

**FORM FOR SEEKING FINANCIAL SUPPORT TO ATTEND
CONFERENCE/SYMPOSIUM AND PRESENT A RESEARCH PAPER**

Name of the Student/Faculty	:		
Department/Class	:		Date of joining the university :
Contact details	:	Mobile no.	Email address :__
Title of the Research Paper	:		
Name of the 1 st Author	:		
Name of all other authors in the same sequence as those appear in the paper			
Name of the Conference	:		
Organized by	:		
Place and Dates of Conference	:	Place _____	Dates _____
Proceeding to be published in	:		Will the proceedings get indexed in Scopus? Encircle the right choice. YES / NO
Conference Website	:		
Duty Leave Applied	:	From _____	To _____
Have you applied for travel grant to any funding agencies? <i>(If yes, attach a copy of the form)</i>	:		
Last financial support availed from university for attending conference on (Mention details like Dates of the conference Name of the conference Date of issue of letter from ODR etc.			
<i>Details of the tentative expenditure to in occur to enable you to attend this conference:</i>			
Registration Fee*	:		Travel expenses* :
Total	:		

*** Attach necessary documents to justify the expenses**

Please submit the hardcopy of the following documents in Office of Dean (Research) after filling the Google form

1. Acceptance letter of the paper received from the conference organizers.
2. Front page of the accepted paper
3. Print out of the email received from ODR about confirmation of receipt of UINC
4. Attach original registration fee receipt (if paid).

Eligibility and Frequency:

- a. Conference has to be Scopus / SCI indexed
- b. Staff member willing to avail the support must have served Chitkara University for at least 3 months.
- c. Staff member should have obtained UINC from ODR
- d. Application Form obtained from O/o Pro VC should be filled in and submitted to O/o Dean Research atleast 2 months before the actual dates of the conference.

Date: _____

(Signature of the person applying for travel grant)

Signature of the other Authors to confirm that they don't have any objection in

Mr./Ms. _____ applying for travel grant and presenting this paper.

2. _____ 3. _____ 4. _____

Forwarded by:

(Name and signature of Head/Dean of the School/Department)

Decision taken by RPIC _____

Approval by Pro VC(CURIN)