

Application for financial support for LOCAL Conferences, Training, Workshop & Projects

The completed application form and relevant supporting documents should be submitted to:

Attn: Mr Cheng Woon Tien (woontien@nus.edu.sg)

CC: Your supervisor's institutional email **and** Ms Tay Gek Sun Sherline (medtgss@nus.edu.sg)

Note

1. The total amount of financial support for **Wong Hock Boon Society (WHBS) members** is **up to S\$700 per student** throughout the undergraduate years (M1 – M5).
2. Financial support is subject to the following conditions:
 - Students **must be a member** of Wong Hock Boon Society.
 - Granted primarily to support research projects, training in **local / ASEAN countries**.
 - Application will be considered if submitted 2 months before the event.
 - Reimbursement only for the student registration fees.
 - Financial assistance is provided on a **reimbursement** basis.
 - Conference **funding review meeting will be held every 2 months** by the Committee.
3. Students are encouraged to attend local conferences, with or without presentation.
 - Without presentation: Cap \$50 per conference, up to 2 local conferences/workshops for the entire duration of membership.
 - With presentation: For local conference, student must be the 1st or co-presenting author of Oral / Poster presentation.
4. Please submit the completed funding application form and supplement the necessary related documents for our funding committee review.
5. Late submissions or submissions that do not adhere to the instructions will not be submitted to the funding committee for review.

Funding is a privilege and not a right. Funds disbursement is subject to funding availability and approval from Committee. WHBS will not support funding for conferences held in countries listed in OHSE alert list.

For Local Conference Funding

Checklist of documents for submission for local conference support (Include supporting documents and indicate N.A, where applicable)	
<input type="checkbox"/>	Abstract of conference paper (including order of authorship)
<input type="checkbox"/>	Invitation email from organiser for presentation
<input type="checkbox"/>	Proof of Registration Fee
<input type="checkbox"/>	Proof of Leave of absence (from Education Section, Dean's Office)
<input type="checkbox"/>	Supervisor's email acknowledgement and approval

PART I - TO BE COMPLETED BY APPLICANT

1. Name (Mr/Miss) : _____ Student Matriculation. No. : _____
2. Year of Study : M1 / M2 / M3 / M4 / M5
3. Contact Numbers : (Mobile) _____ (Home) _____
4. Citizenship : Singaporean PR of Singapore Others: _____
5. Supervisor's name : _____
6. Department/ Institution : _____

For Local Conference / Training / Workshop Funding

(Please attach brochure / official handout on conference)

7. Title : _____
Venue : _____
 Local (with Presentation) Local (without Presentation)
Dates : From Date To Date
Proposed period of leave : From Date To Date
7a. Nature of Participation: *(Please attach relevant correspondence, e.g.: evidence of paper/poster acceptance)*
 Oral Presentation Poster Presentation
Indicate order of authorship: _____
Title of Paper : _____
Authors / Co-authors : _____

Name	Department

- 7b. Please state the objectives to be achieved by attendance at this conference:

How the workshop can benefit your research project:

1 page report to be submitted within 2 weeks after end of conference.

7c. Financial assistance requested, details given below :

No.	Description	Cost (S\$)	Funding Requested (S\$)
1	Student Registration Fee		
TOTAL			

7d. Financial assistance received from other sources if expenses at the conference exceed S\$700:

(COMPULSORY to complete this section)

No Yes ; details given below and copies of relevant correspondence attached

Source of additional funding : _____

Amount received from above source S\$ _____

How will the remainder cost of conference be met? _____

7e. Other financial assistance received from WHBS previously:

Event Title	Venue	From	To	Amount of Financial Assistance (S\$)

For Research Project Funding (Please attach supporting documents, if any)

Details and justifications for the requested amount	
Breakdown of the items requested	

Supporting documents to submit, for costs where reimbursement is being requested

- (i) Receipts if paid via cash
- (ii) E-invoice/E-receipt and bank statement (SOA) if paid via credit card (Please declare relationship if card holder is not you)
- (iii) Copy of bank statement (SOA) or credit card statement (SOA) that reflects the above payments in S\$ if payment was in a foreign currency. (Please declare relationship if card holder is not you)

*** Failure to submit the relevant supporting documents would result in delays for processing the claim**

I declare that the information provided above is correct to the best of my knowledge.

Signature of Applicant: _____ Date: _____

PART II - TO OBTAIN ACKNOWLEDGMENT AND APPROVAL FROM SUPERVISOR(S)

For Local Conference / Training / Workshop Funding

1. Please obtain acknowledgement and approval from your supervisor(s) before application. The email approval request should be sent to your supervisor's **institutional email**.
2. The approval email must be attached with this application form.
3. Please also CC your supervisor's institutional email when submitting this form for WHBS funding.
4. Name of Supervisor(s): _____
5. **Supported**
 Not Supported

For Research Project Funding

1. Please obtain acknowledgement and approval from your supervisor(s) before application. The email approval request should be sent to your supervisor's **institutional email**.
2. The approval email must be attached with this application form.
3. Please also CC your supervisor's institutional email when submitting this form for WHBS funding.
4. Name of Supervisor(s): _____
5. **Supported**
 Not Supported