

**Template for CTRG Conference Travel Grant Request**

**Conference Travel ID** [To be filled by Office of Research-NSU]:

*[Note: This form should be completed and submitted after the conference presentation is completed.]*

**Application Date:**

**Name of Faculty Member**:

**Faculty Initial**:

**Designation**:

**Department**:

**Conference Date:**

**1. Conference Details:**

|  |
| --- |
|  |

**2. Country of Travel:**

|  |
| --- |
|  |

**3. Requested Amount:** [attach budget statement]

|  |
| --- |
|  |

**4. Status of the Participation\*:** ☐ Paper Presentation ☐ Keynote Speaker

**5. First time applicant:**  Yes  No

**6. The applicant has already received a conference travel grant in the current fiscal year:**

Yes  No

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

Signature of the applicant with date

**7. Department Chairperson confirms paper was presented in local venue before application to CTRGC**:

Yes  No

**7(a). Date and Venue of local presentation\*\***:

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

Signature of Department Chair with date

**9. Recommendation from Dean:**

Recommended  Not Recommended

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Signature of Dean with date