THE MALDIVES NATIONAL UNIVERSITY

Application for Financial Support to Attend Conferences (Conference Funding)

Information and Instructions:

1. Eligibility Criteria (All Criteria Must Be Met)

1. *The applicant must be a **full-time academic staff** member of MNU who has completed **at least one year of service** and is **currently in active employment**.*
2. *The applicant must be the **primary author** of the paper to be presented at the conference.*
3. *The research paper must be based on **original primary research**. Literature-based studies, including systematic reviews, meta-analyses, scoping reviews, narrative reviews, and other forms of evidence synthesis, are not eligible for funding.*
4. *The application must be submitted **at least 30 calendar days before the conference date**. Late applications will not be considered. The 30-day period will be calculated from the date on which the complete application, together with all required supporting documents, is submitted to RDO.*
5. *The applicant must participate in the conference through **physical attendance**. Online participation is not eligible for funding.*

2. Funding Details

- *Financial assistance of up to MVR 25,000 per applicant per calendar year is available for in-person conference participation.*

3. Important Notes

- *The completed application, together with all required supporting documents, must be submitted via email to research@mnu.edu.mv.*
- *Incomplete applications or applications submitted without all required supporting documents will be rejected.*

1. PERSONAL INFORMATION OF THE APPLICANT	
Full Name:	
ID Card Number:	
Position Title:	
Faculty/Department:	
Contact Number:	
MNU E-mail Address:	
Employment Start Date:	
Staff ID:	
2. CONFERENCE DETAIL(S)	
Title of Paper:	
Title of Conference:	
Country:	
Conference Dates:	
Conference Website Link:	

3. BUDGET DETAIL (IN ACCORDANCE WITH THE APPLICABLE PUBLIC FINANCE REGULATIONS AND APPROVED RATES.)				
Category	**QTY/DAYS**	**RATE (USD/MVR)**	**TOTAL (USD)**	**TOTAL (MVR)**
Airfare				

Accommodation (Category 2)				
Conference Days Dinner ONLY				
Food (Category 2)				
Travel Allowance				
Conference 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 hereby certify that the information and statements provided in this application are true, complete, and accurate to the best of my knowledge. I understand and agree to comply with all applicable MNU policies, guidelines, terms, and conditions governing the award and use of conference funding, should my application be approved. I acknowledge that any false, misleading, fictitious, or fraudulent information or claims may result in the rejection of my application, withdrawal of any funding awarded, and/or criminal, civil, or administrative penalties, as applicable.

Name:	
Signature:	
Date:	

6. APPLICANT'S ELIGIBILITY AND DOCUMENTATION CHECKLIST

Before submitting this application to the Research Development Office (RDO), the applicant must review the following checklist and mark ☒ each box to confirm that all eligibility requirements have been met and all required supporting documents have been attached.

All supporting documents must be submitted in PDF format only. Incomplete applications, including those with missing required documents or signatures, will be rejected.

A. Eligibility Criteria

Please mark ☒ each box to confirm that you meet all the following eligibility requirements:

☐ I am a full-time academic staff member of MNU.

☐ I have completed at least one year of service at MNU and am currently in active employment.

☐ I am the primary author of the research paper to be presented at the conference.

☐ My research is based on original primary research. I understand that literature-based research, including systematic reviews, meta-analyses, scoping reviews, narrative reviews, and other forms of literature reviews or evidence synthesis, is not eligible for funding.

☐ I will attend and participate in the conference physically. I understand that online participation is not eligible for funding.

☐ I am submitting this application at least 30 calendar days before the conference date.

☐ I understand that the maximum financial assistance available is MVR 25,000 per applicant per calendar year.

B. Required Documents

Please mark ☒ each box to confirm that the following documents are attached to this application:

☐ Proof of acceptance of the research paper for presentation at the conference.

☐ Conference details, including the conference name, dates, venue, and organizing institution.

☐ Research abstract, including the objectives, methodology, results, and conclusion.

☐ PowerPoint presentation of the research for presentation at the University Research Grants Committee meeting (not exceeding 5 minutes).

☐ Detailed budget outlining the estimated expenses for conference participation.

☐ All required signatures have been obtained and included in the application.

Note: *Failure to meet any of the eligibility criteria or submit any of the required documents may result in the rejection of the application.*

-End of the Document-

Last Updated: 16 November 2026 (URGC)