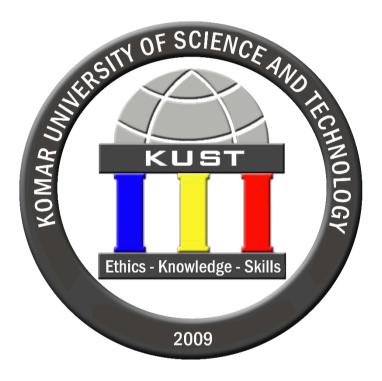
Komar University of Science and Technology Komar Research Center

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)