

OFFICE OF THE VICE PRESIDENT 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	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
COURSEWORK/THESIS/DISSERTATION STATUS			
Number of units in the program completed			
Title of Thesis/Dissertation			
Status	<input type="checkbox"/> Proposal Writing <input type="checkbox"/> Approved Proposal <input type="checkbox"/> 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			
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	<input type="checkbox"/> Invited Lecturer <input type="checkbox"/> Paper Presentor <input type="checkbox"/> Poster presenter (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]

SDG No: _____

BREAKDOWN OF PROJECTED EXPENSES

Expense Type	Amount	Funding Source	Remarks
Visa application fees			
Transportation			
Accommodation			
Registration fees			

CHECKLIST OF REQUIRED DOCUMENTS

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Proof of Travel Expenses (Quotes on airfare & hotel) <input type="checkbox"/> Conference Call for Papers/invitation letter/printout of webpage and other relevant web pages <input type="checkbox"/> Proof that the conference is ISI/SCOPUS-abstracted or proceedings are SCOPUS/ISI-indexed if available, but absolutely required for applicants without the necessary publications. | <ul style="list-style-type: none"> <input type="checkbox"/> Letter of Acceptance / Notification/program <input type="checkbox"/> Copy of Paper with an abstract <input type="checkbox"/> Copy of EAF and course-tracking form/graduation documents |
|---|---|

Requested by:

Applicant's Name & Signature

Endorsed by:

GS Coordinator's name and signature

Department and College

Endorsed by:

Assistant Dean, Research and Advanced
Studies Name & Signature

College

Approved by:

Vice President for Research and Innovation

Note: The grantee must accomplish and submit a Conference Report within two weeks after his or her return to process his/her reimbursement.