

A. GUIDELINES FOR APPLICATION

1. Applicants must be full-time research students presenting a paper at an overseas international conference or conducting research toward the completion of their thesis. The conference paper must be related to the area of doctoral research.
2. The allowance covers only registration fee, airfare and accommodation, or a part of any of the items mentioned as determined by the Office of the Vice Dean (Research).
3. Please submit the following supporting documents together with the application form:
 - Letter of invitation/acceptance to present the paper from conference organizer or research host institution, is applicable
 - Copy of the abstract of paper for conference presentation or proposed research agenda
 - Airfare quotation from the NUS appointed Travel Agent (email : NUS-TravelDesk@rt.pricebreaker.travel) or any airline's official website.
 - Information on accommodation and registration fee (Please attach printed fees and charges from websites.)
4. Approval is subject to the availability of funds.

B. TYPE OF LEAVE & FINANCIAL ASSISTANCE

- | | |
|---|---|
| <input type="checkbox"/> Conference Leave | <input type="checkbox"/> With financial assistance |
| <input type="checkbox"/> Research Leave | <input type="checkbox"/> Without financial assistance |

C. TO BE COMPLETED BY APPLICANT

Name : _____ Matriculation No. : _____
 Contact No. : _____ Email : _____
 Name of Supervisor : _____

Conference Leave Details

Conference Title : _____
 Conference Venue : _____ Conference Dates : _____
(dd/mm/yy) to (dd/mm/yy)
 Title of Paper : _____

(Please attach abstract of conference paper accepted for presentation)

Research Leave Details

Purpose of Travel : _____
 Research Location / Host Institution : _____ Research Dates : _____
(dd/mm/yy) to (dd/mm/yy)

(Please attach detailed fieldtrip research proposal)

Allowance Requested:	<u>Other Currency</u>	<u>S\$</u>
Airfare by the most economical & direct route	_____	_____
Accommodation Cost	_____	_____
Registration Fee	_____	_____
Others (Pls specify: _____)	_____	_____
TOTAL AMOUNT	_____	_____

Signature of Applicant : _____ Date : _____

D. TO BE COMPLETED BY SUPERVISOR

Application is supported not supported.

Comments : _____

Signature of Supervisor : _____

Date : _____

E. TO BE COMPLETED BY VICE DEAN (RESEARCH)

Application is supported not supported.

Comments : _____

Signature of Vice Dean : _____

Date : _____