**ATENEO DE MANILA UNIVERSITY**  
**LOYOLA SCHOOLS**  
**CONFERENCE ASSISTANCE FORM FOR PART-TIME FACULTY**  
**APPLICATION FOR CONFERENCE SUBSIDY**

Name: ____________________________ Date submitted: ____________________________
Department: ______________________ School: ________________________________

<table>
<thead>
<tr>
<th>Total no. of units taught for the past two years:</th>
<th>SUMMER</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ST SEM</td>
<td></td>
<td>1ST SEM</td>
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<tr>
<td>2ND SEM</td>
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<td>2ND SEM</td>
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<tr>
<td>SUBTOTAL</td>
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<td>SUBTOTAL</td>
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</tbody>
</table>

If you do not receive the grant requested, do you still intend to attend the conference?  
☐ Yes  ☐ No

*From the memo issued 6 September 2010: Recipients of grants should fulfill the following requirements: the faculty member is currently teaching and has taught at least 12 units in the past 2 years, excluding the present semester.

**CONFERENCE DETAILS**

Title of Conference: ____________________________
Place of Conference: ____________________________ Dates of conference: ____________________________

Expected number of total participants: ____________________________

1. Type:  ☐ Oral presentation  ☐ Poster presentation  ☐ Keynote/plenary lecture
2. Please describe the nature of the conference:

__________________________________________________________________________
__________________________________________________________________________

3. Please explain the value of your attendance in the conference:

__________________________________________________________________________
__________________________________________________________________________

4. Please explain the relevance of your presentation to the research goals of your Department and the LS:

__________________________________________________________________________
__________________________________________________________________________

5. Please attach the following:

☐ Hard and soft copies of Title, Authors, Affiliation, Abstract and Acknowledgement of funding sources of the work to be presented (Please use the suggested template in the memo of 8 September 2010 & send soft copy to Asst. to the Dean.)

☐ Soft copy of the description of the conference

☐ Acceptance of the paper for presentation in the conference

☐ Short-term LOA and Travel Information Sheet

☐ Certification of other grants being availed

☐ Other pertinent documents that will help the committee decide your application

6. Amounts

<table>
<thead>
<tr>
<th>Funds from Other Grants</th>
<th>Personal Funds</th>
<th>Requested from Ateneo</th>
<th>Committee Recommendation (Grants &amp; Loans only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference fees</td>
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<tr>
<td>Transportation</td>
<td></td>
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<td>Board/Lodging</td>
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<tr>
<td>Food/Catering</td>
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<tr>
<td>Others (pls specify)</td>
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<tr>
<td>TOTAL</td>
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</table>

*Please submit this form to the Chair for endorsement.*
To the Chair: Please submit the application form together with your recommendation in a sealed envelope to the Dean of the School.

1. Please assess the significance of the conference and the value of the attendance of the applicant.

2. Please explain the relevance of the applicant’s presentation to your Department’s research goals.

3. Briefly discuss the outcome of the applicant’s previous conference participation (in terms of networking, research collaboration, and alignment with your Department’s and school’s research goals).

4. Other remarks:

   □ Endorsed       □ Endorsed with reservation       □ Not Endorsed

   Signature of Chair/ Director ___________________________  Date ____________

Remarks from the Dean:

   □ Endorsed       □ Endorsed with reservation       □ Not Endorsed

   Signature of Dean ___________________________  Date ____________

   □ Endorsed       Amount: ___________________________
   □ Not Endorsed

   Coordinator for Faculty Development for the Committee on Faculty Development ___________________________  Date ____________

   □ Approved       Amount: ___________________________
   □ Disapproved

   VP for LS ___________________________  Date ____________