



Application for Financial Support to Attend Conferences

Information and Instructions:

1. Eligibility Criteria

- Full-time academic staff of MNU who have served for at least one year and are currently in active employment are eligible to apply.
- The applicant must be the primary author of the paper to be presented at the conference.

2. Funding Details

- Financial assistance is provided up to a maximum of MVR 25,000 per calendar year, per person, for conference participation.

3. Important Notes

- Applications must be submitted at least two months (60 calendar days) prior to the conference date. Late applications may not be considered.
- The application must be sent to research@mnu.edu.mv.

1. PERSONAL INFORMATION		
Applicant (The applicant must be a full time MNU staff who have worked in the university not less than 1 year)		
	Full Name	
	ID-Card Number	
	Position Title	
	Faculty/Department	
	Phone Number and Extension number	
	E-mail Address	
	Employment Start Date:	
	Staff ID:	
2. CONFERENCE DETAILS(s)		
(Please include the details of the Conference and include the budget amount. Please note that the amount of MVR 25,000 is the amount that will be provided under conference funding as per the policy)		
Detail	Title of Paper:	
	Title of Conference:	
	Country:	
	Conference Dates:	
	Original Research:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Budget Requirements	Total Budget Requested (MVR): * Please provide the budget breakdown in the table (3. budget detail). Budget break down should include the budget required for travel, accommodation, food expenses, registration fee, publication fee, etc.	

3. BUDGET DETAIL

Please note that under this scheme, financial support to attend conferences or for publications is provided up to a maximum of MVR 25,000. Any costs exceeding this amount must be borne by the applicant.

Category	Qty/Days	Rate (USD/MVR)	Total (USD)	Total (MVR)
Airfare				
Accommodation (Category 2) <i>*Please refer to the public finance policy</i>				
Conference Days Dinner only				
Food (Category 2) <i>*Please refer to the public finance policy</i>				
Travel Allowance				
Registration fee				
Total				
Requested Amount (MVR)				

4. FACULTY/CENTRE APPROVAL

Statement: I hereby support and approve this application for conference funding.

Note: The supervisor for academic staff is the Dean or Head of the Faculty or Centre; if the Dean or Head is the applicant, approval from the VC or DVC (their supervisor) is required.

Supervisor:	Full Name:	
	Title:	
	Faculty/Centre:	
	E-mail:	
	Signature:	

5. APPLICANT'S DECLARATION

I certify that the statements provided herein are true, complete, and accurate to the best of my knowledge. I accept the obligation to comply with MNU's terms and conditions if the conference funding is awarded. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Name:	
Signature:	
Date:	

6. CHECK LIST

Before submitting this form to the Research Development Office, please ensure that all of the following items have been completed and attached as appendices.

All documents must be submitted in **PDF format only**. Please note that if any of the required PDF documents or relevant signatures are missing, the application will be returned to the applicant as an **incomplete submission**.

Required Documents (PDF format only):

1. Proof of acceptance for conference
2. Details of conference
3. Abstract (*should include objectives, methodology, results and conclusion*).
4. PowerPoint Presentation of the research, to present at the committee meeting (*not exceeding 5 minutes*)
5. Budget Detail

-End of the Document-

Last Updated: 08 Dec 2025