

2017-07-04

Conference Participation Grant Application Form

IUB

Independent University, Bangladesh

<https://ar.iub.edu.bd/handle/11348/284>

Downloaded from IUB Academic Repository

Independent University, Bangladesh (IUB)
Conference Participation Grant Application Form

1. Conference Information:

Name of the Conference: (include the number of the conference, if applicable ; e.g. 17 th Premier Education Conference) Organizer: Conference Venue: Duration: Conference Theme:

2. Title of your Presentation for the Conference:

--

3. Participant Information:

Name	ID	Designation	Department	E-mail	Contact No.

4. Nature of Participation:

☐ Just Participating ☐ Poster Presentation ☐ Paper Presentation ☐ Paper Presentation with Published Abstract ☐ Paper Presentation with Published Extended Abstract ☐ Paper Presentation with Published Full Paper ☐ Others

5. Significance of the Conference:

Explain the importance and relevance of topic of the conference for the Research, Educational, and/or Service Missions of your respective school. (Approximately 300 words)

6. Professional Development:

Explain the extent to which attending this conference will help your professional development. (Approximately 500 words)

7. Budget Information:

Provide a whole budget with justification for each line item (Expenses for each activity e.g. Travel, Accommodation, Registration Fee, Daily Allowance and Miscellaneous). Include a proposed fund disbursement (e.g. Cash Advances)

8. Have you participated in any conferences during the last two years?

☐ Yes ☐ No

If yes, please answer the following:

- i. Name of the Conference:
- ii. Date of Participation:
- iii. Place of Conference:
- iv. Organizer:
- v. Funding from University for Participation (Amount):

Icertify that:

The information given above is true and accurate, to the best of my knowledge if conference participation funds are granted to me, I agree to use such funds only for the purpose stated above, to submit timely reports as requested by the University Research Committee through Office of the Sponsored Research, and to keep my total expenditures within the amount granted.

I have read and agree to all the current University policy on the Sponsored Research, and agree to all the provisions regarding ethical clearance, evaluation process, and other policies of the University as appropriate.

I understand the required actions regarding compliance with these policies will be taken.

I understand that any expenditure over the amount of my grant may be denied by the University.

☐ *I have read and agreed with the statements above.*

.....
Name of the Participant

.....
Date:

✓ **PLEASE ATTACH THE FOLLOWING 2 DOCUMENTS:**

1. Detailed Conference Program Plan
2. Copy of Letter of Acceptance