**RUET Proforma for submitting Foreign Conference Grant**

Six (06) hard copies duly filled up and forwarded by the head/director of the respective department/Institute to be sent to the Office of the Director (Research & Extension), RUET, Rajshahi.

*Furnish details to facilitate Conference evaluation/Scrutiny. Expand rows to meet your requirements.*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name of the Applicant | : |  |
| 2. | Designation | : |  |
| 3. | Name of the Department/Institute | : |  |
| 4. | Name of the University | : |  |
| 5. | Paper Title | : |  |
| 6. | Name of all Authors  |  |  |
| 7. | Conference Details |  |  |
|  | * Name
 | : |  |
|  | * Date
 |  |  |
|  | * Please select one
1. India (West Bengal, Assam, Tripura, and Adjacent Areas)
2. SAARC Countries and other parts of India
3. South-East Asia, Middle-East Countries
4. Japan & other countries of the world
 | : |  |
|  | * Address
 |  |  |
|  | * Registration Fee
 |  |  |
|  | * Presentation Mode
 |  |  |
|  | * Publishing Method
 |  |  |
| 8. | Abstract of Your Paper |
|  |  |
| 9.  | Did you receive/apply any fund/ travel grant for this paper from any other agencies/organizations? | Yes/No |
|  | If yes, then

|  |  |
| --- | --- |
| Name of the funding agencies//organizations |  |
| Amount of the grant: |  |

 |
| 10.  | Did you attend any earlier Foreign conference grant funded by RUET through the office of the Director (Research and Extension), RUET? | Yes/No |
|  | If Yes, then

|  |  |
| --- | --- |
| Category : a) SAARC b) Others |  |
| Title of Paper |  |
| Amount of the grant: |  |
| Name of the Conference |  |
| Date of the Conference: |  |
| Address of this Conference |  |

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| 11. | Please attach along with this Application (Mandatory) :  1. Full Paper with Author details 2. Conference Details (Date, Place/Address, Registration & Publishing method) 3. Declaration Form 4. Consent letter  |

|  |  |
| --- | --- |
| **Recommended by** (Name of Head)Head,Department: …………………………………………………………………………Rajshahi University of Engineering & Technology | (Signature of the Applicant)Name of Applicant:…………………………Designation: …………………………Department: ……………………………………………………………………………Rajshahi University of Engineering & TechnologyCell: ………………………………..Email: ………………………………… |

**DECLARATION/CERTIFICATION**

I do hereby declare that -----

a) The same paper has not been submitted anywhere (UGC/other agency/University) for financial support.

(b) The research work proposed in this paper is not a duplicate work already done or being done in the field (i.e., area of research)

(c) This work of this paper is fully/partially done in RUET, Bangladesh

(d) Paper will be provided with access to all available facilities in this university.

|  |
| --- |
| Signature and Name of the Applicant  |

**Letter of consent**

We come to know that ……… (Name of the Author), ……… (Designation) in the Department of …………(Name of the dept), Rajshahi University of Engineering & Technology (RUET) is interested in applying for a Foreign conference/symposium grant of the accepted paper entitled “**………..**”(Title of the conference paper) in the …………..(conference name).

All the co-authors are declared that we have no objection to applying for the publication grant/honorarium application for the foreign conference grant.

**List of Co-authors**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Co-author** | **Affiliation** | **Contacts** | **Signature** |
|  |  |  |  |
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| Signature and Name of the Applicant |