

Institute of Technology University of Moratuwa

Request for Financial Assistance for Publications

To: Director

From

Name: Mr. Mrs. Dr.

Designation:

Division:

1. Name of the journal/conference:

2. Title of the article/paper/chapter published:

3. Name of author/s and institute/s:

4. Relevance of the findings/content of publication to the development of students/ institute/ country:

5. Amount requested: Rs

A copy of the abstract is attached herewith.

Requested by (signature):

Date:

Recommendation of the Head of the Division

Division:

I recommend / not recommend the above request for funding.

Any comment:

Signature of the Head.....

Date:

To: Head/ Staff Student Development Unit (SSDU)

The request is forwarded to the SSDU for evaluation and recommendation.

Director.....

Date:

Evaluation

Date of Evaluation:

Participants:

Name	Designation	Signature

	Description	Yes	No
1	Can the journal/conference be recommended for submitting/presenting?		
2	Is this publication relevance for the development of	students?	
		institute?	
		country?	
		self?	
3	Any other comments:		

To: Director

Availability of funds for Dr./Mr./ Ms..... as
at (date)..... is Rs under Table 2, Category of
Disbursement Schedule -

Decision/comments of SSDU:

Rs. is recommended to grant/ not recommended

Head /SSDU

To- Deputy Registrar

Above request is forwarded for the recommendation of leave & award committee meeting.

Director