**Application for University of Sri Jayewardenepura Overseas Travel Grants (OTG)**

**PART A - Checklist**

**Checklist of the documents to be submitted**

|  |  |  |
| --- | --- | --- |
| **Document** | **Please Tick**  **(√)** | **Checked**  **(for Office Use only)** |
| 1. Hardcopy of the Overseas Travel Grant Application Form (duly completed) |  |  |
| 2. Copy of the research article and/or abstract |  |  |
| 3. Letter of acceptance |  |  |
| 4. Full CV of the applicant (Please note that your updated CV should also appear in the University’s website together with URL of the Google Scholar Profile.) |  |  |
| 5. Conference brochure |  |  |
| 6. Cost breakdown |  |  |
| 7. Separate letters of declarations from all co-authors indicating that they have no objection for the candidate to present the research work in the said conference |  |  |
| 8. Three (3) quotations for airfare obtained for three different airline agents |  |  |
| 9. If the applicant has obtained a travel grant from the University of Sri Jayewardenepura, please attach the letter issued by the Research Council accepting the final report submission. |  |  |
| 10. Any other document which may support the application |  |  |

**PART B – Overseas Travel Grant Application**

**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:

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

Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1.6. Affiliation:

Google Profile URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. Keynote address/ invited speaker \_\_\_\_
  2. Oral presentation \_\_\_\_
  3. Poster presentation \_\_\_\_

Please provide the evidence of invitation letters/proof of submission

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

2.9 Information of previous OTGs obtained from the university:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Date of travel** | **Amount** | **Date of the submission of the Final Report:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

|  |  |
| --- | --- |
| **Description** | **LKR** |
| Registration fee: |  |
| Airfare: |  |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I certify that the information 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/incomplete, the grant application will be rejected.

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

**Observation/s of the Dean of the Faculty**

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

**Observation/s and recommendation of the OTG Sub-committee of the Research Council of the University of Sri Jayewardenepura**

Date:- \_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Chairperson –OTG Sub-committee of the Research Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval of the Research Council of the University of Sri Jayewardenepura**

Date:- \_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Chairperson – Research Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval of the Finance Committee**

Date:- \_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Chairperson – Finance Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_