

NATIONAL UNIVERSITY OF SINGAPORE
FACULTY OF ARTS AND SOCIAL SCIENCES

FULL-TIME RESEARCH GRADUATE STUDENTS
Application for Financial Assistance for Conferences

Please note that incomplete applications will be returned unprocessed and may result in delays. Late applications and applications meant for conference dates of an earlier round will not be considered.

The application should be submitted to the Graduate Studies Division (GSD), Dean's Office, FASS (Attention: Graduate Student Conference Committee) through the Head of Department.

Part I – To be completed by Applicant

A. Personal Particulars

Name (Mr/Miss/Mrs): _____

Student Matric no: _____

Email Address: _____

Supervisor(s): _____

Department: _____

Date of registration as graduate student: _____

End date of candidacy: _____

Research area/Topic: _____

Type of Candidature: Masters Ph.D. Citizenship: S'pore SPR others

B. Conference Details

(Please attach brochure/official handout on conference. A summary translation is to be provided if the information is not in English)

Title of conference	
Date of conference: From: _____ To: _____	Venue: _____
Nature of Participation (Please attach copies of relevant correspondence) <input type="checkbox"/> Paper presentation <input type="checkbox"/> Poster presentation <input type="checkbox"/> Panel discussant <input type="checkbox"/> Others	
Title of paper to be presented at conference <i>(Please attach a copy of abstract. A translation is required if the abstract is not in English)</i>	
Details of co-authors in order of authorship : Name (Department) 1. _____ 2. _____ 3. _____	
Paper accepted for presentation at conference <input type="checkbox"/> Yes (please attach relevant correspondence) <input type="checkbox"/> No	

C. Please complete the following if you are applying for financial assistance

Frequency of conference	<input type="checkbox"/> Regular	<input type="checkbox"/> Annual	<input type="checkbox"/> Biennial
	<input type="checkbox"/> Irregular (please specify)	<input type="checkbox"/> By invitation	
Nature of attendance	<input type="checkbox"/> Open to all		
	<input type="checkbox"/> By nomination (please specify)		
Publication of conference proceedings and reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Paper has been presented previously	<input type="checkbox"/> Yes (please attach details)	<input type="checkbox"/> No	
Title of meeting where paper was previously presented	Date		
	From _____	To _____	

Please state benefits to be gained by attendance at conference:

Please state how this paper will contribute to your thesis:

Details of past 3 approved conferences **with financial assistance received from GSD (FASS):**

Conference Title	Venue	Date From	To	Amount of Financial Assistance from University
TOTAL				

Financial assistance requested, details given below:
(Refer to Annex A for details on financial assistance)

		Amount S\$
a.	International travel costs i.e. airfare, train fare or coach fare <i>(Note: Intra-city travel costs e.g. airport transfers etc. are not funded)</i>	
b.	Per diem	
c.	Student registration fees (please attach document)	Overseas: Local:
	Total amount	
	Subsidized amount by 90% <i>(Total amount x 90%)</i>	

Attendance at conference is related to consultation/outside work: Yes No

Financial assistance in cash or in kind (e.g. accommodation, meals, etc) received from outside the University:

No

Yes: details given below and copies of relevant correspondence attached:

Source: _____

Type of assistance and amount: _____

Outside Remuneration/Payment:

No

Yes: details given below and copies of relevant correspondence attached

Source: _____

Amount: _____

Recipient of scholarship/award granting additional conference funding

No

Yes: details given below and copies of relevant correspondence attached

Name of scholarship/award: _____

Additional conference fund granted under this scholarship/award: S\$ _____

I have applied to attend more than 1 conference this round

No

Yes. My ranking of the conferences is

Ranked 1st: _____

Ranked 2nd: _____

I acknowledge that only ONE author per paper has submitted an application for financial support from the University for the conference.

Date: _____ Signature of Applicant: _____

Part II – To be completed by the Supervisor(s)

Application is supported:

Yes

No

Has applicant completed his/her QE?

Yes

No

N/A

Comments about the Applicant:

How ready is applicant to attend conference?

Benefits to the Applicant:

Comments about the Conference:

Quality of the conference:

In what way is the conference relevant to the student's research (e.g. focused, area of specialisation etc)?

I acknowledge that only ONE author per paper has submitted an application for financial support from the University for the conference.

Date: _____

Name and signature of Supervisor(s): _____

Part III – To be completed by Head of Department

Application is supported:

Yes No

Comments about the Applicant, Abstract & Conference:

Ranking in order of priority of students proposing to attend the same conference.

1. _____ 2. _____ 3. _____

Date: _____ Name and signature of Head: _____

Part IV – To be completed by Dean (or nominee), if financial assistance is required

Application is approved by the Faculty's Conference Committee:

Yes, for conference leave and financial assistance of \$ _____
 Conference leave only

Comments: _____

Date: _____ Signature: _____

Annex A

NOTES ON CONFERENCE TRAVEL GRANT (For Research Students)

1. Students must present papers or posters if they are applying for conference funding. Students should be the first author of the papers presented.
2. Students will be funded for up to 90% of the total requested budget for each approved application.
3. Full-time research students and Teaching Assistants who are registered part-time research students may apply for financial assistance to present papers at academic conferences during their candidature, subject to the following limits:
 - PhD students – up to \$4,000.00.
 - Masters students – up to \$2,000.00.
4. Financial assistance requested for international conferences should be calculated based on these guidelines:
 - Travel cost (plus taxes) i.e. airfare, train fare or coach fare via the most direct and economical route,
 - Registration fee based on the lowest 'early' rate for members, and
 - 1/2 per-diem (50% of daily subsistence allowance payable for the country concerned) for the duration of the conference plus 1/2 per-diem for one additional day.
5. Financial assistance requested for regional conferences should be calculated based on these guidelines:
 - Travel cost (plus taxes) i.e. airfare, train fare or coach fare via the most direct and economical route,
 - Registration fee based on the lowest 'early' rate for members, and
 - 1/2 per-diem (50% of daily subsistence allowance payable for the country concerned) for the duration of the conference.
6. Financial assistance requested for local conferences should be calculated based on the lowest 'early' rate for members for the registration fee.
7. For overseas conferences, students should obtain at least one written airfare quotation from the NUS-appointed travel agent, PriceBreaker, via e-mail (enquiry@pricebreaker.travel) that reflects the period of travel corresponding to the conference dates. The quotation must be submitted with the application even if the students opt to travel by train or coach.
8. You can check with your Department's secretary or with the Graduate Studies Division for the subsistence allowance rates.
9. Students will not be able to claim for their reimbursements (even if they have received their approval letter) once they converted their candidature from full time to part-time or have submitted their thesis for examination.

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