



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY
TRIVANDRUM - 695 011, KERALA, INDIA**

An Institute of National Importance under Government of India with the status of
University established by an Act of Parliament (No. 52 of 1980)

DIVISION OF ACADEMIC AFFAIRS

**Travel Grant for Attending International Conferences Held Abroad:
Application for Travel Grant from SCTIMST / Forwarding the Application to
External Grant Agencies through the Director
*(Strikethrough, whichever is not applicable)***

Name of the applicant	:	
Registration number and year of study	:	
Name of the guide	:	
Details of the Conference/ Seminar/ Workshop		
i.	Title of the conference/ seminar/ workshop	:
ii.	Organizers	:
iii.	Venue	:
iv.	Date(s)	:
Are you presenting a paper?		: Yes / No
<i>[If the answer is Yes, fill in the details below; If it is No, please obtain recommendations of the DAC members]</i>		
i.	The mode of presentation	: Oral / Poster
ii.	Title of the paper	:
Has the abstract of the paper been approved by the Director, SCTIMST <i>(Attach the copy of approval)</i>		:
Grant is requested from: <i>(If the financial assistance is requested from external agency, then furnish the details and a filled out application form from that agency for obtaining director's signature)</i>		: External agency / SCTIMST
Details of travel plan		:

I have enclosed the following documents:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Copy of abstract approved by the Director |
| <input type="checkbox"/> | A copy of letter of acceptance of paper by the organizers of the conference |
| <input type="checkbox"/> | Details of the conference, registration fee, etc. |
| <input type="checkbox"/> | Full paper (If applying for SCTIMST funding) |
| <input type="checkbox"/> | Application for external funding (if applicable) for director's signature |

Date:

Signature of applicant

Recommendations of the guide:

Date:

Signature of the guide

Recommendations of the DAC members, if the student is not presenting paper

Name and signatures of the DAC members:

- 1.
- 2.
- 3.
- 4.

Deputy Registrar

Associate Dean

Dean

Director

(PhD Program)

For External Funding

: *Student → Guide → DR → Associate Dean → Dean → Director → DR → Student (Application recommended by the Director for external funding)*

For Internal funding

: *Student → Guide → DR → Associate Dean → Dean → Foreign travel committee → Director → Dean → DR → Student (fund release/rejection letter) → Copy to Finance Division (if approved).*