

Komar University of Science and Technology

Komar Research Center

Conference Support Policy

Conference Grant



February 9, 2017



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The KUST conference support policy is a document that is designed to provide financial support for scholarly and creative presentations by KUST's faculty members, staff and postgraduate students. Generally, these grants are conditionally available for full-time faculty members.

The following are general guidelines for KUST applicants:

- Conferences support is only considered for whom **attending the conference** and **publishing a paper** in either **journal** or **proceeding** with a **DOI number**.
- Faculty member is eligible to one grant per calendar year; this grant may include the conference costs.

1. Objective:

The main objectives of attending conferences are to:

- 1.1. support the departments research performance,
- 1.2. enhance the international visibility of research activities and creative presentations that has been performed by KUST's faculty members and staff, and
- 1.3. encourage collaboration with international peers.

2. Eligibility:

- 2.1. Applicants must be a full- time faculty of Komar University of Science and Technology.
- 2.2. Presenting a full paper at the conference is expected to lead to publication in a fully peer-reviewed journal or conference proceedings with a DOI number.
- 2.3. Faculties who have previously received conference support are only eligible to receive funding in the next academic year when they provide evidence that their paper published in a peer-reviewed journal with DOI number.
- 2.4. The applicant must be employed by KUST during the conference time.
- 2.5. If any other source of funding was available, applicant must declare it to KUST.
- 2.6. The author's first affiliation **MUST** be Komar University of Science and Technology and his/her name must be within the first three authors.

3. Process

- 3.1. Applicant need to fill up the form and attach the formal invitation letter of the conference aiming to attend.

- 3.2. Applications will not be reviewed without evidence of an invitation or official acceptance letter.
- 3.3. Applications will be reviewed and approved in one step by a committee made of from the following:
- Chairperson of the department
 - Director of Komar Research Center
 - Vice President for Academic Affairs
 - President of Komar University of Science and Technology

4. Evaluation Criteria

- 4.1. Priority at KUST will be given to full-time faculty and staff who are willing to promote KRC objectives as part of conference attendance.
- 4.2. Importance of the presentation to the visibility and reputation of KUST.
- 4.3. International scope of the conference and nature of the invitation.
- 4.4. Type of presentation (e.g., keynote, plenary, moderator, round table, session, speaker, poster, exhibit, performance).
- 4.5. Potential of publication in a peer-reviewed journal.
- 4.6. Potential to contribute to the applicant's professional development as a researcher/scholar/performer.

5. Requirements

- 5.1. Applicants need to state the proposed outcome(s) of the conference attendance, e.g. the plan for publication, journal names, conference proceedings, etc.
- 5.2. The applicant is required to have a feasible, cost-effective and valid plan for achieving outcomes, including:
- best prices have been sourced
 - all costs justified (e.g. information on registration fees included, cheapest travel selected, etc.)
 - arrangements have been made for teaching obligations.
- 5.3. The applicant is required to provide evidence of eligible research outputs which have resulted from previous conference support funding.
- 5.4. Applicant has to fill the **KUST Conference Support Policy** (Form ID: KRC201)