# Conference Assistance - Grants Form

**Ateneo de Manila University**  
**Loyola Schools**

<table>
<thead>
<tr>
<th>Conference Assistance - Grants Form</th>
<th>Application for</th>
<th>Grant</th>
<th>Loan</th>
</tr>
</thead>
</table>

**Name:** ___________________________  
**Rank:** ___________________________

**Department:** ___________________________  
**Date submitted:** ___________________________

**School:** ___________________________  
**Date submitted:** ___________________________

**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 attach the following:**  
   - [ ] Abstract (hard and soft copies, please)  
   - [ ] Acceptance of the paper for presentation in the conference  
   - [ ] Certification that no other grant is being availed of  
   - [ ] Other documents that will help the committee decide your application

5. **Amounts**  

<table>
<thead>
<tr>
<th>Personal Funds</th>
<th>Requested from Ateneo</th>
<th>For Committee Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference fees</td>
<td>______________________</td>
<td>______________________</td>
</tr>
<tr>
<td>Transportation</td>
<td>______________________</td>
<td>______________________</td>
</tr>
<tr>
<td>Board/Lodging</td>
<td>______________________</td>
<td>______________________</td>
</tr>
<tr>
<td>Food/Catering</td>
<td>______________________</td>
<td>______________________</td>
</tr>
<tr>
<td>Others (pls specify)</td>
<td>______________________</td>
<td>______________________</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>______________________</td>
<td>______________________</td>
</tr>
</tbody>
</table>

**Please submit this form to the Chair for endorsement.**

To the Chair: Please assess the significance of the conference and the value of the attendance of the applicant, and submit in a sealed envelope to the Dean of the School.

| [ ] Endorsed | [ ] Not Endorsed |
| [ ] Endorsed with reservation | [ ] Not Endorsed with reservation |

**Chair’s Signature** ___________  
**Date** ___________

**Dean’s Signature** ___________  
**Date** ___________

| [ ] Endorsed | [ ] Not Endorsed |
| [ ] Approved | [ ] Disapproved |

**Faculty Development Coordinator** ___________  
**Date** ___________

**VP for LS** ___________  
**Date** ___________