

Utkal University
Application Format for Travel Grant under WB-OHEPEE

Applicant details	
1.	Name
2.	Designation (In case of Scholars/ Fellows mention nature of Fellowship, PhD registration no., etc.)
3.	Department
4.	Contact details (Email, Mobile)
5.	Date of birth
6.	Sex
Conference/seminar/meeting/workshop details	
7.	Details of the Conference/Seminar/ /Meeting/ Symposium/ Workshop etc. where the paper is to be presented
	Name/Title of the Conference
	Venue of conference with country
	Date(s) of conference
	Broad theme(s) of conference (attach brochure)
	Name and address of the organising/ convening Institution (including Telephone numbers, e-mail address and web-site address, brochure)
8.	The role of the applicant in the conference / symposium etc.
	a) Presiding/chairing a Session b) Delivering a plenary /invited lecture c) Presenting a paper (Attach documentary evidence along with a copy of the full text of the lecture/talk for a & b; attach abstract & full paper for c)
9.	Details of the paper accepted for presentation (Attach photocopy of the letter of acceptance by the organizers)
	Title of the paper
	Nature of acceptance (Abstract/Full paper, mode of presentation etc.)

Financial assistance required		
10.	Detailed item-wise particulars of the financial assistance required	
	Registration Fees (if any)	
	Visa Fees (if applicable)	
	Airfare (both ways) by Economy class	
	Accommodation Expense (if not included with registration fee)	
	Miscellaneous Expenses including conveyance	
	Others (Specify if any)	
	Total	
11.	Detailed item-wise particulars of the financial assistance already received or to be received from other sources	
	Details of the Govt. and other sponsorship/assistance/funding availed for attending seminar/ conference/ symposium etc. in the last 3 years prior to the date of the present conference/seminar etc? If 'YES' give the details of the conference, dates, venue, financial assistance received, how funding was arranged, etc.)	
13.	The benefits expected to be derived by virtue of attending the event.	
14.	Any other information the applicant would like to give in support of the case.	

I hereby declare that all the particulars given in this application are correct. If the information supplied is found to be incorrect at a later date, I shall reimburse the entire amount to the University.

Date:

Signature of the Applicant