



Ahsanullah University of Science and Technology
Research and Publication Office (RPO)

**EVALUATION FORM FOR THE FINANCIAL SUPPORT FOR
PRESENTING ARTICLE AT CONFERENCE**

This form must be filled out by the DPDC

The Departmental Planning and Development Committee (DPDC) needs to fill out the form based on the judgement and authenticity of the conference article presentation and applicant's contribution.

Article Title:

If the Applicant is a **faculty member**,

Is he/she a full-time faculty member? YES NO

Is the faculty member on study leave/leave for more than 4 months? YES NO

Is the faculty member the **First Author** and the **Presenter** of the article, using the aust.edu email domain address? YES NO

Is the total financial support applied is within the approval limit (i.e., 1000 USD)? YES NO

If the application is for an advance claim for the conference presentation:

Is the application is submitted at least two weeks before the registration deadline? YES NO

If the Applicant is a **student**,

Is the presenting article supervised by a full-time faculty member, who is not on any study leave or leave exceeding four months? YES NO

Is the supervisor the corresponding (or submitting) author of the presenting article and using an aust.edu email domain address? YES NO

Is the applicant student the **First Author** of this article? YES NO

Is the article submitted during the studentship, i.e. by the date of official award of their degree? YES NO

Has the applicant received the consent from the supervisor for this application? YES NO

Is the total financial support applied is within the approval limit (i.e., 500 USD)? YES NO

Required supporting documents are verified YES NO

After having discussion with the Applicant – please fill out the following section

Is the conference a well-recognized and internationally reputed and organized by renowned universities/institutes/professional bodies? YES NO

Is the presenting paper included or will it be included in an online repository? YES NO

Is this research conducted at AUST? YES NO

If NO, please mention place _____

In the presenting article, how many authors are from AUST (including the applicant)?

1 2 3 4 5 6 more

In the presenting article, how many authors are from outside AUST?

None 1 2 3 4 5 6 more

What is the major contribution of the applicant to the published article?

- | | | |
|---|---|--|
| <input type="checkbox"/> Conceptualization | <input type="checkbox"/> Data curation | <input type="checkbox"/> Formal analysis |
| <input type="checkbox"/> Funding acquisition | <input type="checkbox"/> Investigation | <input type="checkbox"/> Methodology |
| <input type="checkbox"/> Project administration | <input type="checkbox"/> Resources | <input type="checkbox"/> Software |
| <input type="checkbox"/> Supervision | <input type="checkbox"/> Validation | <input type="checkbox"/> Visualization |
| <input type="checkbox"/> Writing – original draft | <input type="checkbox"/> Writing – review & editing | |

Has any author of this article presented/published any articles related to this work previously?

- YES NO

If YES, supporting document is verified

- YES NO

Has the applicant received financial support for this presenting article from other sources?

- YES NO

If YES, please provide details

Has the applicant previously applied for financial support for this presenting article from AUST?

- YES NO

Has the applicant previously received financial support for this presenting article from AUST?

- YES NO

Has the applicant provided with any supporting documents of participation and presentation?

- YES NO

If NO, please provide details

Overall comments from the DPDC

Can the financial support be sanctioned to the applicant?

YES NO

Signature and date of the Chairman and other members of the DPDC