**National Taipei University of Nursing and Health Sciences**

**Grant Application Form to Attend and Present in International Conferences (Teachers)**

Application Date: Revised on2018.11.06

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Department |  | Position |  |
| Conference Name |  | Destination Country |  |
| Conference Date | From \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_ day(s) | Application fee (NTD) |  |
| Paper title |  |
| Attachments | 1**.A proof rejected by other organization grant application.**2.One complete copy of the article in which the author’s order is identifiable and published in the name of NTUNHS.3. Invitation letter.4. Conference agenda (including the time, place and name and title of the article)5. Registration fee payment receipt.6. Exchange rate information (such as credit card statement) of the registration date.7. Approval of the leave request form(photocopy).8. Approval of class shift form (photocopy). |
| Application Unit | Office of Academic Affairs | Personnel Office | Office of Research and Development | Accounting Office | President Office |
| ApplicantSupervisor |  |  |  |  |  |

**Notes: 1. Please follow the leave regulations of the Personnel Office (please complete the procedures before leaving, and shall not be applied afterwards).**

**2. Please follow the class shift procedure of the Office of Academic Affairs.**

**3. Please attach this document for the expense reimbursement procedure!.**

**口 No other grant is obtained for this case. Applicant’s signature: ＿＿＿＿＿＿＿＿**

P.S

**In case of any discrepancy between the English version and the original Chinese version, however, the Chinese text shall prevail.**