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

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

This form must be filled out by the DPDC

The Departmental Planning and Development Committee (DPDC) needs to fill out the form based on the judgment and authenticity of the conference paper and applicant's contribution.

Paper Title:

Name of the Applicant:

N.B.: To be eligible for conference financial support, 'YES' is required for all the queries in this table

- Is the applicant a full-time faculty member of AUST and not on any study leave or leave exceeding four months? ☐ YES ☐ NO
- Is the applicant the presenter and first author of the conference paper? ☐ YES ☐ NO
- Has the applicant used only AUST affiliation? ☐ YES ☐ NO
- Has the applicant used @aust.edu email id? ☐ YES ☐ NO
- Does the conference date fall within this this incentive financial year (1st May-30th April)? ☐ YES ☐ NO
- Is the claim for only one conference? ☐ YES ☐ NO
- Is the total cumulative amount not exceeding USD 1000 (One Thousand)? ☐ YES ☐ NO

All related supporting documents are verified: ☐ YES ☐ NO

After having discussion with the Applicant – please fill out the following sections:

- Is this research conducted at AUST? ☐ YES ☐ NO

  If NO, please mention place:

**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.*

- In the conference paper, how many authors are <u>from</u> AUST (including the applicant)?
  ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ more

- In the conference paper, how many authors are from <u>outside</u> AUST?
  ☐ None ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ more

- What is the major contribution of the applicant to the conference paper?
  ☐ Conceptualization ☐ Data curation ☐ Formal analysis
  ☐ Funding acquisition ☐ Investigation ☐ Methodology
  ☐ Project administration ☐ Resources ☐ Software
  ☐ Supervision ☐ Validation ☐ Visualization
  ☐ Writing – original draft ☐ Writing – review & editing

Supporting documents (if any) are verified: ☐ YES ☐ NO

N.B.: To be eligible for conference financial support, 'YES' is required for all the queries in this table

- Is the conference a well-recognized and internationally reputed and organized by renowned universities/institutes/professional bodies? ☐ YES ☐ NO
- Is proof of participation and presentation provided or to be provided after the conference? ☐ YES ☐ NO
- The conference paper is or will be included in an <u>online repository</u> after the conference? ☐ YES ☐ NO

All related supporting documents are verified: ☐ YES ☐ NO

N.B.: To be eligible for conference financial support, 'NO' is required for all the queries in this table

- Is the conference paper part of, or supported by, any internal or external grant(s)? ☐ YES ☐ NO
- Has the applicant <u>or</u> the conference paper previously received a financial support from AUST during this incentive financial year (1 May–30 April)? ☐ YES ☐ NO

All related supporting documents are verified: ☐ YES ☐ NO

- Has the applicant received financial support for presenting this paper from other sources?

  ☐ YES ☐ NO

  If YES, please provide details:

- Has any author of this paper presented/published any papers related to this work previously? ☐YES ☐NO

All related supporting documents are verified: ☐ YES ☐ NO

Overall comments from the DPDC:

Can the financial support be sanctioned to the applicant*? ☐ YES ☐ NO **If required, the Department should conduct a further review in consultation with related expert members.*

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Signature and date of the Chairman and other members of the DPDC