

Checklist for Intending Applicants for Overseas Conference

All the following (relevant) items must be checked/ticked before this application is submitted to the respective F/C/I Conference Committee.

Name of Applicant :

Faculty / Institute / Centre :

Seminar / Conference Name :

Venue :

Organizer(s) :

Date of Conference :

Pre-Approval (complete all items)

- My co-researcher /our mentor / core group leader *
(Name: _____) has read and given feedback on the full paper.
 - This application is submitted for an overseas conference and is submitted at least 3 months before the date of the conference.
 - I have already submitted my last Conference Attendance Report (Please find a copy of the report attached).
 - For study leave staff only: I have already sought funding from my university and sponsor, but have been unsuccessful.
-

Please complete all the items below.

Entitlement

- I have not attended any overseas conference this year.

Paper

- This paper is in the niche area of faculty. Niche Area: _____
- This paper has been / will be presented * at the Faculty Seminar Series.
- I have acknowledged the granting agency in the paper.

Attachments

The following items **must** be attached with the application form:

- The full paper
- Acceptance letter from the conference organizer if applicant is presenting a paper
- Appointment letter from the conference organizer if applicant is chairing a conference session
- Information or leaflet on seminar/conference
- Reviewer's comments on paper (if any)
- For study leave staff only: Evidence (e.g. a letter or email) that you have sought from your University and Sponsor, but have been unsuccessful.
- Quotation from at least three (3) airlines from local agencies is required for overseas conference application (cheapest fare available, using Malaysia Airlines where possible)
- Attachment A must be included for attending conference, seminar, official visit and visiting abroad

Source of Funding for Application

- UNIMAS
- Fundamental Research Grant (MOHE)
- Science Fund, Techno Fund (MOSTI)
- Others. Please specify: _____

Budget Limit

- Conference budget is limited to RM15,000.00 (*overseas conference*)
- Air ticket for overseas must be the lowest rate for all university post (*overseas conference*)

Note:

- Entitlement is based on "Pekeliling Perbendaharaan Bil. 3 Tahun 2003"
- Tutor is not entitled for any conference application
- Priority is given for research work done in UNIMAS
- Only ONE UNIMAS participant is permitted to participate in the same overseas conference at any one time.
- Even if the paper is approved at the Faculty level, the final approval will be decided by the University Conference Committee.