

## Support for Conference Travel Expenses for the Fiscal Year 2014

For the purpose of developing the ability of graduate students to present their research achievements at academic conferences, the education program will support the expenses incurred for travel and accommodation.

**QUALIFICATION:** Students in Doctoral Course of Graduate School of Medical Sciences.

If any incorrect descriptions in the submitted documents were found, the student will not be entitled to apply this grant throughout the years in this school.

**PRESENTATION TO BE SUPPORTED:** A presentation (including a poster presentation) that the applicant will present / presented as the first author at a domestic conference from October 1, 2014 to March 31, 2015, and the presentation needs to meet all of the following requirements.

- (i) The applicant needs to be responsible for all expenses related to transportation and accommodation required for the conference presentation.
- (ii) The case that can implement the budget within the fiscal year 2014. In particular, please note that it's difficult to implement the budget if the conference will be held near the end of the fiscal year.
- (iii) The applicant needs to submit all required documents.

**LIMITATION OF NUMBER OF APPLICATION:** Number of application is limited to one for an applicant for the fiscal year 2014.

**AMMOUNT OF SUPPORT:** Expenses for travel and accommodation will be supported. It should be economical way by using a discount fare or package tour, and also there are limitations in accordance with the Kumamoto University's stipulations. Allowance may be reduced in the case of excess amount of traveling expenses incurred.

**SUPPORT CONDITION:** Students supported by this program will be requested to submit a report describing the results obtained from participation in the conference. (The report form will be given separately.)

**HOW TO APPLY:** Please submit the Exhibit T1 with other documents indicated below. The original and a copy (including the following documents) should be submitted to Student Affairs Section.

Graduate School of Medical Sciences.

- (i) Documents about the conference: Copy of the published announcement or notice on the website giving the information such as the date, place and the whole program of the conference.
- (ii) Documents about your presentation: Detailed program of the conference (a part of the program in which your name and the title of your paper are described) or notification of acceptance provided by the conference office, and the abstract (including the title, names of all presenters, body of the abstract).
- (iii) All documents relating to expenses: The receipts of the cost of ticket, the boarding pass and others. If the application date is before the conference, the applicant needs to submit these documents as soon as the applicant returns to Kumamoto.

**LOCATION WHERE APPLICATIONS SHOULD BE SUBMITTED:** The application forms must be submitted by hand to Student Affairs Section, Graduate School of Medical Sciences on the 3rd floor of the Medical Education & Library Building. Application forms submitted by internal mail or E-mail cannot be accepted.

**DEADLINE:** 5:00 pm on December 19 (Fri.), 2014.

**NOTICE OF SCREENING RESULT:** The result of the screening will be notified to the applicant after the committee was screened.

**INQUIRIES:** Please contact to Student Affairs Section, Graduate School of Medical Sciences on the 3rd floor of the Medical Education & Library Building.

Tel: 096-373-5025(Ext.5029)

E-mail: [iyg-igaku@jimu.kumamoto-u.ac.jp](mailto:iyg-igaku@jimu.kumamoto-u.ac.jp)