

**NATIONAL INSTITUTE OF EDUCATION, NANYANG TECHNOLOGICAL UNIVERSITY, SINGAPORE
(NIE NTU Singapore)**

**APPLICATION FOR IRENE TAN LIANG KHENG CONFERENCE GRANT
(For presentation of paper/poster at conference by NIE students)**

Notes:

- (1) Read the guidelines carefully before completing the form. Part I and II are to be completed before submitting it to the Office of Academic Administration & Services (OAAS).
- (2) The completed application form together with other supporting documents, should reach the OAAS at least 6 weeks before the commencement of the conference.
- (3) Please note that you have to be the **first author** of the paper or poster to be eligible for the grant application.
- (4) Refer to the checklist at the end of the application for the list of supporting documents to be submitted with the application.

Part I - To Be Completed By The Applicant				
Name:		Gender: Male ☐ Female ☐		
Matric No.:		Nationality:		
Tel: (Mobile)		Email Address:		
Academic Group:				
Programme:				
Mode of Study: Full-Time ☐ Part-Time ☐				
Date of Admission: (MM-YYYY)		Year of Study:		Estimated Year of Graduation:
Scholarship (If any): NIE/ NTU ☐ Other Scholarship ☐ (Please specify):				
Conference Details				
Title:		Organiser(s)/ Sponsor(s):		
Venue: (City & Country)		Date: From		To
As a participant of this conference, I will present a paper/ poster <i>(delete where applicable)</i>				
Date Scheduled:				
Title of paper/ poster:				
Co-authors and affiliation:				
Explain why attending this conference is important to your research and give your intended learning outcomes:				
How do you plan to share your learning experiences with your peers and other members of the NIE community?				
Details of all conferences attended in the current and two preceding calendar years with or without financial support.				
Event	Venue	Period		Amount of Financial Support from NIE, if any
		From (DD/MM/YYYY)	To (DD/MM/YYYY)	

Part I - To Be Completed By The Applicant**CONFERENCE COST**

Give an estimated expenditure on the items below.

SNo	Item	Amount(S\$)
1	Return airfare <i>(100% of Economy Class airfare)</i>	
2	Conference Registration Fee <i>(Early bird rate only. Exclude late fee and membership fee)</i>	
3	Accommodation <i>(100% of accommodation x maximum 5 days or duration of conference whichever is shorter)</i>	
TOTAL AMOUNT (B): S\$		

I declare that the above information provided is accurate to the best of my knowledge, and the Irene Tan Liang Kheng Conference Grant is my ONLY source of funding for this conference.

Signature of Applicant:

Date of Application:

Part II – To Be Completed By Main Supervisor / Programme Leader* / Assistant Dean^

I support the application for conference funding. Yes ☐ No ☐

Explain how the applicant can benefit academically from participation at the event.

Name of Main Supervisor / Programme Leader* / Assistant Dean^:

Signature/ Date:

** Higher Degree students without a supervisor are to approach the programme leader for endorsement.*

^ Initial Teacher Preparation programme student teachers are to approach the respective Assistant Dean for endorsement.

Part III – For OAAS Staff only

- ☐ Application form and supporting documents have been checked to be in order.
☐ Proposed claim is within the cap of the Irene Tan Liang Kheng Conference Grant (S\$4000 per presentation)

Application number _____ **for** _____

Overseas Daily Allowance (C) (100% of prevailing overseas daily allowance rate issued by NIE x 5 days)

S\$ _____

Estimated amount available in ITLK Conference Grant (A)

Estimated balance after application

[i.e. (A) – (B) – (C) = Estimated balance]

S\$ _____

S\$ _____

Name of Staff:

Signature/ Date:

Part IV – Decision

We approve/ do not approve* the application for the Irene Tan Liang Kheng Conference Grant for the amount of S\$_____.

**(delete where applicable)*

Irene Tan Liang Kheng Conference Grant committee

Signature / Date

Registrar, NIE

Date:

Senior Assistant Director, Course Registration, Examinations & Graduation, OAAS

Date:

Manager, Student Services Centre, OAAS (Secretariat)

Date:

Checklist for Applicants

Please ensure you have completed/ included all the documents listed below:

- ☐ Abstract of the paper or poster to be presented.
- ☐ Confirmation of acceptance of paper or poster of the indicated conference.
- ☐ Supporting document for indicative cost of airfare.
- ☐ Supporting document for indicative cost of accommodation.
- ☐ Supporting document for conference registration fee.
- ☐ Brochure/ official conference handout with programme listing.

Irene Tan Liang Kheng Conference Grant for NIE Students

1. The grant will support students to attend conferences (local or overseas) towards developing their research mind set and capabilities, as well as promoting the name of National Institute of Education, Nanyang Technological University, Singapore (NIE NTU Singapore) in research arenas. Aside from attaining a research outcome through inquiry on specific subject areas and into their practice, the opportunity to present their findings in conferences is another goal that they could aspire to. In stretching their capabilities, they are further developed as future educators and leaders while attaining a broader perspective in education. Conferences will also provide a platform to learn from experts in various disciplines, get feedback from academics or peers and widen their network.
2. Successful applicants will be required to produce a short video clip or write-up to document their learning experience. This will be inserted in suitable NIE platform(s) with acknowledgement of the fund which has supported their work.

Guidelines

1. Conference funding, when granted will take the form of a lump sum grant of the total computed quantum, subject to the total support not exceeding S\$4,000 for each application.
2. The total computed quantum shall be based on the sum of the following:
 - a. Return Airfare (inclusive of airport taxes and security taxes)
100% of the actual cost of an air ticket (inclusive of the travel agent's fee for issuing the air ticket, if applicable) for the most economical route of air travel from Singapore to the nearest convenient airport to the conference venue.
 - b. Accommodation
100% of accommodation with a daily rate cap based on the prevailing rates issued by NIE and a maximum of 5 days or the duration of the conference, whichever is shorter.
 - c. Overseas daily allowance for overseas conferences (for meals)
100% of overseas daily allowance based on the prevailing rates issued by NIE. Overseas daily allowance will be given up to a maximum of 5 days or the duration of the conference, whichever is shorter.
 - d. Conference Registration Fee
100% of the registration fee for the conference, excluding late fees and membership fees.
3. The cap on Conference funding from the Irene Tan Liang Kheng Conference Grant for each student is S\$4,000 per presentation.
4. In general, each student can be sponsored for up to 1 overseas conference and 1 local conference during his/ her entire candidature.
5. This guideline is not meant to cover all situations. The grant committee can update this guideline to cater to new situations.