

Travel and Conference Grant Application Form

All **sections** of the form must be completed. If a section does not apply, indicate "N/A" or "None."

A. Identification of Applicant:

Date: _____

Last Name	
Given Name	
Dept/Class/Semester Year	
Rank/ Grade (CGPA)	
Mobile Number	
Email ID	
Enrollment Number	

B. Conference Information:

Name of Conference/Event	
Location (city, state, country)	
Dates (from – to)	
Title of Paper, Presentation,	
Invited-if yes, amount of expenses covered Shortfall = expense – available funds	Yes \$ No
Contributed	Yes No Principal author/ co-author/other
If paper, indicate if to be published in peer-reviewed journal	Yes No

Provide conference/institute web site, and other conference details as appropriate.

C. Anticipated Outcomes and Benefits:

- (a) For Yourself:
- (b) For IEST:

D. Estimated Expenses

Expense	Amount
Transportation	USD or INR
Accommodation	USD or INR
Meals	USD or INR
Registration Fee	USD or INR
Other (specify)	USD or INR
Total	USD or INR

E. Calculation of Funds for Proposed Travel

Funds Requested from GAABESU: (in USD or INR)

Funds from other sources to be used for applicant's travel for this conference (please specify):

USD or INR _____ from _____ (indicate source: own grant, department, govt. etc.)

USD or INR _____ from _____ (indicate source: own grant, department, govt. etc.)

Current Research Grants Held (*please check box below or fill in table*).

None

Source	Amount	Academic Year

Signature of Applicant: _____

F. Attachments

1. Academic achievements over the last three years, including (where applicable) list of papers delivered or published, chapters in books, refereed conferences, other presentations, etc.

2. ***Evidence of the proposed conference and acceptance of the paper:***

Attach (at least one, or as many as available)

- a) Letter of acceptance of the paper from the conference organizers, o
- b) Copy of the Conference program where the name of the author (s) and title of the paper appear.

G. Administrative Approval - Department Head's evaluation and recommendation (Mandatory):

Endorsement and rating of the application, using the following scale

1 = not recommended 2 = recommended 3 = strongly recommended

Name:

Please comment on:

- a) significance of the conference, and
- b) candidate's merit.

Recommendation:

Comments:

Signature: Department Head