

OFFICE OF THE VICE-CHANCELLOR FOR RESEARCH AND INNOVATION
APPLICATION FOR CONFERENCE SUBSIDY FOR STUDENT PAPER PRESENTORS

APPLICANT INFORMATION			
Name of Student			
Department and GS program			
Enrolled Courses			
Name of Adviser		Status	☐ Full-time ☐ Part-time
COURSEWORK/THESIS/DISSERTATION STATUS			
Number of units in the program completed			
Title of Thesis/Dissertation			
Status	☐ Proposal Writing ☐ Approved Proposal ☐ For Final Defense		
DETAILS OF LAST APPLICATION FOR CONFERENCE SUBSIDY			
Date, term and Academic year			
Title of Conference, date and place			
Title of Paper Presented			
Non-ISI/SCOPUS-INDEXED/CHED-LISTED JOURNAL PUBLICATIONS			
Title			
Journal			

Date of publication	
Title	
Journal	
Date of publication	
Title	
Journal	
Date of publication	
*add another sheet for a list of other publications, if more are available, giving the same details.	
CONFERENCE DETAILS	
Conference Title	
Inclusive Dates	
Venue	
Organizer	
Abstracted by:	
Proceedings indexed in:	
PARTICIPATION DETAILS	
Classification	☐ Invited Lecturer ☐ Paper Presentor ☐ Poster presentor (with full paper)
Title of Paper	

Co-Authors [please indicate with an asterisk (*) who among them are applying for the subsidy with the same paper]			
BREAKDOWN OF PROJECTED EXPENSES			
Expense Type	Amount	Funding Source	Remarks
Visa application fees			
Transportation			
Accommodation			
Registration fees			
Daily Allowance			# conf. days + 1 day
CHECKLIST OF REQUIRED DOCUMENTS			
☐ Proof of Travel Expenses (Quotes on airfare & hotel) ☐ Letter of Acceptance / Notification/program ☐ Conference Call for Papers/invitation letter/printout of webpage and other relevant web pages ☐ Copy of Paper with an abstract ☐ copy of certificate of attendance in a research seminar/workshop ☐ Copy of EAF and course-tracking form/graduation documents			

Requested by:

Endorsed by:

<Applicant's Name & Sig.>

<GS Coordinator's name and signature>

<Department and College>

Endorsed by:

Approved by:

< Research and Advanced Studies Director's
Name & Sig.>
<College>

<Vice-Chancellor for Research and Innovation >

Note: Grantee must accomplish and submit a Conference Report within two weeks after his or her return from the conference, and proof of revision and submission to a journal for publication of the article within six months after attendance in the conference applied for.