**FORMAT OF THE APPLICATION FOR UNIVERSITY OF SRI JAYEWARDENEPURA OVERSEAS TRAVEL GRANTS (OTG)**

**OVERSEAS TRAVEL GRANTS (OTG)**

**UNIVERSITY OF SRI JAYEWARDENEPURA**

**1. Information of the Applicant**

1.1. Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.2. Date of birth: \_\_\_\_\_\_\_\_\_\_ Age (at the date of application): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.3. National Identity Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.4. Contact details:

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.5. Highest academic qualification:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.6. Affiliation

Present title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of appointment to the present title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Information of the event**

2.1. Title of the conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.2. Location (Country and City): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.3. Duration: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.4. Nature of the presentation: (please tick relevant selection)

* 1. key note address/ invited speaker \_\_\_\_
  2. session chair \_\_\_\_
  3. oral presentation \_\_\_\_
  4. poster presentation \_\_\_\_

Please provide the evidence of invitation letters/proof of submission

* 1. Title of the presentation:

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

* 1. Brief summary of the presentation (Maximum 200 words, 12pt 1.5 spacing, Times New Roman):

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

* 1. Funding source and grant number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Name of the principal investigator:
  3. Contribution of the applicant to the research paper (in articles with more than one author):
  4. Information OTGs obtained from the university:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Date of travel** | **Amount** | **Final report submitted:**  **Yes/ No** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Tentative Budget**
   1. Cost of participation:

|  |  |
| --- | --- |
| **Description** | LKR |
| Registration fee: |  |
| Air fare: |  |
| Subsistence: |  |
| Other (Please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |
|  |
| **Total** |  |

* 1. Financial support requested from OTG: Registration fee/ air fare/ visa fees/ subsistence/other (please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_):

LKR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Details of the funds obtained by other sources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. In the event of co-authored articles, the other author/s consent for publication and attendance:

**Name Signature**

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

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

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

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

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

Please attach a CV of the applicant together with the OTG application.

**Declaration**

I certify that the information and data furnished by me in this overseas travel grant application are true and accurate to the best of my knowledge. I am aware that in any case, the above information is inaccurate, the grant application will be rejected.

Date: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Observations and the recommendation of the Dean of the Faculty**

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Observation and recommendation of the Research Council of the University of Sri Jayewardenepura**

Signature of the Chairman – Research Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:- \_\_\_\_\_\_\_\_\_\_\_\_

**Approval of the Finance Committee**

Signature of the Chairman – Finance Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:- \_\_\_\_\_\_\_\_\_\_\_\_

**Overseas Travel Grant (OTG)**

**Check List**

|  |  |
| --- | --- |
| **Yes(✓)** | **No(x)** |

1. Copy of the research article and abstract

with name and affiliation to the University

1. Proof of Submission and Invitation letter
2. Conference brochure indicating registration fee
3. Airfare quotations(03)
4. Cost Breakdown(Tentative Budget)
5. In the case of a co-authored article, written consent

of other author/s that they have no objection

1. CV of the applicant
2. Observation and Recommendations of the Head

and Dean of the Faculty