

## Guidelines for Travel Grants



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### GUIDELINES FOR TRAVEL GRANTS

1. Applications for study, travel and overseas visitors grants will be considered if received at least two months prior to travelling. Applications will be considered on the basis of merit and any grant which is made will be subject to the following conditions and rules.
2. Grants shall be for the purpose of assisting grantees to improve their academic and/or technical qualifications and experience for the furtherance of cancer research and education and for the improvement of diagnostic and/or treatment services to cancer patients in the Republic.
3. Grantees shall be required to return to the Republic of South Africa within a period of six (6) months after expiration of the period for which the grant was awarded. An extension will be considered on application.
4. Each grantee is required to submit a report to CANSA within three months of his/her return to the Republic, on the studies undertaken and/or the proceeding of the conference or congress attended. Grantees must also be prepared to make a presentation to CANSA/stakeholders. In the case of study grants further reports may be required by CANSA.
5. Applications shall be considered only if applicants have been invited to present papers or to participate actively or if they could make material contributions to the Congresses. They may also be considered, if they wish to obtain specialised training abroad which is not available in South Africa. Grants to Laboratory technicians and nurses shall be supplementary to the support granted by their employers.
6. With the exception of overseas visitors grants and persons deputed by CANSA to proceed overseas and/or to represent it, no grant shall exceed 50 percent of the minimum costs and shall be made only on condition that the applicant obtains the balance from his/her own institution or from other sources. [Minimum costs shall be calculated on the basis of an economy class air fare (or where appropriate cost effective means of transport) to the furthest point of travel with such deviations as may be approved by CANSA plus a subsistence allowance appropriate to the geographical area concerned.] Overseas visitors' grants may be awarded to the full cost of the travel.

7. All applications must be typewritten and submitted on the prescribed form.
8. An applicant shall, at the time of submitting his/her application, state whether, in the event of CANSA making a grant, his/her employers will be prepared to make a contribution towards the expenses and, if so, supply details.
9. Applications must be submitted with the knowledge and written consent of the applicant's employer and applicants must first apply to their employers before applying to CANSA. Under no circumstances, will CANSA be prepared to negotiate with an employing body or any other organisation regarding a supplementary contribution.
10. CANSA shall have no liability for expenses incurred for excess baggage, customs duty, portage, gratuities, or claims arising from disability by the grantee or by his/her dependants arising directly or indirectly from any bodily injury to or illness of the grantee whether fatal or non-fatal or arising from any delay or from any other cause whatsoever occurring during the tenure of the grant.
11. All applications shall be accompanied by a list of the publications of the applicant together with a list of all overseas conferences attended by him/her during the previous five years. This rule does not apply to overseas persons visiting South Africa.
12. The formula for the determination of minimum costs shall be followed irrespective of means of travel.
13. Normally applications will be considered only from applicants in full-time employment and working in some aspect of the cancer field.
14. The holder of a CANSA research grant who applies for a grant to work in a laboratory overseas shall submit a programme indicating that he/she will devote at least six months to full-time research at one particular institution and stating the nature of the research to be undertaken.
15. CANSA grants may not be used for the purpose of studying for or obtaining degrees or diplomas nor to defray expenses incurred in the preparation of a thesis. Grants will not be awarded to the same applicant more than once in a two-year period.
16. In the case of an application for a study grant, a summary of the work to be undertaken must accompany the application as an annexure.
17. No retrospective travel grant will be allowed whether for grantees proceeding within South Africa, or overseas, or for overseas visitors invited to South Africa.
18. Should the grantee fail to observe any or all of the conditions as stated above, he/she shall be required to refund the full amount of the grant to CANSA. Grantees would therefore have to sign an agreement to this effect.

19. Completed applications must be submitted to:

CANSA Science & Resource Centre, P O Box 186, Rondebosch 7701

NOTE: Testimonials and recommendations in support of the application must be attached.

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