|  |
| --- |
| 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 **original research**. Things to be submitted with this form:

* Proof of acceptance for conference/publication
* Details of conference/publication
* Abstract (should include objectives, methodology, results and conclusion).
* PowerPoint Presentation of the research, to present at the committee meeting (not exceeding 5 minutes)
* Budget details as below

|  |  |
| --- | --- |
| **Name of the Applicant:** |   |
| **Name of the Conference:** |   |
| **Destination:** |   |
| **Dates:** |   |
|  | **Number of Days** | **Rate** | **Total (USD)** | **Total (MVR)** |
| **Airfare** |   |   |   |   |
| **Accommodation (Category 2)** |   |   |   |   |
| **Conference Days Dinner only**  |   |   |   |   |
| **Food (Category 2)** |   |   |   |   |
| **Travel Allowance**  |   |   |   |   |
| **Registration fee** |   |   |   |   |
| **TOTAL** |  |  |  |  |
| **Requested Amount** |  |