

# The Oppenheimer Memorial Trust

1<sup>st</sup> Floor, No. 9 St. David's Park, St. David's Place, Parktown 2193 South Africa  
Telephone: +27 11 551 9500 Facsimile: +27 11 551 9509

## Awards for Sabbatical Study

The Oppenheimer Memorial Trust (OMT) awards a limited number of grants annually to support scholarship at public Higher Education Institutions in South Africa. These awards are intended specifically for full-time academics undertaking sabbatical study and preference is given to candidates with proven records of teaching and research.

Your application must include the following documents all to be emailed to [sabbatical@omt.org.za](mailto:sabbatical@omt.org.za). Applications will be treated confidentially. You may need to email the application in 2 or more parts. Please indicate this in your email.

Document	Explanation	Format
1 <b>Motivation</b>	A signed statement ( <b>not more than 500 words</b> ) that describes: <ol style="list-style-type: none"> <li>1 The rationale for the intended programme of work</li> <li>2 The relevance and significance of the study to the South African context, the anticipated outcomes and how the work will extend current knowledge in the discipline</li> <li>3 The perceived benefits to you personally, to the South African academy and to the broader community</li> <li>4 Position to be filled on completion of the sabbatical</li> </ol>	Word or PDF
2 <b>Proposed Programme of Work</b>	An outline of the intended programme of work: <ol style="list-style-type: none"> <li>1 <b>Please clearly indicate the start date and duration</b></li> <li>2 A brief synopsis of the work programme in lay terms, time frames and key objectives</li> <li>3 The names and locations of host institutions, locally and/or abroad</li> <li>4 The names and designations of collaborators</li> <li>5 Confirmation of offers of appointment and institutional support where "visiting status" (or similar) is granted</li> </ol>	Word or PDF
3 <b>Personal Information</b>	An up to date CV (not more than four pages) that includes: <ol style="list-style-type: none"> <li>1 A recent professional photograph (3x4cm)</li> <li>2 A synopsis of your top 2 or 3 publications</li> <li>3 A listing of all publications, notably in peer-reviewed journals (as an annexure)</li> <li>4 Positions held, work experience and responsibilities</li> <li>5 Please include a full academic and job history (where applicable) including any merits or awards received as well as an NRF rating (if applicable)</li> <li>6 The names and designations of three referees</li> </ol>	Word or PDF
4 <b>Budget/s</b>	Applicants must disclose their personal financial position and submit a budget indicating: <ol style="list-style-type: none"> <li>1 Annual estimates of costs for the duration of the programme of work including living costs, travel, insurance, incidentals and subsistence costs (as applicable)</li> <li>2 Income from all sources including:               <ul style="list-style-type: none"> <li>Employment income</li> <li>Leave entitlements</li> <li>Savings</li> <li>Family contributions</li> <li>Loans</li> <li>Secured scholarships / bursaries / other awards</li> </ul> </li> <li>3 <b>Please distinguish clearly between funds that have already been secured (attach supporting documentation) and funding applied for but not yet approved or confirmed</b></li> <li>4 Please use the budget template to be downloaded from the site. <b>Click here</b></li> <li>5 Candidates are encouraged to be realistic with their costs as budget amendments are not permitted after an award has been granted</li> </ol>	Excel
5 <b>Confirmation / Offer letters</b>	Please attach formal invitations, confirmation from your University for the Sabbatical / Offer letters from relevant collaborators	PDF

6	<b>Letters of Recommendation</b>	<p>3 reference letter to be sent <b>directly to the Trust at the following email address</b> <a href="mailto:sabbatical@omt.org.za">sabbatical@omt.org.za</a></p> <p><b>1</b> Referees must be familiar with the applicant's current work and study plans and well-placed to attest to the candidate's academic achievements</p> <p><b>2</b> Referees may use your name + reference letter as the subject of the email</p>	Word or PDF
---	----------------------------------	--	-------------

**Notes:**

1. Applications must be submitted according to the following **start** dates:

- Start Date: January to March – applications due 30<sup>th</sup> September of the previous year
- Start Date: April to June – applications due 31<sup>st</sup> January in the same year
- Start Date: July to October– applications due by the 31<sup>st</sup> March in the same year

Candidates can expect to hear the outcome of their application roughly 2-3 months after the closing date.

2. Applicants must update the Trust on the outcomes of their requests to other potential funders listed in the budget estimates that formed part of their submission to the OMT. **If other funding applications are successful, this will result in the value of the OMT award to be reduced by the value of the applicable co-funding.**
3. **Eligibility and Tenure:** Awards are granted on an annual basis and renewals are contingent on satisfactory progress and performance as stipulated in the award letter and in compliance with the Trust's reporting requirements.
4. **Value of Awards:** Awards may vary in value as partial contributions towards the overall costs and are determined on a merit basis at the discretion of the Trust. Candidates are encouraged to actively seek out co-funding from other sources including their host institutions and must declare all applications made to other funders to the OMT.
5. Awards are determined on a merit basis at the discretion of the Trustees.
6. Failure to comply with the Trust's requirements and procedures – including the requirement to submit updates on any and all developments – will result in disqualification. Late or incomplete submissions will not be accepted.