

# DDFT

Dentistry Development  
Foundation Trust



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**October 2023**

## **RULES FOR TRAVEL GRANTS**

### **1. ELIGIBILITY**

Applicants for travel grants must be current members ( in the category of private dental practitioners and state employees) of the South African Dental Association (SADA) for at least two years prior to the date of the application.

2. The DDF Trust will award one travel grant application per department in a University/Institution per year for both local and international conferences.

### **3. GENERAL RULES**

#### **Applications by Individuals attached to Universities or Institutions**

Application must be supported by the Head of the Department or Institution and the Head of the School, when the applicant is Head of the Department or Institution, by the Dean of his Faculty or Director of his Institution.

**Section 19** of the Application Form must therefore be completed by the University or Institution concerned.

Applicants shall be required to receive a substantial portion of their support from their Universities, Institutions or other appropriate bodies. Applicants must submit proof that they have applied for financial assistance to their Universities,

Institutions or other appropriate bodies, or they must furnish sound reasons why such applications were not made.

#### **Applications by Individuals not attached to Universities or Institutions**

Applications must be supported by the member's SADA Branch Committee.

**Section 20** of the Application Form must therefore be completed.

Applicants must submit proof that they have applied from other appropriate bodies for financial support or they must furnish sound reasons why such applications were not made.

• **Completed Application Forms** must be submitted to The Chairperson, DDF Trust, Private Bag 1, Houghton 2041 thorough email at the following address: [nkiwane@sada.co.za](mailto:nkiwane@sada.co.za).

#### **Closing Dates for Applications**

Applications are considered by the Committee at the meetings which are normally held twice a year or by electronic means. Completed application forms, together with copies of all supporting documentation

should be submitted not later than a month before the scheduled meetings. All the material submitted should be clearly typed.

- Retrospective applications, i.e. applications received at the SADA offices after the departure date of the applicant, **will not be considered.**
- Individuals receiving travel grant for a scientific conference or for study purposes in any one year, shall not be eligible for a further travel grant for a scientific conference or for study purposes during the subsequent two years.
- Awards not taken up within one year of date of being granted will be cancelled.
- Generally only one person from the same University, Institution or Branch will be supported for travel to the same conference or on a similar study tour.
- Financial support will be provided to SADA to enable delegates to attend the annual FDI meeting. The quantum of the grant shall be at the discretion of the Trustees.

**Applications - Attendance Scientific Conference**

**An applicant must be an active participant (e.g. present a paper/poster, or will make a significant contribution in another way [case reports are not acceptable] and the conference must be seen as being of benefit to Dentistry.**

**Applications - Study Abroad**

- Applicants must provide evidence that they have been accepted for such study by a recognised Institution.
- A full motivation must be supplied giving precise details of the programme and of the individual(s) with whom the applicant intends to work and the expected benefits which may accrue to Dentistry in South Africa.
- **It is expected that study tours supported by these funds will benefit Dentistry generally rather than the individual.**
- A full budget should be prepared and submitted.

Support from the DDF Trust shall be considered on the following basis:

- A standard return economy class airfare on an IATA carrier [as decided by the Trustees from time to time]
- Subsistence for **a period not exceeding 21 days** for the applicant only at the current SARS rate which shall be adjusted accordingly.
- Approved incidental costs
- Registration Fee, or part thereof

**All costs are applicable as at the time of travel**, with the proviso that the sum of the grant made by the DDF together with monies from other sources or institutional financial sponsorship will not exceed the sum of [a], [b], [c] and [d].

Members such as private practitioners who are not able to obtain institutional or other support may be allocated an additional amount on an *ad hoc* basis within budgetary limits.

**SUPPORT FOR STUDY OR CONFERENCE TRAVEL IN SOUTH AFRICA**

**REPORTS – SCIENTIFIC CONFERENCE / TRAVEL ABROAD and in SOUTH AFRICA**

Support for study or conference travel in South Africa will

<p>be considered on the abovementioned basis <b>except that:</b></p> <p>a) The current (i.e. non-discounted) internal return airfare will be taken into account.</p> <p>b) Applications for support to attend conferences <b>will not be received from individuals</b>. The sponsoring body may, however, apply for block grants for the support of travel and subsistence of <b>lecturers</b>. Assistance will only be made available from this source to members of the SADA of not less than two years standing.</p> <p>c) Applications for grants to attend other conferences not directly supported by the DDF will be received from individuals only if the applicant is an active participant (i.e. presents a paper/poster or makes a <u>significant</u> contribution in another way) and the conference is seen to be of benefit to Dentistry.</p>	<p>Grantees must submit copies of a typewritten report on the conference to the DDF Trustees within 3 months of their return and the report must contain the following five sub-sections</p> <p><b>A title front cover page containing the following information:</b></p> <ul style="list-style-type: none"> <li>• Name of grant holder</li> <li>• University or Institution to which attached (if applicable)</li> <li>• Name of Conference</li> <li>• Date and place of Conference</li> </ul> <p><b>A report of the proceedings of the Conference</b> The main purpose of this report is to inform other South African scientists who were unable to attend the Conference of new information, ideas or opinions expressed during the Conference. <b>The report must be brief and to the point and should not exceed four A4 typewritten pages.</b></p> <p><b>A précis</b> This third subsection should highlight what the author feels to be the most important contribution of the Conference or Study Tour and should report on no more than one or two concrete ideas reflecting new directions or a new consensus of opinion on a particular, important problem. There should not be an attempt to summarize all the information given in subsection 2 of the report.</p> <p><b>An abstract (No more than one typed A4 sheet), must be attached to the report.</b></p> <p><b>A Financial Statement (Income &amp; Expenditure)</b> A financial statement (showing actual income and expenditure) verified by the signature of the grantee shall be included in the report.</p> <p>It is a condition of the grant that all successful applicants should be prepared to present to SADA branches on their conference/congress or webinars attendance when invited to do so by a branch.</p> <p>Award of the full or major portion of the grant requested is contingent on intention to publish the report in the SADJ subject to the Managing Editor's discretion. The Managing Editor will advise within a reasonable period whether he intends to publish the report.</p>
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