# TRAVEL SUPPORT GRANT CALL APPLICATION FORM ⅙

**IMPORTANT**:

1. **EVERY SECTION AND FIELD <u>MUST</u> BE COMPLETED. PLEASE INDICATE 'N.A.' WHERE A PARTICULAR SECTION OR FIELD IS NOT APPLICABLE. INCOMPLETE APPLICATIONS WILL BE REJECTED.**
2. **APPLICATION SHOULD BE SUBMITTED BEFORE THE EVENT TAKE PLACE.**

\* Required

\* This form will record your name, please fill your name.

[                    ]

## Section 1: Applicant Information

1. Full Name (First Name, Last Name) \*

[                    ]

2. Email Address \*

[                    ]

3. Phone Number \*

[                    ]

4. Position/Title \*

[                    ]

5. Department \*

[                    ]

## Section 2: Event Details

6. Name of Event *

[                                                                    ]

7. Type of Event *

○ Conference

○ Seminar

○ Symposium

○ Workshop

○ Other

8. Event Location (City, Country) *

[                                                                    ]

9. Event Start Date *

[                                                            🗓 ]

10. Event End Date *

[                                                            🗓 ]

11. Have you been invited to present at this event? *

○ Yes

○ No

12. Supporting Documents (Required)

- Proof of invitation to the event (Required)
- Event brochure or program
- Any other relevant supporting documents

*

⤒ **Upload file**

File number limit: 5   Single file size limit: 10MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

## Section 3: Proposed Budget

13. Estimated Total Travel Expenses (in SGD) *

[                                                                    ]

14. Please upload the itemised costing file. Download a copy of the file here *

Download a copy of the file here: https://www.dropbox.com/scl/fi/gh0ezxl7lrft4wblktbwd/Itemised-Budget-for-Travel-Grant.xlsx?rlkey=ntcbgueje2ugkl04jj8hc9xnd&st=m5n9x18i&dl=0

[ ↑  Upload file ]

File number limit: 1   Single file size limit: 10MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

15. Have you received funding from other sources for this event? *

◯ Yes

◯ No

16. If yes, specify the source and amount *

[                                                                    ]

## Section 4: Outcomes & Deliverables

17. Purpose of Attendance: *

Provide a brief statement (200-300 words) explaining how attending this event will benefit your professional development, institution, and/or field of study.

18. Contribution to Event *

Explain how your participation (e.g., presentation, panel discussion) contributes to the event's goals or the broader community (150-200 words).

19. **UNDERTAKING by APPLICANT** *

By selecting 'I agree' in the Grant Application, the Applicant undertakes, upon receiving a Grant Award, to:
1. Refrain from submitting similar versions or parts of this proposal to other funding agencies.
2. Confirm that all information provided in this application is accurate and truthful to the best of their knowledge.
3. Comply with the policies and guidelines set forth in the National University of Singapore's "Financial Assistance for Official Travel."

○ I Agree

○ I Disagree