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| --- |
| Application for Financial Support to Attend Conferences/ for Publications |



Please complete this form and email/submit to Research Centre (email: research@mnu.edu.mv)

## Personal Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full Name: |  | |  | | |  |
|  | Last | | First | | |  |
| Faculty: |  | | | | |  |
|  |  | | | | |  |
| Position: |  | | | |  |  |
|  |  | | | |  |  |
| Contact Number |  | Email address: | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Number: |  |  |  |

## Type of Assistance Required (tick accordingly)

|  |  |  |  |
| --- | --- | --- | --- |
| Attending a conference: |  |  | Publication: |

## Conference Details

|  |  |
| --- | --- |
| Title of Paper: |  |
| Title of Conference: |  |
| Country: |  |
| Conference Dates: |  |

## Publication Details

|  |  |
| --- | --- |
| Title of Paper: |  |
| Title of Journal: |  |
| Publisher: |  |

## Budget Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| Total Budget Requested: | MVR |  |  |
| (Please provide the budget breakdown in a separate sheet. Budget break down should include the budget required for travel, accommodation, food expenses, registration fee, publication fee, etc.) | | | | |  |  |

## Faculty/Centre Approval

**Statement by the Dean/ Head**

I have checked the title, abstract and the theme of the conference and verify that presenting at this conference is of value to the faculty and the university.

Yes □ No □

Hence, I hereby approve/disapprove this application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |  |

The research should be an original research. Things to be submitted with this form:

* Proof of acceptance for conference/publication
* Details of conference/publication
* Budget details
* Abstract (should include objectives, methodology, results and conclusion).

RC sends application to RGC

RGC evaluates the application and makes decision

RC informs the decision to the HR and staff

RC checks application abstract and budget

Dean submits/emails to RC