

**FORM FOR SEEKING FINANCIAL SUPPORT TO ATTEND  
CONFERENCE/SYMPOSIUM AND PRESENT A RESEARCH PAPER**

Name of the Student/Faculty	:			
Department/Class	:		Date of joining the university :	
Contact details	:	Mobile no.	Email address :	
Title of the Research Paper	:			
Name of the 1st Author	:			
Name of all other authors in the same sequence as those appear in the paper				
Name of the Conference	:			
Organized by	:			
Place and Dates of Conference	:	Place_____ Dates_____		
Proceeding to be published in	:		Will the proceedings get indexed in Scopus? <i>(Tick the right choice)</i>  Yes <input type="checkbox"/> No <input type="checkbox"/>	
Conference Website	:			
Duty Leave Applied	:	From_____ To_____		
Have you applied for travel grant to any funding agencies? <i>(If yes, attach a copy of the form)</i>	:			
Last financial support availed from university for attending conference on (Mention details like Dates of the conference   Name of the conference etc.				
<b><i>Details of the tentative expenditure to in occur to enable you to attend this conference</i></b>				
Registration Fee*	:		Travel expenses*	:
<b>Total</b>	:			

**\* Attach necessary documents to justify the expenses. Please submit the hardcopy of the following documents in Office of R&D after filling the Google form:**

<https://forms.gle/qPSMy1EtmLz5D8Zv8>

1. Acceptance letter of the paper received from the conference organizers.
2. Front page of the accepted paper
3. Print out of the email received from OR&D about confirmation of receipt of UINC
4. Attach original registration fee receipt (if paid).

***Eligibility and Frequency:***

- a) Conference has to be Scopus / SCI indexed
- b) Staff member willing to avail the support must have served Chitkara University for at least 3 months.
- c) Staff member should have obtained UINC from OR&D.
- d) Application Form must be submitted to OR&D atleast 15 days before the actual dates of the conference.

Date: \_\_\_\_\_

*(Signature of the person applying for travel grant)*

*Signature of the other Authors to confirm that they don't have any objection in Mr./Ms. \_\_\_\_\_ applying for travel grant and presenting this paper.*

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

***Forwarded by:***

\_\_\_\_\_  
*(Name and signature of Head/Dean of the School/Department)*

***Decision taken by Office of Research & Development***

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Approval by Vice-Chancellor**