



Mauritius Research Council

Conference/Workshop Attendance Scheme

**General Information and Guidelines
to Applicants**

**MRC-CWAS
April 2012**

Conference Workshop Attendance Scheme (CWAS)

A. Purpose of the Scheme

This scheme provides for **part funding** to academics and professionals for attending **Conferences** or **Workshops** held either locally or internationally.

The key objectives of CWAS are to:

- Enhance transfer of knowledge both locally and internationally;
- Enhance visibility of Mauritius on an international level; and
- Update local knowledge on issues of national relevance

B. Eligibility

Academics or professionals wishing to attend a conference or workshop which will enhance their knowledge in a particular field may wish to apply under this scheme.

C. Funding

The MRC will fund **half of the total cost** of attending the event and the funding will be limited to a **maximum amount of Rs50,000**.

D. Mode of Payment

The approved funding will be disbursed into two (2) installments. The first payment representing 70% of the approved amount will be disbursed to the awardee prior to the starting date of the conference/workshop subject to presentation of receipt for the payment effected for registration.

The remaining 30% will be disbursed to the awardee after he/she attends the Conference/Workshop and ultimately forwards the necessary documents to the Council as highlighted in section **G** below.

The awardee will be requested to call in person at the Council, along with his/her National Identity Card for disbursement of funds.

E. Application Procedure

1. Applicants have to submit their applications in the prescribed form (*available from the MRC Website: <http://www.mrc.org.mu/Funding.htm>*) to the MRC at least **two months before the event** otherwise their **applications will not be considered for funding**.
2. The applications will be evaluated by a committee and applicants will be informed on the outcome of their applications.

F. Submission of Documents prior to attending the Conference / Workshop

The following documents have to be submitted together with the application form failing which the application will not be considered:

- Proof of registration for the event
- Proof of air ticket booking, if applicable
- Proof of accommodation booking, if applicable
- Official letter of support from institution/organisation (*The letter of support should clearly indicate the **name of the applicant**, the **conference title** and the **date(s) of the conference/workshop** that the applicant wishes to attend. In case, more than 1 author has produced a paper which they wish to present in a conference/workshop, the letter of support should*

indicate clearly which part of the paper each author will be presenting.)

- A brief of about 200 words on presented material if any.
(Applicants presenting paper(s) will have an advantage over those who are not presenting in the Conference/Workshop depending on the nature of the conference/workshop)

G. Submission of Documents after attending the Conference / Workshop

The successful candidates will have to submit the following within 1 month as from the end date of the conference/workshop:

1. Original receipts for expenditures in relation to attending the conference/workshop
2. A letter/documentary evidence certifying the applicant's attendance for the Conference/Workshop
3. A Report (**of maximum 2 pages**) on the knowledge acquired at the conference/workshop
4. A copy of the paper presented at the conference/workshop

H. Evaluation Criteria

Individual applications will be selected and approved subject to the ability of candidates to demonstrate that their participation in the conference/workshop will meet the following criteria:

- Relevance to national priority/programme
- Alignment with the participant's field of work/study
- Capacity to aid in developing national strategies in the field of science (including Natural Sciences, Social Sciences, Financial Services, Economics), technology and innovation.

I. Terms and Conditions

- 1. The total cost for attending an overseas event represents the cost of air tickets, accommodation and participation/registration fee.**
- 2. For locally held conferences/workshops, the MRC will only fund the participation/registration fee.**
- 3. This sponsorship does not include any insurance cover, and the Council shall bear no responsibility and shall not be liable for any damage, loss, injury or any other accidental or other occurrence to any awardee for undertaking this particular activity.**
- 4. In case the awardee is unable to attend the conference/workshop for any reason, he/she has an obligation to inform the Council and provide reasonable justifications on his/her non-participation. Depending on the situation, the awardee will be required to refund the entire amount or any unspent amount disbursed, to the Council within 1 month as from the end date of the Conference/Workshop.**
- 5. Failure to comply with the terms and conditions on the part of the awardee, will lead to the termination of the sponsorship in which case, the latter will have to refund the entire amount disbursed to him/her within 1 month as from the end date of the Conference/Workshop.**
- 6. In case of misuse of funds, the awardee will be subject to legal actions.**
- 7. Successful candidates will be required to sign two (2) original copies of the Letter of Award and forward one (1) signed copy to the Council within 2 weeks time. The sponsorship for the above conference/workshop will lapse in the event that the MRC does not receive any reply from the awardee by the prescribed deadline.**

J. Important Notes:

- 1. This scheme will be advertised twice a year, in January and in June, depending on the availability of funding.**
- 2. Up to four (4) awards will be granted at each round on a competitive basis. (i.e., a maximum of eight (8) awards will be granted per year).**
- 3. Only one (1) application per candidate will be considered for funding per year. Candidates having already benefited from the award are eligible to re-apply for this scheme after 12 months as from the end date of the conference/workshop attended.**
- 4. Candidates applying specifically for sponsorship to attend training courses will not be considered.**

Important Note: A call for Proposals is advertised for specific schemes at least once every year. Only applications submitted as a response to the call for Proposals and within the prescribed delay will be considered by the MRC.

**Mauritius Research Council,
Level 6, Ebène Heights,
34 Cybercity,
Ebène**

Tel: (230) 465 1235

Fax: (230) 465 1239

Email: mrc@intnet.mu

Website: <http://www.mrc.org.mu>