



UNIVERSITY OF JOHANNESBURG

APPLICATION FOR PDRF RENEWAL

Postdoctoral Research Fellowship

PROCESS FOR SUBMISSION

1. PDRFs completes the relevant sections and submits to Supervisor.
2. Supervisor completes relevant section and submits to HOD who then submits to the Executive Dean.
3. The renewal applications must be submitted from the Dean's Office together with the application for funding to the PDRF/Supervisor
4. PDRF completes Performance Monitoring : <https://forms.gle/2rZ17Ke94y25jP2t6>
5. PDRF submits Application; Funding Approval & PM to Ms Prashika Panday at the Postgraduate Funding Section (ppanday@uj.ac.za) 011 559 7205

Please ensure that sufficient detail is provided in the report as a selection panel will determine whether it is approved or not.

DUE DATE	5TH OF EACH MONTH
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Please tick as appropriate

Level	First (2 nd year) Renewal of Postdoctoral Fellowship	
	Second renewal (third year) renewal of Postdoctoral Fellowship	
	Third renewal* of Postdoctoral Fellowship	

*3rd renewal to be submitted together with the motivation from the PDRF, Supervisor and the Dean

1. Renewal process

The agreement may be renewed if the supervisor, HoD and Dean, at their sole and absolute discretion, are satisfied with the PDRF's performance and research outputs. The PDRF and supervisor have to 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. It is important that a review meeting involving the Dean, a member of the Faculty Research Committee, the supervisor, the HoD/Director of the Research Centre 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 supervisor and Faculty;
2. productive integration of the PDRF into the research group/Department/Research Centre, as determined by the supervisor 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	
Work plan of the project (to be attached)	
Discipline	
Supervisor	
Co-Supervisor	
Project Duration (Please indicate 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.



4. Research Outputs

(Please add attachments if required)

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4.1 Publications

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



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

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

Name of first author (title, initials, surname)			
Name of co-author(s) (title, initials, surname)			
Title of chapter in book, conference paper/ poster, research article			
Date submitted (month & year)			
Type of publication (i.e. book, chapter in 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	
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Conference attended/ Institution visited	
City and country	
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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

Postdocs 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 has to be informed of your possible extension within a minimum period of two months prior the end of the Agreement in order to ensure that you retain your 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 visa extension from the Department of Home Affairs (DHA) are welcome to approach an Internalisation Office in order to obtain a letter. Alternatively you can visit the following websites: [Critical Skills Visa](#) / [Visitors Visa for Research](#). The Internalisation Office will require completed and signed APR, together with a certified copy of the passport. The duration of completing the research project should be clearly indicated in section 2 above.

7. Supervisor's report

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

Should you have any queries, please contact Ms P Panday on 011 559 7205/4542

CONFIDENTIAL STATEMENT BY APPLICANT'S SUPERVISOR	
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	
Supervisor's Signature	Date
HOD Recommendation	
HOD Signature	Date
Executive Dean Recommendation	
Executive Dean Signature	Date

