##### 

**College of Graduate Studies and Scientific Research**

**Faculty Development Grant Application Form**

(Conference, Training Course, Summer Visit, etc.)

# **APPLICANT DETAILS**

Name of applicant:

Rank:

Department/Division:

# **INTENDED ACTIVITY / PARTY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of Activity (circle) | Conference | Workshop | Short Coarse | Other |  |

Title

Organized by / Host Institute

Full Address

|  |  |  |  |
| --- | --- | --- | --- |
| Period: Start / Finish Dates: |  | Duration: |  |

# **NATURE OF PARTICIPATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Nature of Participation | Present a Paper | Present a Poster | Just Attending |
| *(circle one or more)* | Training | Research |  |
|  | Other (s*pecify)* |  |  |

Title (of the accepted or published paper / proposed research project)

For Papers: Acceptance was based on (circle one)

|  |  |  |  |
| --- | --- | --- | --- |
| Abstract | Extended Abstract | Full Text | Other (please specify) |

Expected benefits of your participation for yourself

Expected benefits of your participation for the University

FINANCIAL SUPPORT DETAILS

Are you requesting a grant from the university? Yes No

|  |  |  |  |
| --- | --- | --- | --- |
| Round-trip ticket to: |  | Approximate cost: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Is there a registration fee? Yes/No |  | Amount: |  |

|  |  |
| --- | --- |
| Expected per diem due: |  |

|  |  |
| --- | --- |
| When did you last receive a short- or long-term grant? |  |

What support did you receive on an earlier activity?

Title of earlier activity

Is an external party paying your expenses? No Yes All / Partial

If yes, specify who? and what?

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Signature |  | Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College Research Committee Comments | |  |  |  |
|  |  | |  |  |
| Chair |  | | Date |  |
|  |  | |  |  |
| Dean Recommendation |  | |  |  |
|  |  | |  |  |
| Dean |  | | Date |  |
|  |  | |  |  |
| University Research Council Recommendation |  | | Date |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
| Chancellor Approval |  | | Date |  |

The following should be attached as applicable

1. Letter of invitation from host institution or letter of acceptance of the paper.
2. Arrangement to cover classes, labs and exams during the applicant absence approved by the department chairman.
3. Updated C.V.

In case of participation in meetings

1. Initial and/or final announcement for the conference/professional meeting.
2. A copy of the complete manuscript.

For summer visits:

1. Detailed description of the visit plan.
2. Details on research project to be worked-upon at the host end.