**COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH**

# **APPLCATION FORM FOR ATTENDANCE AT CONFERENCES**

# **Part I**

1. NAME OF DELEGATE:……………………………………………………………..
2. DESGNATION:…………………………………………………………………….
3. INSTITUTE:…………………………………………………………………………
4. TITLE AND PURPOSE OF CONFERENCE (Attach available documents):
5. ORGANISERS:………………………………………………………………………
6. DURATION:………………………………………………………………………….
7. ROLE OF DELEGATE AT CONFERENCE (e.g. is delegate submitting a Paper?):
8. JUSTIFICATION (Attach available documents):
9. LIST OF CONFERENCE(s) ETC. ATTENDED BY DELEGATE DURING THE LAST 12 CALENDER MONTHS:
10. ESTIMATE OF EXPENSES:
	1. Is delegate going to be financed by organization other than Council?

If the answer is yes, give the following details (to be supported by documents):-

* + 1. Name of Organization:
		2. State type of contribution from the Organization:
	1. If delegate to be supported fully or party by council give the following details:-
		1. Fees (Registration, etc.) GH¢
		2. Passage (including taxes) GH¢
		3. All inclusive allowances GH ¢
		4. Any others GH ¢

TOTAL GH¢

 Foreign Exchange component GH¢

Signature of Applicant:………………………………………………………………………

11. IS SECRETARIAT/INSTITUTE/UNIT PREPARED TO MEET EXPENSES IN 10(b) ABOVE?

DIRECTOR

 DATE:

**Part II**  (To be completed at the Head Office)

1. APPROVAL GIVEN BY THE EXECUTIVE COMMITTEE OF THE CSIR\*/CHAIRMAN OF THE COUNCIL ON BEHALF OF THE EXECUTIVE COMMITTEE ON:

13. AMOUNT APPROVED TO BE SPENT BY SECRETARIAT/INSTITUTE/UNIT ON THE DELEGATE:

1. GENERAL REMARKS BY APPROVING AUTHORITY:
2. COPY OF CONFERENCE PAPER (WHERE APPLICABLE RECEIVED ON):
3. APPROVAL OF COMMUNICATED TO INSTITUTE/UNIT BY:

DIRECTOR – GENERAL/ DIRECTOR OF ADMIN.

 DATE: ………………………………………………..

 17. CONFERENCE REPORT RECEIVED ON:……………………………………………