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

EVALUATION FORM for the FINANCIAL SUPPORT for **PRESENTING PAPER at CONFERENCE**

(STUDENTS)

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:

Student Type: ☐ Undergraduate ☐ Postgraduate

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

- For an undergraduate student of AUST:
  i. Is the student from 3-1 or above or for Architecture from 4-1 or above? ☐ YES ☐ NO
  ii. The student has not received any financial support for conference presentation during this incentive financial year (1st May-30th April): ☐ YES ☐ NO
  Or,
  For a postgraduate student of AUST: The has not received any financial support for conference presentation during their studentship tenure so far: ☐ YES ☐ NO
- Is the paper supervised a full-time faculty member of AUST? ☐ YES ☐ NO
- Is the supervisor the submitting author of the conference paper? ☐ YES ☐ NO
- Is the supervisor the corresponding author (or submitting author, in the absence of corresponding author information? ☐ YES ☐ NO
- Has the supervisor used @aust.edu email address in the conference paper? ☐ YES ☐ NO
- Is the applicant the first author of the presenting paper? ☐ YES ☐ NO
- Does the applicant have the consent from the supervisor for this application? ☐ YES ☐ NO
- Does the conference date fall within this this incentive financial year (1st May-30th April)? ☐ YES ☐ NO
- Does the submission date fall within this incentive financial year (1st May-30th April)? ☐ YES ☐ NO
- Does the submission date fall within the applicant's studentship period, i.e., within their official degree award date? ☐ YES ☐ NO
- Is the claim for only one conference, with the total cumulative amount not exceeding USD 500 (Five Hundred)? ☐ YES ☐ NO

All related supporting documents are verified: ☐ 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.*

After having <u>discussion with the Applicant</u> – please fill out the following sections:

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

  If NO, please mention place:

- 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
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- Has 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:

- Is the conference paper an outcome of the applicant's undergraduate or postgraduate thesis work at AUST?
  ☐ YES ☐ NO
  If YES, please mention more details

  Department:
  Program:
  Year:

- 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