**WEST AFRICAN CENTRE FOR WATER, IRRIGATION AND SUSTAINABLE AGRICULTURE (WACWISA)**

**UNIVERSITY FOR DEVELOPMENT STUDIES**

**STUDENTS CONFERENCE ATTENDANCE SUPPORT FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel Destination** | **Departure Date** | **Return Date** | No. of Days: |
| **From:**  | **To:** |  |  |
| **Name of Student:** | **Programme:** | **Department:** | **Level (MPhil/PhD)** |  |
| **DETAILS OF CONFERENCE** |
| Conference Title/Theme:  |
| Indicate the type of Presentation: Oral or Poster |  |
| Justification (the need to attend the conference):  |
| Duration of Conference:  |
| Title of Paper (attach accepted abstract/poster):  |
| **DETAILS OF EXPENSES**  |
| 1 | Accommodation Costs (Not more than 200 GHS per day). Receipts will be verified: |
| 2 | Feeding Costs (Not more than 100 GHS per day): |
| 3 | Travel Costs (Tickets will be verified): |
| 4 | Other Costs (Conference attendance fees). Receipts will be verified: |

|  |  |
| --- | --- |
| **CERTIFICATION BY SUPERVISOR** |  |
| **Supervisors** | **Name of Supervisor** | **Signature** | **Date** |
| **Supervisor 1** |  |  |  |
| **Supervisor 2** |  |  |  |
| **Comments** |  |
| **CERTIFICATION BY APPLIED RESEARCH COORDINATOR** |
| **Signature** | **Date** |
|  |  |
| **Comments** |  |
| **APPROVAL BY DIRECTOR** |
|  **Signature** | **Date** |
|  |  |
| **Comments** |  |

**PROCEDURES FOR ACCESSING FUNDS FOR CONFERENCE ATTENDANCE**

**Students Requesting for Funds to Attend Conferences shall:**

1. Complete a *student’s conference attendance support form.* This can be obtained from the WACWISA website (https://wacwisa.uds.edu.gh/).
2. Attach a copy of the acceptance/invitation letter from the conference organisers.
3. Attach the full paper or poster for the conference.
4. Addresses of authors must be clearly presented in paper.
5. Use WACWISA address in submitting your paper (NB: If WACWISA address is not used, approval shall NOT be given for conference attendance).
6. Acknowledgement of funding statement from WACWISA must be added to the paper if NOT approval shall not be granted).
7. Prepare a budget in consultation with your Supervisor(s), with details of the conference costs and a justification for it.
8. Ensure the request is recommended by the Supervisors and the Applied Research Coordinator for the approval by the Director.
9. Requests Must be received not less than One (1) month to the date of expected conference.
10. The request if approved by the Director will be processed by the Financial Manager of WACWISA.
11. Full retirement of financial support must be done two weeks after conference attendance.