



Form A

Application for Encouragement Allowance and Financial Assistance to Attend Overseas International Conference\Symposium\Workshop

(1) Personal details of applicant

1.1 Full Name:

1.2 Designation:

1.3 Department:

1.4 Faculty:

1.5 Tel:

1.6 Email:

(2) Details of the overseas event

2.1 Name of the event:

2.2 Contact detail:

2.3 Country:

2.4 Period:

2.5 Title of the abstract/paper to be presented:

2.6 Date of acceptance of the abstract/ paper:

2.7 Other academic activities related to the visit:

(3) Budgetary requirements

3.1 Registration fee:

3.2 Air ticket:

3.3 Accommodation and meal:

3.4 Internal travelling:

3.5 Total cost:

3.6 Are you getting any other financial assistance?

Yes ☐

No ☐

3.7 If yes, details of contribution from sponsor, scholarship etc.

3.8 Did you receive any other financial assistance or encouragement allowance for previous visits from SUSL? If yes, provide detail

Year	Country	Amount received (Rs.)

I hereby confirm that the above information is true and correct

Date

Signature of applicant

Note:

Attach the letter of invitation/acceptance and the paper/abstract

Recommendations

Head of the Department

Date

Dean of the Faculty

Date

Research Grants Committee

Date

Approval (After attending the event, declaration form B needs to be submitted to the Research Grant Committee)

Vice-Chancellor

Date



Form B

Declaration form for confirming attendance at the overseas Conference\Symposium\Workshop

1. Full Name:
2. Designation:
3. Department:
4. Faculty:
5. Tel:
6. Email:
7. Name of the event:
8. Country:
9. Period:
10. Title of the abstract/paper presented:

Proof of attending the event (Please attach proof such as copy of a certificate of participation, boarding pass and any other relevant documents to confirm your participation at the event)

Invoice for making Payment (Please submit original invoices such as Air fare, Registration fee, Accommodation & Meal)

I hereby declare that I have attended the above overseas event and participated in the activities as stated in the application submitted to obtain the encouragement allowance and financial support.

Signature of applicant

Date