

## Application Form for MMU GRA Sponsorship to Attend International Conference/ Symposium using MMU Internal Fund

**1. APPLICANT'S PERSONAL PARTICULARS** *(Note: Prior Public Disclosure Approval is compulsory for all forms of presentation in Conference/ Symposium/ Seminar)*

Full Name as in Passport/Identity Card: \_\_\_\_\_

Category :  Malaysian  International

Office Telephone No: \_\_\_\_\_

Hand phone No: \_\_\_\_\_

NRIC/ Passport No: \_\_\_\_\_

Office Fax No: \_\_\_\_\_

Temporary & Contract Staff ID: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Faculty: \_\_\_\_\_

Employment Date: \_\_\_\_\_

Nationality: \_\_\_\_\_

Contract Expiry Date : \_\_\_\_\_  
(if applicable)

Qualification Attained *((indicate PhD/Masters/Degree/Diploma))*: \_\_\_\_\_

**2. CONFERENCE/ SYMPOSIUM/ SEMINAR DETAILS**

Type of Conference/ Symposium/ Seminar:  Conference  Symposium  Seminar/Workshop/Others: please specify\_\_\_\_\_

Title of Conference/ Symposium/ Seminar : \_\_\_\_\_

Date of Conference/ Symposium/ Seminar: \_\_\_\_\_

Venue: \_\_\_\_\_

Title of Paper: \_\_\_\_\_

Conference Status- Listed in Proceedings Database :  IEEE  ISI  Scopus

Principal Author: \_\_\_\_\_

Co-Author (s): \_\_\_\_\_

Type of Paper:  Invited Paper  Regular Paper  Extended Abstract

Type of Presentation:  Oral  Poster

Public Disclosure Approval Secretariat Ref. No: \_\_\_\_\_

Proposal Defense Date: \_\_\_\_\_

**3. PROJECT PARTICULARS & SPONSORSHIP REQUIREMENT**

Project Title: \_\_\_\_\_

Type of Grant: MMU GRA/ others : (please specify) \_\_\_\_\_

GAMS Account No: IP \_\_\_\_\_

Conference/ Symposium/ Seminar Leave- specify dates: \_\_\_\_\_

<b>Total Sponsorship Required:</b>	RM [enter total cost here]	<i>Section 3a: For IPS purpose only. PD Number:</i>
> Registration Fee		
> Accommodation <i>(Hotel proposed by organizer and with reasonable rate)</i>		
> Meal Allowance		

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> Flight <i>(Economy Class &amp; with shortest direct routes)</i>		
Others: > Local Transport		
TOTAL SPONSORSHIP (RM)		

I have duly completed this form and attached the following supporting documents:

No	Item	Please Tick where appropriate
(i)	Conference/ Symposium/ Seminar Brochure or Website Link <i>(info on date, venue, conference programme/course contents, registration fees)</i>	
(ii)	Conference/ Symposium/ Seminar Technical Programme/Agenda	
(iii)	Letter of Acceptance from Conference/ Symposium/ Seminar Organizer	
(iv)	Abstract & Paper to be presented	
(v)	3 Quotations for Accommodation (if applicable)	
(vi)	3 Quotations for Flight Fare (if applicable)	
(vii)	Letter of Appointment as GRA	
(viii)	Evidence of proposal defense	

*I declare that the particulars in this application are true to the best of my knowledge and belief, and I have not willfully suppressed any material fact.*

Signature of Applicant:

Date:

### 4. RECOMMENDATION BY SUPERVISOR *(Supervisor to fill in if the applicant is a MMU GRA employed under the project)*

*I recommend/ do not recommend the above application:*

Name &  
Designation:

Signature:

Date:

### 5. RECOMMENDATION BY FACULTY DEAN

*I recommend/do not recommend the conference/ symposium/ seminar leave for the applicant*

Name &  
Designation:

Signature:

Date:

### 6. RECOMMENDATION BY INSTITUTE FOR POSTGRADUATE STUDIES DEAN

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*I confirm/do not confirm* that the conference paper/ symposium/ seminar is relevant to the GRA project mentioned above, and meets the requirement in the original approved proposal including milestone.

Remarks:

Fund Availability:  Yes, recommend the sponsorship according to Section 3a

No

**Name &  
Designation:**

**Signature:**

**Date:**

**7. APPROVAL BY VICE PRESIDENT (R&D)**

*I approve/ do not approve the above application:*

Remarks:

**Name &  
Designation:**

**Signature:**

**Date:**

**IMPORTANT NOTES:**

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1. This application must be submitted not less than **4 weeks** before the date of the local conference/ symposium/ seminar. For overseas conference/ seminar, applications must be submitted not less than **10 weeks** before the date of the conference/ symposium/ seminar.
2. The maximum ceiling amount of sponsorship will be RM1,500.00 for international conference held in Peninsular Malaysia or RM2,000.00 for international conference held in East Malaysia.
3. The conference proceedings will be indexed in the IEEEExplore and/or indexed by Thomson ISI. In other words, the conference proceedings have to be indexed conference proceedings.
4. He or she has to complete the postgraduate studies, otherwise, he or she has to pay back the amount sponsorship if he or she resigns or terminate from the GRA scheme.