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

FINANCIAL SUPPORT FORM for
PRESENTING PAPER at CONFERENCE
(STUDENTS)

Paper Title:

Name of the Applicant:

Student ID:

Year/Semester (for undergrad):

Department:

Program:

Email:

Phone no.:

Name of the Supervisor:

Designation:

Email:

Phone no.:

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

i. The applicant student is **either**:
-an undergraduate student of AUST (3-1 or above; for Architecture: 4-1 or above) who has not already received any financial support for conference presentation in this incentive financial year (1st May-30th April);
or
-a postgraduate student of AUST who has not received any conference incentive during their studentship tenure to date.

ii. A full-time faculty member of AUST (not on any study leave or leave exceeding four months) is the supervisor and the submitting author of the paper.

iii. The supervisor is the corresponding author (or submitting author, in the absence of corresponding author information), using an aust.edu email domain address.

iv. The applicant is the first author of the paper and has the consent of the supervisor for the incentive application.

v. The conference date falls within this incentive financial year (1st May-30th April).

vi. The paper submission date falls within the applicant's studentship period, i.e., within the degree award date.

vii. The financial support can be claimed only one conference, does not exceed USD 500 (five hundred), covering registration fees, travel (including visa fees, if needed), and accommodation. Proof of participation and presentation is required after conference.

viii. The paper is not part of, or supported by, any internal or external grant.

ix. The conference paper is or will be included in an online repository

**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.*

- Student Type: ☐ Undergraduate ☐ Postgraduate
  If undergraduate, the applicant is from 3-1/above **or** for Architecture, from 4-1/above: ☐ YES ☐ NO

- For undergraduate, the applicant has not received any financial support for conference paper presentation during this incentive financial year (1st May-30th April): ☐ YES ☐ NO
  Or
  For postgraduate, the applicant has not received any financial support for conference paper presentation during their studentship tenure so far: ☐ YES ☐ NO

- The paper is supervised a full-time faculty member of AUST: ☐ YES ☐ NO
- The supervisor is the submitting author: ☐ YES ☐ NO
- The supervisor is the corresponding author (or submitting author, in the absence of corresponding author information): ☐ YES ☐ NO
- The supervisor used @aust.edu email address in the conference paper: ☐ YES ☐ NO
- The applicant is the first author of the conference paper: ☐ YES ☐ NO
- The applicant has the consent from the supervisor for this application: ☐ YES ☐ NO
- The applicant used only AUST affiliation: ☐ YES ☐ NO

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:

Submission date:

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 payment

- The conference date falls within this incentive financial year (1st May-30th April): ☐ YES ☐ NO
- The submission date falls within the applicant's studentship period, i.e., within their official degree award date: ☐ YES ☐ NO
- The claim is for only one conference and the total cumulative amount is not exceeding USD 500 (Five Hundred): ☐ YES ☐ NO
- Proof of participation and presentation is or will be 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 a part of, or supported by, any internal or external grant(s): ☐ YES ☐ NO
- Has the applicant received incentives 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
  If YES, please a provide list of those papers as an attachment to this application.

Checklist of attachments

- ☐ A complete copy of the paper
- ☐ Submission confirmation letter or email from the appropriate authority
  (The paper needs to be accepted for the use of the fund)
- ☐ Official document related to paper 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
- ☐ Consent/forwarding letter from the supervisor (Student's Year & Semester must be mentioned)
- ☐ Proof of studentship (ID copy)
- ☐ Proof of official degree award date (result notification from CoE, for graduated applicants)
- ☐ Supporting document for previously presented/published related papers (if an

Declaration

☐ I declare that neither I nor any of the authors of this paper have received any incentives from AUST for this paper.
☐ 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.

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Signature and date of the Applicant