# Application for Financial support to Participation at Local and Foreign Conference/Workshops/Annual Sessions of Academic Bodies and Scientific Societies.

This Financial support scheme has been introduced to encourage academics of KDU in participating Conferences, workshops held locally and internationally by providing financial support

Financial Assistance is also provided for participating in local courses / seminars / training programme / workshops or other study programmes conducted Higher Educational Institutions and recognized associations acceptable to KDU at relevant to the course of study.

Support is provided towards reimbursing the expenses on Air fare / Airport taxes, Visa fees, living expenses during the overseas visit, Course / Conference / Training / Workshop registration fee etc. up to the limits as given under the guidelines.

Applications should be submitted to Chairman Research Grant Committee through the Head of the relevant Department, Dean of the Faculty, Senior Assistant Registrar (Establishment) and Dean Research and Development. Together with the application, the applicant should submit following documents.

**For Dean’s office Research and Development of KDU use only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHECK LIST** | |  | | |
| 1 | **Cover Letter** |  | | |
| 2 | **Completed application with signatures ( HoD, Dean, SAR (Etsb))** |  | | |
| 3 | **A copy of the Cover/ Title of the conference proceeding/ Poster** |  | | |
| 4 | **Final Report (If applied after the event)** |  | | |
| 5 | **Proof for the Expenditure** |  | | |
| 6 | **Use of the KDU email address** |  |  |  |

# Application for Financial support to Participation at Local and Foreign Conference/Workshops/Annual Sessions of Academic Bodies and Scientific Societies.

1. **Name of the Applicant**: ……..…………………………………………………………..…………….

**2. Designation**: …………………………………………………………………………………………...

**3. Department/Faculty:** …………………………………………………………………………………

**4. Name of the event**: ……………………………………………………………………………………

# Nature of the participation (please attach the evidence):

Participant

Presenter

Resource Person

Guest Speaker

Other

1. **Address of the location of the event:** ………………………………………………………………

………………………………………………………………………………………………………………

1. **Date of the event:** From: …………. To: ………………
2. **State the relevance of the event for the applicant/institute**: ……………………………………

………………………………………………………………………………………………………………

# Arrangements for the departmental activities in absence of the applicant:

………………………………………………………………………………………………………………

…………………………………………………………. ………………………………………………….

1. **Amount of Financial Assistance requested:** ………………………………………………………

# Have you received a financial support to attend a similar event before? Yes/No

**Date:** …………………

**Name of the event**: …………………………………………………………………………………..

**Amount** : …………………………

# Have you submitted a report after attending the event stated in (11)? Yes/No/NA

Date………………… S1.ignature of the applicant …….……………….

# For Office use only

1. To: **Dean of the Faculty of ………………..**

…………………. Date: ………………

Signature of the Head of the Department of …………………………….

# To: SAR/Establishments

…………………. Date: ………………

Signature of the Dean of the Faculty of …………………………….

# To: Dean of Research and Development

…………………. Date: ………………

Signature of SAR/Establishments

# To: Chairman/Senate Research Committee

…………………. Date: ………………

Signature of Dean Research and Development

1. To: **Vice-Chancellor**

……………… Date: ………………

Signature of Chairman Senate Research Committee (DVC/Academic)

# Approval of the Vice-Chancellor

………………….

Signature of the Vice-Chancellor Date: ………………

# Instructions for submission of a Report after attending a

**local/foreign conference Conference/Workshops/Annual Sessions of Academic Bodies and Scientific Societies**

An Academic staff member who received financial support for attending a local or foreign Conference/Workshops/Annual Sessions of Academic Bodies and Scientific Societies should submit a report on return to the DVC (Academic) through HOD and the Dean of the Faculty within TWO months in the following format.

**Report on the outcome of the participation at the <*name of the event*>**

1. **Introduction:** *Give a quarter-page description on the importance of the event, its themes/scope, relevance to your area of research at KDU and key researchers participated at the event.*

# Nature of participation:

*Give a half-page description on your role as a presenter, resource person, guest speaker or a participant at the event. If you were a presenter/resource person/guest speaker give the title (reference in case of a research aper of your paper and your contribution or findings. If you were a participant, state the sessions you attended and key researches that stimulated your ongoing/intended research work.*

# Benefits of participation:

*Give a quarter-page description on identification of key researchers, institutes, similar projects with your area of research. Also write about any contacts/collaborations you were able to establish so as to strengthen research profile of KDU.*

# Best Practices

*Describe the best practices that you have learned in the Conferences/Workshop and how they can be adopted by KDU.*

# Recommendations

*Provide a list of recommendations to KDU based on experience/collaborations in connection with your participation at the Conference/workshop, etc.*