

**UNIVERSITY OF ILORIN
CENTRE FOR INTERNATIONAL EDUCATION
APPLICATION FORM FOR LEARNED CONFERENCES FUND
(OVERSEAS CONFERENCES)**

NOTE: Any misinformation on the part of the applicant will be liable to penalty by the University of Ilorin.

1. Name of Applicant:.....
2. Department:.....Faculty:.....
3. E-mail address:.....Phone No:.....
4. File No:.....Rank.....
5. Account Number:.....Bank Name:.....
6. Present Post of Applicant:.....
7. Date of First Appointment:.....
- 8.a. Conference for which application is being made:.....
.....
- b. Venue:.....
- c. Duration:.....From:.....To:.....

- 9a. Are you presenting a Paper?
- b. Are you invited to present the Paper?.....
10. Title of Paper:.....
.....

11. Give a list of all documents and correspondences received from the organizers of the conference and attach copies with the application form:

i.

ii.

iii.

12. Indicate the importance of the conference to your academic field:

.....
.....
.....

13. What active part are you playing in the official programme of the conference?

.....
.....

14. Will you normally be in the Country where the conference will be held or within a reasonable distance of the venue of the conference for another purpose other than this conference including vacation leave?

.....

15. Please give details of the last 3 awards you received from the Overseas

Learned Conference Fund:

a. **Last Attended**

i. I was given an award of an Overseas Conference

.....
(Name of Conference)

Which took place at.....

.....
(Venue)

From:.....To:.....where I presented a paper

Title:.....

ii. Financial Assistance Received:.....

b. **2nd to the last Attended:**

i. I was given an award for an Overseas Conference

.....
(Name of Conference)

Which took place at:....

.....
(Venue)

From:.....To:.....where I presented a paper

Title:.....

ii. Financial Assistance Received:.....

c. **The earliest of the 3 attended**

i. I was given an award for an Overseas Conference

.....
(Name of Conference)

Which took place at:.....

.....
(Venue)

From:.....To:.....where I presented a paper

Title:.....

ii. Financial Assistance Received:.....

16. What financial assistance have you received from outside/external/other sources for the proposed conference in terms of:

- i. Passages:.....N.....
- ii. Subsistence:.....N.....
- iii. Registration:.....N.....

17. A detailed statement of financial assistance required from the University

- a. Route: To:.....via.....
- b. Return Economy Passages: Airline.....Cost N:.....
- c. Subsistence fordays at Nper day N.....
- d. Registration N
Grant Total N

18. I undertake to make copies of papers read available to the Director, Centre for International Education and the University Library on my return

.....
Signature of Applicant

.....
Date

NOTE: Upon resumption of duty after the trip, you are required to submit a photocopy of the International Passport pages that bear the immigration exit and entry stamp as proof that you have undertaken the journey. Failure to submit this may attract suspension of salary until compliance.

19. Comments of the Head of Department:.....
.....

.....
Name

.....
Signature

.....
Date

20. Comments of the Dean of Faculty:.....
.....

.....
Name

.....
Signature

.....
Date

21. Comments of the Provost (College of Health Sciences)

.....

.....

Name

Signature

Date

FOR CIE OFFICIAL USE ONLY

22. Checklist (Tick as appropriate)

i. Presence of Publications on the net Yes or No

ii. Relevance to Discipline Yes or No

iii. Frequency.....

23. **Recommendation**

A. Transportation (Return Ticket) ~~N~~.....

Subsistence ~~N~~.....

Registration ~~N~~.....

iv. Others ~~N~~.....

Grand Total ~~N~~.....

OR

Any other support required from the University

.....

B. General Subsidy:.....

.....

Director

Signature

Date

(Centre for International Education)

24. Comments of the Vice-Chancellor

.....

Signature

.....

Date