**Application Form – Attend Academic Conference**

*Notes: The conference applied should relate to the research projects funded by the College Research Grant.*

**1. Applicant(s):**

|  |  |  |
| --- | --- | --- |
| Principal  Investigator | Project Title | Financial Code |
|  |  |  |

**2. College Research Grant approved for the project: RMB\_\_\_\_\_\_\_\_\_, of which the budget for conference(s) is: RMB\_\_\_\_\_\_\_\_\_\_**

**3. Conference details:**

**3.1 Dates:** From\_\_\_\_\_\_\_\_\_\_\_\_ (dd/mm/yy) to\_\_\_\_\_\_\_\_\_\_\_\_ (dd/mm/yy)

Total \_\_\_\_\_ days

**3.2 Venue:** □in mainland of China Specific place: \_\_\_\_\_\_\_\_\_\_

□in Hong Kong/Macau/Taiwan Specific place: \_\_\_\_\_\_\_\_\_\_

□overseas Specific place: \_\_\_\_\_\_\_\_\_\_

**3.3 Organizers**

**3.4 Theme/Aims and Objectives**

**3.5 Invitation letter received?**

□Yes. *(Please attach it herewith)* □No.

**3.6 Would you present papers for the conference?**

□Yes. *(Please attach it herewith)*  □No.

**3.7 Estimated Budget**

Conference registration (if required): RMB\_\_\_\_\_\_\_\_\_

Transportation: RMB \_\_\_\_\_\_\_\_\_

Accommodation: RMB \_\_\_\_\_\_\_\_\_

Other estimated items: RMB \_\_\_\_\_\_\_\_\_

Total amount: RMB \_\_\_\_\_\_\_\_\_

**4. Work arrangement during leave:**

**5. Signature of the applicant(s):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator Co- Investigator (if any)

**6. Endorsement:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean of Division/Director of Center Date

signature & comments (if any)

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Director of Research Office Date