



Postdoctoral Research Fellowship

APPLICATION FOR PDRF RENEWAL

PROCESS FOR SUBMISSION

1. The PDRFs complete the relevant sections and submits to the Host.
2. The Host completes relevant section and submits to HOD who then submits to the Vice/Executive Dean.
3. The renewal confirmation must be submitted from the Dean’s Office to the PGS together with the application for approval of funding to Ms Dudu Mbatha at the Postgraduate Funding Section (rdmbatha@uj.ac.za / 011 559 4016).

Please ensure that sufficient detail is provided in the report as the Faculty Research Committee will determine whether the renewal is approved or not.

DUE DATE	5TH OF EACH MONTH
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Please tick as appropriate

Level	First (second year) Renewal of Postdoctoral Fellowship	
	Second renewal (third year) renewal of Postdoctoral Fellowship	
	Third renewal* (fourth year) of Postdoctoral Fellowship	

* 3rd renewal to be submitted together with the motivation from the PDRF, Host and the Dean. PDRFs will be funded in full by the Faculty, no contributions will be available from PGS for the third renewal.

1. Renewal process

The agreement may be renewed if the host, HoD and Dean, at their sole and absolute discretion, are satisfied with the PDRF’s performance and research outputs. The PDRF and the host must initiate the review process at least two months before the PDRF’s Fellowship tenure expires. For the purpose of the review, the PDRF has to complete this document indicating the research outputs produced during the tenure of the year and a research plan for the following year. A review meeting involving the Dean, a member of the Faculty Research Committee, the host, the HoD and the PDRF may be convened to consider the renewal of the Postdoctoral Fellowship. The renewal of the PDRF’s Fellowship will be dependent on, but not limited to, the following conditions:

1. satisfactory progress with the PDRF’s research project(s) and publications as determined by the host and Faculty;
2. productive integration of the PDRF into the research group/Department, as determined by the host and Faculty; and
3. availability of funds.

Name of the PDRF (title, initials, surname)			
Identification Number		Citizenship	
Faculty		Department	
Race		Gender	
Home Tel No.		Fax	
Cell No.		e-mail	
PDRF Registration No.			



2. Project Summary

Research project undertaken	
Descriptive Project Title	
The work plan of the project (to be attached)	
Discipline	
Host	
Co-host	
Project Duration (Please indicate the start and anticipated end month and year)	

3. Details of Research

3.1 Progress Report

Provide a detailed summary of the progress thus far including milestones achieved or any setbacks experienced.

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4. Research Outputs

(Please add attachments if required)

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4.1 Publications

Name of the first author (title, initials, surname)			
Name of co-author(s) (title, initials, surname)			
Title of chapter in a book, conference paper/ poster, research article			
Date submitted (month & year)			
Type of publication (i.e. book, chapter in the book, conference paper/poster, research article)		STATUS	
Name of the Book, Conference, Journal			



Name of the first author (title, initials, surname)			
Name of co-author(s) (title, initials, surname)			
Title of chapter in the book, conference paper/ poster, research article			
Date submitted (month & year)			
Type of publication (i.e. book, chapter in the book, conference paper/poster, research article)		STATUS	
Name of Book, Conference, Journal			

Name of the first author (title, initials, surname)			
Name of co-author(s) (title, initials, surname)			
Title of chapter in the book, conference paper/ poster, research article			
Date submitted (month & year)			
Type of publication (i.e. book, chapter in the book, conference paper/poster, research article)		STATUS	
Name of Book, Conference, Journal			

Name of the first author (title, initials, surname)			
Name of co-author(s) (title, initials, surname)			
Title of chapter in the book, conference paper/ poster, research article			
Date submitted (month & year)			
Type of publication (i.e. book, chapter in the book, conference paper/poster, research article)		STATUS	
Name of Book, Conference, Journal			



4.2 Patents

Name of Inventor (title, initials, surname)	
Title of Patent	
Description of Patent	
Patent application date	
Patent granting date	
Local Application/ Registration Number	
International Application/ Registration Number	
Countries where submitted	
Countries where accepted	

4.3 Products/Artefacts

Name (title, initials, surname)	
Description of Product/Artefact	
Impact of Product/Artefact	
Date of Production (month & year)	

4.4 Other Related Outputs

OTHER PRESENTATIONS



4.5 Links with and impact on Industry/Community

Report on any links with industry/community

4.6 Any other outputs resulting from the research

4.7 Science Awareness Activities

List all activities, including workshops, conferences and seminars organised in relation to this project (Please add boxes if required – one for each activity)

Nature of Activity	
Title of workshop/seminar	
Target group	
Impact and outputs	

4.8 Conferences/Workshops

Conference attended/ Institution visited	
City and country	
Year attended	
Contribution made	
Impact of attendance	



Conference attended/ Institution visited	
City and country	
Year attended	
Contribution made	
Impact of attendance	

Conference attended/ Institution visited	
City and country	
Year attended	
Contribution made	
Impact of attendance	

Conference attended/ Institution visited	
City and country	
Year attended	
Contribution made	
Impact of attendance	

Conference attended/ Institution visited	
City and country	
Year attended	
Contribution made	
Impact of attendance	

Conference attended/ Institution visited	
City and country	
Year attended	
Contribution made	
Impact of attendance	



5. Residential accommodation

PDRFs who reside in the campus are required to notify the Property Management office that their Postdoctoral Fellowship has been renewed for another year. Property Management must be informed of the possible extension within a minimum period of two months prior the end of the Agreement in order to ensure that PDRFs retain their accommodation. You are welcome to send an email to welcome@uj.ac.za for accommodation arrangements.

6. International PDRFs

PDRFs who require a letter to apply for a visa extension from the Department of Home Affairs (DHA) are welcome to approach the International Office to obtain the letter of undertaking. Alternatively PDRFs can visit the following website: Visitors Visa for Research. The International Office will require a letter from the faculty confirming the renewal of fellowship, certified copy of a passport and physical residential address.

7. Host's report

Please complete this section and email it to rdbatha@uj.ac.za

Should you have any queries, please contact Ms Mbatha on 011 559 4016.

CONFIDENTIAL STATEMENT BY APPLICANT'S HOST	
NB: Complete in typescript please	
Please provide a detailed summary of the Postdoctoral Research Fellows' progress to date.	
Has the PDRF produced any publications since the inception of the fellowship?	
Do you have a work plan?	
Does the PDRF meet the deadlines as specified on the work plan?	
Expected date to complete the postdoctoral research project	



Please make a recommendation on the continuation of the PDRF fellowship.
Give detailed reasons for your recommendation.

Name	
Position	
Department	
Host's Signature	Date
HoD Recommendation	
HOD Signature	Date
Executive Dean Recommendation	
Executive Dean Signature	Date

