

**Application Form for Attending Local / Overseas Conference / Training / Seminar using External R&D Funding**

- *Prior Public Disclosure Approval is compulsory for all forms of presentation in Conference/ Seminar/ Symposium)*
- *For International conference, the conference must be indexed in SCOPUS or WEB Of Science (WOS)*



**APPLICANT'S PERSONAL PARTICULARS**

Enter Applicant Full Name Here as In Passport/ Identity Card

Employment	If Temporary	Other
NRIC/ Passport No	Faculty	Staff /Temp.& Contract ID
Office Telephone No	Office Fax No	Hand phone No
Email Address	Contract Expiry Date	



**CONFERENCE/TRAINING/SEMINAR DETAILS**

Title of Conference/Training/ Seminar

Conference Status indexed in	SCOPUS	Web of Science (WOS)	Others
Type of Conference/ Training/ Seminar	Other		

Date of Conference (from)	Date of Conference (to)	Numbers of day
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Venue of Conference

Title of Paper

Principal Author

Co-Author (s)

Type of Paper	Type of Presentation
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Public Disclosure Approval Secretariat Ref. No

Relevance of Training/ Conference to your R&D Project



**PROJECT PARTICULARS** (source of funding)

**External Funding**

Project Title

Type of Grant

SAP WBS Element

Budget Balance (RM)

**Publication Reward/ Innovation Voucher/ Other**

Total Value (RM)

Details



**EXPENDITURE REQUIREMENT**

		* For RMC	Remark
<b>Registration Fee</b>	RM	<input type="text" value="RM"/>	
<b>Accommodation</b> <i>Hotel proposed by organizer and with reasonable rate)</i>	RM	<input type="text" value="RM"/>	
<b>Meal Allowance</b> <i>(max: RM 200/day for overseas; RM 70/day for local)</i>	RM	<input type="text" value="RM"/>	
<b>Flight</b> <i>(Economy Class &amp; with shortest direct routes)</i>	RM	<input type="text" value="RM"/>	
<b>Local Transport</b>	RM	<input type="text" value="RM"/>	
<b>Visa</b>	RM	<input type="text" value="RM"/>	
<b>Insurance (Overseas Trip only)</b>	RM	<input type="text" value="RM"/>	
<b>Other</b>	RM	<input type="text" value="RM"/>	
<b>Total Expenditure</b>	RM	<input type="text" value="RM"/>	

I have duly completed this form and attached the following supporting documents (please tick)

Conference/ Training/ Seminar Brochure or Website Link (info on date, venue, conference programme/course contents, registration fees)

Conference/Seminar Technical Programme/Agenda

Letter of Acceptance from Conference Organizer

Abstract & Paper to be presented/ Trainer's Biodata (whichever applicable)

3 Quotations For Accommodation

3 Quotations for flight fare

Latest SAP breakdown (if using External Funding)

Publication Reward or Innovation Voucher ; Success Letter and Voucher Letter

Screenshot of the conference from SCOPUS/WOS

***I declare that the particulars in this application are true to the best of my knowledge and belief, and I have not willfully suppressed any material fact.***

Name : \_\_\_\_\_  
(Official Stamp)

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

 **RECOMMENDATION BY PROJECT LEADER**

*(Project Leader to fill in if the applicant is a project member or temporary personnel employed under the project)*

***I confirm this application confirmed to funding agency guideline and recommend/ do not recommend the above application:***

Name : \_\_\_\_\_  
(Official Stamp)

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

 **RECOMMENDATION BY FACULTY DEAN**

***I recommend/ do not recommend the above application:***

Name : \_\_\_\_\_  
(Official Stamp)

Signature: \_\_\_\_\_

Date : \_\_\_\_\_



RECOMMENDATION BY RESEARCH MANAGEMENT CENTRE

Remark By RMC Fund Availability :

Yes, recommend

No

Name : \_\_\_\_\_  
(Official Stamp)

Signature: \_\_\_\_\_

Date : \_\_\_\_\_



APPROVAL BY DIRECTOR OF RESEARCH MANAGEMENT CENTRE

*I confirm/do not confirm that the conference paper / training is relevant to the project mentioned above*

Name : \_\_\_\_\_  
(Official Stamp)

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

**IMPORTANT NOTE:**

**Application Procedure**

1. This application must be submitted not less than **4 weeks** before the date of the local training/ conference/ seminar. For overseas training/ conference/ seminar, applications must be submitted not less than **10 weeks** before the date of the training/ conference/ seminar.
2. This is to allow efficient time for advance payment request.
3. Please note that all **overseas conference application using MOSTI (E-ScienceFund grant)** will be forwarded to MOSTI for approval.