



## Grant Application Procedure for Teachers & Students to Attend International Conferences

Online Announcement

The applicant  
1. Shall conform to the announced schedule  
2. Only when the applicant rejects by other organization.  
3. Please apply beforehand Conference date.

Fill in application form  
(attach all relevant documents for review)

Approved

Not approved

The applicant can be reimbursed for the expense from the office of Research and Development.

For those that have not been approved  
(Claim is not available)

Reimbursement shall be completed at the end of the year  
(Based on the schedule announced by the Accounting Office )

\*The details can be referred to the “Guidelines and Grant Application Form for Professors & Students to attend International Conferences”

P.S

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