

Lupane State University

Building Communities through Knowledge

RESEARCH AND EXTENSION SERVICES OFFICE (RESO)

RB03

APPLICATION FOR EXTERNAL TRAVEL GRANT

1. Name of Applicant:

2. Faculty:

3. Department:.....

4. Position of Applicant (i.e. full-time lecturer)

5. Date of Assumption of Duty:

6. Name of Project (Convenient short title, max 10 words).....

7. Places to be visited and dates:

.....
(Include dates of departure and return as well as the dates of the conference on research workshop etc. laboratory or library visit)

8. Purpose of Travel:
.....

9. Date of next Contact Visit or Sabbatical leave due:

.....
(Also give date leave is expected to be taken, if different from due date)

10. Amount of any other financial support available:

11. Case: Details of all Travel Grants (with Research Board paper number, amount, month and year in which awarded.

12. Amount Requested

12.1 Fare: \$

12.2 Subsistence from: Date: To:

= days at \$ Per day

Total: \$:

13. Further Information

This should include Details of how the applicant's Block Allocation has been, or will be, spent.

14. Statement by Chairperson of Department (or Dean if appropriate)

14.1 Comments and recommendation to the Board.....
.....

14.2 Certification that none of the requests can be met from existing Departmental resources or other sources.

Applicant's Signature: Date:

Chairperson of Department's Name:Signature: Date:

Faculty Representative's Name: Signature: Date:

NOTE:

- i. All applications for Travel Grants should be set out in the above format
- ii. The application should be typed or printed clearly on not more than **TWO** A4 page.
- iii. Before the closing date for the Research Board meeting the application should be sent to the Secretary of the Research Board, **AFTER** adequate discussion with the Faculty Representative.
- iv. Documentary evidence of acceptance of invitation for a conference paper, or confirmation of the availability of facilities in the library, laboratory, etc. to be visited should accompany the application.