Ahsanullah University of Science and Technology
Research and Publication Office (RPO)

FINANCIAL SUPPORT FORM for **PRESENTING PAPER at CONFERENCE (FACULTY MEMBERS)**

Paper Title:

Name of the Applicant:
Designation:
Department:
AUST IUMS ID:
Email:
Phone No.:

The following **criteria* need to be fulfilled to qualify** for this financial support:

i. The applicant is a full-time faculty member of AUST and is not on any study-leave or leave exceeding four months
ii. The applicant is the presenter and first author of the paper, using the aust.edu email address and only AUST affiliation. Proof of participation and presentation is provided after the conference.
iii. The conference date falls within this incentive financial year (1st May-30th April), and the applicant has not received any conference incentive in this incentive financial year
iv. The claim is for one conference only, with a total cumulative amount not exceeding USD 1000 (one thousand).
v. The conference paper is not part of, or supported by, any internal or external grant.
vi. The conference paper is or will be included in an online repository.

- The applicant is a full-time faculty member of AUST and is not on any study-leave or leave exceeding four months: ☐ YES ☐ NO
- The applicant is the presenter and first author of the paper: ☐ YES ☐ NO
- The applicant used only AUST affiliation: ☐ YES ☐ NO
- The applicant used @aust.edu email id: ☐ YES ☐ NO

**The criteria are based on the AUST Policy Guidelines for Financial Support for Conference Participation and Incentives for Journal Publications. Refer to the Guidelines for more details.*

Authors' list in the conference paper (in sequence, add/remove rows if needed)

Sl no.	Author's Name	Affiliation	Role of the Author
1			
2			
3			
4			
5			
6			
7.			

Conference details:

Name of the conference with place:

Conference date:

Organizer/Publisher name:

Last date of the registration:

Registration cost (in BDT and/or USD):

Travel cost (in BDT and/or USD) (if any):

Accommodation cost (in BDT and/or USD) (if any):

Other cost (in BDT and/or USD) (if any):

Total amount claim (in BDT and/or USD):

*USD/BDT conversion will be based on Bangladesh Bank's rate on the date of payments (*copy to be attached*)

The conference date falls within this incentive financial year (1st May-30th April): ☐ YES ☐ NO

- Neither the applicant nor the presenting article has received any conference incentive in this incentive financial year: ☐ YES ☐ NO
- The claim is for one conference only: ☐ YES ☐ NO
- The total cumulative amount is not exceeding USD 1000 (one thousand): ☐ YES ☐ NO
- Proof of participation and presentation is or will provided after the conference: ☐ YES ☐ NO

- The conference paper is or will be included in an online repository after the conference: ☐ YES ☐ NO

  If YES, please provide more details about the repository:

- The conference paper is not part of, or supported by, any internal or external grant(s): ☐YES ☐NO

- Has the applicant received incentives for presenting this article from other sources: ☐ YES ☐ NO

  If YES, please provide details:

- Has any author of this article presented/published any articles related to this work previously? ☐ YES ☐ NO
  If YES, please a provide list of those articles as an attachment to this application.

Checklist of attachments

- ☐ A complete copy of the article
- ☐ Submission confirmation letter or email from the appropriate authority
  (The article needs to be accepted for the use of the fund)
- ☐ Official document related to article registration fee
- ☐ Payment receipts of costs (registration fee, travel costs, accommodation, and others)**
- ☐ Supporting documents for exchange rates for foreign currency payments
- ☐ Proof of participation and presentation
- ☐ Supporting document for previously presented/published related articles (if any)

Declaration

☐ I declare that neither I nor any of the authors of this article have received any incentives from AUST for presenting this article.
☐ I declare that all the authors have approved this financial support application.
☐ I declare that all the information provided in this form is true and correct.

_____
Signature and date of the Applicant