



Generating Knowledge - Impacting Health

STANDARD OPERATING PROCEDURE: Fellowship Programme

STANDARD OPERATING PROCEDURE NUMBER: SOP-HR-25

STANDARD OPERATING PROCEDURE VERSION: Version 1

REFERENCE TO POLICY NUMBER: N/A

Document approval

Prepared by:

Version	Name & Surname	Job Title	Signature	Date
1	Marietjie Geldenhuys	HR Manager		9 November 2016
2				
3				
4				

Approved by:

Name & Surname	Job Title	Signature	Date approved
V1			
V2			
V3			
V4			

CONTENTS

1.	PURPOSE	4/5
2.	SCOPE	4/5
3.	RESPONSIBILITY	4/5
4.	REFERENCES	4/5
5.	ACRONYMS	4/5
6.	PROCEDURES	4-5/5

1. PURPOSE

The purpose of this procedure is to describe the CAPRISA Fellowship Programme.

The CAPRISA Fellowship programme seeks to achieve the following objectives:

- a) To afford Fellows the opportunity to work and exchange ideas with experienced researchers in HIV/AIDS and TB.
- b) To engage Fellows in cutting edge trans-disciplinary research.
- c) To deepen Fellows' understanding about HIV pathogenesis, prevention and treatment.
- d) To help Fellows strengthen their research skills.
- e) To train Fellows in the disciplines that support the research activities.

2. SCOPE

This procedure applies to all categories of fellows who are placed at CAPRISA.

3. RESPONSIBILITY

- 3.1 Execution of policy: Executive, Managers, Supervisors and Human Resources
- 3.2 Review of policy: Human Resources Manager

4. REFERENCES

None

5. ACRONYMS

- 5.1 SOP: Standard Operating Procedure
- 5.2 CAPRISA: Centre for the AIDS Programme of Research in South Africa

6. PROCEDURES

- 6.1 Types of Fellowships
 - 6.1.1 Fellowships Funded by CAPRISA
 - 6.1.2 Fellowships Funded through other programmes
 - 6.1.3 Fellowships which are self-funded and hosted by CAPRISA

6.2 Eligibility

An excellent academic track record and a strong interest in Health Sciences, Public Health and Medicine with special emphasis in HIV/AIDS and TB research is essential for admission into the CAPRISA Fellowship programme.

Individuals with an interest in growing their skills in one of the disciplines that supports the research would be considered for admission to the CAPRISA Fellowship Programme.

Fellows who are hosted by CAPRISA but funded by other fellowship programmes, will be required to meet the eligibility criteria as determined by the various fellowship programmes.

Preference will be given to previously disadvantaged individuals from South Africa, with priority given to Pre- and post-doctoral Fellowships.

6.3 Application Process

Only applications made on a CAPRISA application form will be considered.

Self-funded Fellows can request a placement at CAPRISA, but must have secured independent funding for the entire duration of the placement

All applications are reviewed by a Review Committee and successful applicants will receive a Letter of Award which stipulates the terms and conditions of the Fellowship.

6.4 Duration of the Fellowship

The period of the Fellowship will be determined by the placement and course of study, but is typically 12 months in duration.