



Founded 1905

THE NATIONAL UNIVERSITY *of* SINGAPORE

Faculty of Science

Application for Financial Assistance to Attend Conference

Note : The application should be submitted to the Head of Department through the supervisor. In addition, applicant is required to submit form DRGS07/00 (application for conference leave) to the Division of Research & Graduate Studies through the Head of Department.

PART I - TO BE COMPLETED BY APPLICANT

1. Name (Mr/Miss/Mrs) : _____ Student Reg. No. : _____
2. Supervisor(s) : _____
3. Department : _____
4. Date of registration as graduate student : _____
5. Type of Candidature :
 Accelerated M.Sc. Prog. M.Sc. Ph.D.
6. End date of Candidature : _____
7. Citizenship :
 Singaporean PR of Singapore Others
8. Conference Details (Please attach brochure / official handout on conference) :
Title : _____
Venue : _____
Dates : From _____ To _____
9. Frequency of Conference :
 Regular () Annual () Biennial
 Irregular, specify _____
10. Nature of Attendance :
 Open to all
 By Invitation

By Nomination; specify nominating body _____

11. Nature of Participation (**Please attach copies of relevant correspondences**)

Oral Presentation of a Paper A panel discussant
 Poster Session Others; please specify _____

12. Publication of Conference Proceedings and Reports :

Yes No

13. Details of Paper / Address to be presented at Conference :

(a) Title of Paper / Address : _____

(b) Authors / Co-authors :

Name	Department

(c) Paper accepted for presentation at conference :

Yes No

(d) Paper is the result of multi-disciplinary research :

Yes No

(e) Paper has been presented previously / substantially presented previously :

Yes; details given below No

Name of Conference and Previous Presentation	Dates of Conference

14. Please state the objectives to be achieved by attendance at this conference :

15. Details of conference attended in last 3 academic years :

Conference Title	Venue	From	To	Amount of Financial Assist. from University

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16. Proposed period of leave : From _____ To _____

17. Leave to be applied for immediately before, or after, the proposed conference leave :

No Yes; From _____ To _____

18. Financial assistance requested, details given below :

No.	Description	Amount
a.	Airfare (Please attach quotations from authorized travel agents)	
b.	Per Diem Allowance (applicable only during conference period)	
c.	Student Registration Fee	
TOTAL		

* Financial assistance, if granted, may be up to the following limits : cost of the **most economical** airfare by the most direct route, up to ½ per diem allowance and full student registration fees provided that there is no financial assistance from outside sources. The total amount supported will not exceed S\$2,400 (Tables showing return airfares to various cities and the per diem allowance rates for various countries are available in the department for reference). A student may only be provided with travel grant **once** during the entire duration of his/her graduate study. This grant is a privilege and not a right.

19. Financial assistance received from outside the University :

No

Yes; details given below and copies of relevant correspondences attached

Source : _____

Amount : _____

20. Outside Remuneration / Payment :

No

Yes; details given below and copies of relevant correspondences attached

Source : _____

Amount : _____

21. I acknowledge that only **ONE** author per paper can submit an application for financial support from the University for the conference.

Date : _____ Signature of Applicant : _____

PART II - TO BE COMPLETED BY SUPERVISOR(S)

1. Application is supported :

Yes No

Reason(s) : _____

2. I acknowledge that only **ONE** author per paper can submit an application for financial support from the University for the conference.

Ranking in order of priority of students proposing to attend the same conference (if applicable).

No.	Name	No.	Name
1.		3.	
2.		4.	

Date : _____ Name of Supervisor(s) : _____

Signature of supervisor(s) : _____

PART III - TO BE COMPLETED BY HEAD OF DEPARTMENT

1. Application is approved :

Yes, for financial assistance of S\$ _____

No

2. Comments : _____

Date : _____ Signature of Head : _____