

# NATIONAL DONG HWA UNIVERSITY

## College of Humanities and Social Sciences

### Application Process for Travel Grant of Full-Time Faculty Members Attending International Academic Conference for Academic Presentation

#### Required documents:

1. Application Form.
2. Call for Papers.
3. Summary and full text of paper to be presented.
4. Accept Letter.
5. Conference agenda.
6. Per diem rates sheet for overseas business trip.
7. Registration fee receipt.
8. Application or pre-approval documents of Ministry of Science and Technology sponsorship.

Application or pre-approval documents of Ministry of Science and Technology sponsorship (choose one of the following documents):

1. Approved official document.
2. Approved list of thematic research projects of the year. Subsidy items should include presentation of paper at an international conference.

No

Applied for subsidies from the Ministry of Science and Technology (MOST).

Yes

Apply to the college at least one month before the conference start date.

The dean will determine whether the subsidy and the amount.

Approval result sent back to applicant.