**Application for a Conference Grant**

* Conference Grant (CG) is awarded to faculty members to cover trips to regional and international conferences and scientific events to present their research work. For detailed guidelines, refer to URB policy (Section 2.1.1).
* Respond to each section of this CG form vigilantly and use “None” or “N/A” when needed. If you have any questions, please consult the Department of Research.
* Attach one set of support materials with this application as listed down.

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| **Applicant Details** |
| **Name**  |
| **Current Rank** Choose an item. | **Starting Date of Employment at DU** Click or tap to enter a date. |
| **College** Choose an item. |
| **Department** Choose an item. |
| **Email**  Click or tap here to enter text.  | **Telephone Number** Click or tap here to enter text. |

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| **Details of Event** |
| **Title of Paper**  |
| **Conference Title** |
| **Start Date** | Click here to enter a date. | **End Date**  | Click here to enter a date. |
| **Place of Event****Conference Organizer** |

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| **Details of Requested Grant** |
| **Registration Fee**  | Click here to enter text. |  **Other Travel Expenses** | Click here to enter text. |
| **Airline Ticket** | Click here to enter text. |
| **Total Amount Requested**  | Click here to enter text. |
| **Expected Financial Support from Other Sources** | [ ] Yes [ ] No If yes, click here to enter amount. |
| ***N. B. The total cost of financial support*** ***should not exceed RO 1000, where, the cost should not exceed:*** |
| ***For International Events:**** *RO 500 for airline tickets+ registration fee+visa fee for international conferences*
* *RO 500(100 RO/day) for other travel expenses i.e. travel perdiem upto maximum of 5 days*
 | ***For National Events:**** *An airline ticket+ registration fee*
* *RO 400 (80RO/day) for other travel expenses i.e. travel perdiem as per the duration of the event*
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| **Attachments (Please tick where applicable)** |  |
| 1. Application form | [ ]  |
| 2. Copies of letters of invitation/acceptance from host institution/organizing committee | [ ]  |
| 3. Copy of paper accepted for presentation | [ ]  |
| 4. Evidence of research publication in ‘Scopus’ or ‘Web of Science’ since previous funded CG – (*If applicable)*  | [ ]  |
| 5. Other on-going projects – *(if any)* | [ ]  |
| 6. Turnitin Report – *(pdf copy)* | [ ]  |
| 7. Other attachments: | [ ]  |

**Applicant's Signature: Date: / /**

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| **1. Department Chairperson's Signature:** | **2. CRC/FPRC Recommendations:**  |
| **3. Dean's/Director's Signature:** | **4. URB Approval:** |
| **5. Deputy Vice Chancellor’s Approval:** | **6. Vice Chancellor’s Approval:** |