



# CATSA STUDENT TRAVEL GRANT PROTOCOL

## Preamble

The purpose of this protocol is to outline the requirements and procedures in order that a student, registered for postgraduate catalysis studies at a South African Higher Education Institution (HEI), may be awarded a travel grant to attend a conference. The following categories may be applied for:

- 1) International Catalysis Conferences (a) held outside and (b) held within South Africa.
- 2) The annual CATSA conference held locally.

The exact criteria and application procedures for each of these categories are given below.

## 1) INTERNATIONAL CATALYSIS CONFERENCES

### AIM AND SCOPE

The purpose of the CATSA student travel grant is to promote the development of young scientists and engineers by supporting students in catalysis to present their research at international scientific conferences of note. Moreover, in this manner, CATSA aims to actively promote South African catalysis expertise in the international arena.

The grant will assist the student with a fixed amount that may be applied towards the costs of conference registration, travel and subsistence.

### AWARD VALUES

The monetary value of the individual awards may be adjusted from time to time dependent upon the estimated costs of implementing the aims of the grant. The total grant available as well as the value of the individual awards in any given financial year will be specified in the chairperson's annual budget and ratified by the CATSA committee.

Current values of the award for International Catalysis Conferences held outside South Africa are:

R 15 000.00	in respect of ORAL presentations, and
R 8 500.00	in respect of POSTER presentations

Current values of the award for International Catalysis Conferences held within South Africa are:

R 5 000.00	in respect of ORAL presentations, and
R 3 750.00	in respect of POSTER presentations

### CRITERIA FOR AWARD ELIGIBILITY

1. The conference at which the paper is to be presented must be an international conference and recognised by CATSA as a premier scientific meeting in the field of catalysis. An essential feature of the conference must be the appropriate scientific peer review of papers accepted for presentation.
2. The student must be registered for a recognised higher degree (PhD, MSc or equivalent), at any South African HEI, and be working in the field of catalysis.
3. An award will normally be granted only once for a conference held outside South Africa and once for a conference held within South Africa in the career of the individual.
4. The paper must have been accepted for presentation by the relevant conference committee.
5. The application/award may not be retrospective.

6. The presentation is to be made by the applicant and substantially represent the applicant's own work.

## **AWARD PROCEDURE AND CONDITIONS**

1. The student makes an application to the chairperson of the CATSA committee with the relevant supporting documentation (conference details including peer review process, abstract/paper, letter of acceptance, supervisor's confirmation of applicant's registration and substantive role in the work and commitment to present in person, and any other supporting documentation which may be requested from time to time).
2. A selection committee, comprising a quorum of no less than three members of the CATSA committee and chaired by the CATSA committee chairperson will consider the applications. In order to avoid a conflict of interest, members of this selection committee (including the CATSA committee chairperson) should not be supervisors / mentors / work colleagues of any of the applicants. As such the CATSA committee chairperson should appoint the appropriate impartial selection committee members, and if a personal conflict of interest arises, divorce himself / herself from the proceedings by appointing a CATSA committee member to chair the selection committee. The decision of the selection committee is final.
3. All applications meeting the set criteria will be eligible for the travel grant subject to the condition that sufficient funds are available in the grant. Preference will be given to oral presentations, thereafter in the case of insufficient funds being available to meet the eligible applications, awards will be granted on the basis of a draw system, i.e. "out of a hat".
4. Applications will be considered four times annually. Deadlines for receipt of applications, by the chairperson, are the last day of the months of January, March, June and September.
5. It is the student's responsibility to ensure that the application has indeed been received by the chairperson. Any submissions not received before the application deadline, for whatsoever reason, may not be considered. Such applications can be resubmitted for the following review period.
6. In order to promote awards for oral presentations, awards throughout the society's financial year will be subject to the retention of sufficient funds in the grant for at least one oral award annually, until the last application deadline of the financial year, viz. the annual January award cycle. If there are no applications eligible for oral awards in a given financial year, the remaining grant allocation will be available for poster awards in the January award cycle.
7. It is not deemed necessary to allocate awards every year but rather based upon the finances of CATSA and the eligibility of applications.
8. The award may be applied only towards legitimate costs (defined in the aim and scope clause) incurred in respect of the award recipient and in respect of the presentation for which the award was granted.

## **OBLIGATIONS OF THE RECIPIENT**

1. Publicly recognise CATSA support, e.g. in the presentation, poster, published proceedings or paper, as appropriate.
2. Submit a financial report regarding disbursement of the award, consistent with the award scope, criteria and conditions.
3. Submit an article for "Society News" relating to experiences/highlights of the conference attended.
4. Submit a copy of the paper/poster/abstract presented at the conference for inclusion on the CATSA website.
5. The above submissions are to be made to the Chairperson of CATSA within one month of returning from the conference.

## **2) ANNUAL CATSA CONFERENCE**

### **AIM AND SCOPE**

The purpose of this category of the CATSA student travel grant is to promote the development of young catalysis scientists and engineers by supporting students in catalysis to present their research at the annual CATSA meeting. CATSA views this as an opportunity for a student to present his/her work for local peer review thereby developing the students' presentation skills and exposing him/her to constructive criticism regarding the scientific content. The aim is therefore to develop students and showcase work performed in the local catalysis community.

The grant is limited to travel expenses incurred in attending the annual CATSA conference, and excludes other subsistence, accommodation or conference expenses.

### **AWARD VALUE**

No fixed amounts are listed, rather each institution submits a travel budget and the award amount depends on the following criteria:

- The amount of monies made available by the CATSA committee.
- The total number of institutions applying.
- The number of student submissions within each institution's application.
- The number of students presenting orals/posters within each application.
- The mode and distance of travel of each institution.

It must be remembered that the CATSA committee is rarely in a position to grant the full travel amount to each institution. Applicants should therefore not expect to receive funding for their entire travel expenses but rather a portion thereof.

### **CRITERIA FOR AWARD ELIGIBILITY**

1. The conference at which the paper is to be presented must be the annual CATSA conference.
2. The student (both SA and foreign nationals) must be registered for a recognised higher degree (PhD, MSc or equivalent) at any South African HEI and be working in the field of catalysis. Post-Doctoral students and Professional Researchers are not eligible.
3. The grant is limited to travel expenses incurred in attending the annual CATSA conference and excludes other subsistence, accommodation or conference expenses.
4. The paper must have been accepted for poster or oral presentation by the relevant conference committee.
5. The application/award may not be retrospective.
6. The presentation is to be made by the student and substantially represents the student's own work.

### **AWARD PROCEDURE AND CONDITIONS**

1. A representative of the institution (e.g. academic supervisor) applying for the CATSA Travel Grant must, in writing, provide the Chairperson of the CATSA committee with a list of names of the eligible students, details of the degree for which each student is registered and the accepted type of presentation, as well as a budget summary of the travel expenses to be incurred in the form of an official application. This information must be submitted to the chairperson of the CATSA committee at least two months prior to the start date of the CATSA conference in the calendar year in which the conference takes place.
2. Applicants who fail to submit their documentation two months prior to the conference will not be considered in the first round of travel grants. However if any monies remain a second round of

grants may be considered at the discretion of the selection committee. Late submissions that arrive less than one week prior to the annual CATSA conference will not be considered, even if travel grant monies remain.

3. A selection committee, comprising a quorum of no less than three members of the CATSA committee and chaired by the CATSA committee chairperson will consider the applications one month prior to the conference. In order to avoid a conflict of interest, members of this selection committee (including the CATSA committee chairperson) should not be supervisors / mentors / work colleagues of any of the applicants. As such the CATSA committee chairperson should appoint the appropriate impartial selection committee members, and if a personal conflict of interest arises, divorce himself / herself from the proceedings by appointing a CATSA committee member to chair the selection committee. The decision of the selection committee is final.
4. All applications meeting the set criteria will be eligible for the travel grant subject to the condition that sufficient funds are available in the grant. In the case of insufficient funds being available to meet the eligible applications, awards will be granted at the discretion of the selection committee.
5. It is the student's responsibility to ensure that the application has indeed been received by the chairperson. Any submissions not received before the application deadlines outlined above, for whatsoever reason, will not be considered.

#### **OBLIGATIONS OF THE RECIPIENT(S)/INSTITUTION**

1. Publicly recognise CATSA support, e.g. in the presentation, poster, published proceedings or paper, as appropriate.
2. Submit an expense report regarding disbursement of the travel grant to the Chairperson of CATSA within three months of returning from the conference.