.
- Unless otherwise specified, all grant applications should be submitted to the NRF electronically via an online application (to be specified in the call).
- For ICSU members at qualifying institutions, the NRF Designated Authority (DA), need to sign off and validate the application, as per usual NRF application procedure.
- In ALL cases (and for those members not attached to an institution), please enter the contact details of your Head of Department and Chairperson of the committee. The latter two points are to ensure alignment, fairness and consistency with applications.
- Applicant should upload an invitation letter from the host organisation/institution/person being visited or an official acceptance of conference presentation/poster, or a letter from the SA ICSU Secretariat informing the delegates of their appointment as National Voting delegates or Capacity Building Delegates, whichever might be applicable.
- Applications are reviewed by an internal NRF panel in consultation with a relevant ICSU Committee Chairperson.
- ICSU reviewers will make recommendations concerning the merit of applications under review including the budget request, in the form of written comments;
- **Given budgetary limitations, funding is not guaranteed; and the full amount will not be supported. It is important to note that the applicant should clearly indicate financial contributions from other sources.**

## 6. REPORTING

Following the event, applicants must submit conference reports, proof of travel in the form of boarding passes and accommodation vouchers. The report for the event should be submitted to NRF no later than 21 days after the event. The report should be endorsed by the Chairperson of the applicable committee. Applicants who have not submitted previous conference reports to NRF will not be considered for funding.

The NRF support should be acknowledged in all publications and presentations (oral or poster). Use of the NRF logo should be according to the branding policies of the organisation.

## CONTACTS

**Ms. Lynn Ngwenya**

Professional Officer

Phone: +27 12 481 4244

Email: [lynn.ngwenya@nrf.ac.za](mailto:lynn.ngwenya@nrf.ac.za)

Or

**Ms. Promise Shabangu**

Liaison Officer

Phone: +27 12 481 4386

Email: [promise.shabangu@nrf.ac.za](mailto:promise.shabangu@nrf.ac.za)

## ANNEX 1 – ICSU COMMITTEES

1. The South African National Committee on Data for Science and Technology (CODATA)
2. The National Committee on Space Research (COSPAR) & the Scientific Committee on Solar-Terrestrial Physics (SCOSTEP)
3. The International Astronomical Union (IAU)
4. The National Committee of the International Cartographic Association (ICA)
5. The South African National Committee for the International Geographical Union (IGU)
6. The South African National Committee for International Union for Quaternary Research (INQUA)
7. The International Union of Crystallography (IUCr)
8. The International Union of Geodesy and Geophysics (IUGG)
9. The South African National Committee of the International Union of Geological Science (IUGS) and the International Correlation Programme (IGCP)
10. The International Union of Pure and Applied Chemistry (IUPAC)
11. The South African National Committee of the International Union of Physiological Sciences (IUPS)
12. South Africa's National Committee for International Union of Psychological Studies (IUPsyS)
13. The National Committee for the International Union of Nutrition Sciences (IUNS) and the International Union of Food Science and Technology (IUFOST)
14. The South African Association for Theoretical Applied Mechanics (SATAM) and the Adhering Organisation of the International Union of Theoretical and Applied Mechanics (IUTAM)
15. The South African Committee of the International Mathematics Union (SANCIMU)
16. The International Union of Biological Sciences (SANC-IUBS)
17. South African Society for Basic and Clinical Pharmacology (SASBCP)
18. The Science Committee on Ocean Research (SCOR)
19. The International Union of Radio Science (URSI)
20. International Union of Basic and Clinical Pharmacology (IUPHAR)
21. The International Union of Pure and Applied Physics (IUPAP)
22. The International Union of Microbiological Societies (IUMS)
23. The Scientific Committee on Antarctic Research (SCAR)
24. The International Brain Research Organization (IBRO)
25. The International Union of Immunological Societies (IUIS)
26. International Union of Forestry Research Organization (UFRO)
27. Scientific Committee on Problems of the Environment (SCOPE)
28. International Union of Biochemistry and Molecular Biology (IUBMB)
29. International Water Association (IWA)

30. International Council for Scientific and Technological Information (ICSTI)
31. International Council on Laboratory Animal Science (ICLAS)