

Monash University Malaysia

School of Arts & Social Sciences

POSTGRADUATE RESEARCH CONFERENCE SUBSIDY APPLICATION FORM

Routing : Applicant → School Research Office (SRO) → Research Strength Leader (RS Leader) → Head of School (HOS)

**APPLICATION TO BE SUBMITTED THROUGH THE SCHOOL RESEARCH OFFICE
PLEASE ATTACH THE FULL VERSION OF YOUR PRESENTATION**

1. DETAILS OF APPLICANT

Name : _____ ID : _____

2. NAME OF CONFERENCE

3. DATE AND LOCATION OF CONFERENCE (**PLEASE ATTACH COMPLETE CONF BROCHURE**)

4. SIGNIFICANCE OF CONFERENCE

5. PRESENTATION DETAILS (**PLEASE TICK (✓) AND ATTACH APPROPRIATE DOCUMENTATION**)

5.1 I have submitted a paper that have been accepted :
(a) Acceptance is based on abstract (*Please attach*) Yes No
(b) Acceptance is based on full paper(s) that has been referred or reviewed (*Please attach*) Yes No

5.2 Title of paper(s)

5.2.1 Co-author(s) of paper(s) and their affiliation

6. INDICATE BENEFIT TO THE UNIVERSITY AND YOUR PERSONAL RESEARCH

7. ESTIMATED AMOUNT REQUESTED

(all expenses are accountable with official receipts)

- 7.1 Conference Registration fee
- 7.2 Travel : Airfare or other transportations
- 7.3 Accommodation @ 3 – 4 star

Ringgit Malaysia (RM)

TOTAL (approximate only)

7.4 VERIFICATION ON BUDGET PROVISION

Cost Centre code

Budget Account code

Not Budgeted Justification _____

Maximum Approved Budget (RM) : _____

R&D Manager _____ Date

8. DETAILS OF ARRANGEMENTS TO COVER TEACHING ASSIGNMENTS IN YOUR ABSENCE

9. CERTIFICATION BY APPLICANT (PLEASE PROVIDE EVIDENCE)

- 9.1 The paper to be presented by me will be published in a refereed journal/conference proceeding or with commercial publisher (advisable to publish A1, B1, C1 and E1 DIICSRTE category of publications). Yes No
- 9.2 The paper will be presented at the School Research Seminars within three (3) months after returning from the Conference Yes No

9.3 On my return :

- A “Postgraduate Research Conference Subsidy Travel Report” form will be completed and submitted to SHDRC within two (2) weeks of return from the conference; and
- A “Travelling Reconciliation Claims” form will be completed and submitted to SRO within two (2) weeks of return from the conference.

Applicant

Date

10. CERITIFICATION BY COORDINATOR

The applicant has consulted me regarding arrangements for appropriate cover for his/her tutorials and I am satisfied that suitable arrangements are in place.

Comments :

Name :

Date

11. SUPPORTED BY MAIN SUPERVISOR

The applicant has consulted me and I fully support his/her attending the conference.

Comments :

Name :

Date

12. ENDORSED BY RESEARCH STRENGTH (RS) LEADER

I endorse the application.

Comments :

Name :

Date

13. APPROVAL BY HEAD OF SCHOOL (HOS)

Application is approved

Application is **NOT** approved

Comments : _____

Name :

Date