

**Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA)**

**Application for Financial Support to Present a Paper at a Conference**

**Instructions**

Please read the instructions before filling out this form. This form shall be filled by CEMASTEA staff whose abstracts have been accepted for presentation in a conference and therefore require financial support to attend. Applicants can benefit from the conference support fund only once in a given financial year. For international conferences, financial support will be provided to only one of the authors and up to a maximum of three authors for local conference for a given paper.

Email the completed form to [rdcoordinator@cemastea.ac.ke](mailto:rdcoordinator@cemastea.ac.ke). For more than one author attending local conferences, each individual should fill and submit his/her own form. All applicants will be notified of their application status within 10 working days of submitting the form.

**Personal Information**

1. First Name: ………………………. Last Name: ………………….…………………….
2. Email: …………………………………. Department: ……………………...………….
3. Have you been awarded conference support fund already this financial year? Yes [ ], No [ ]

**Conference and Paper Information**

1. Name of Conference ……………………………………………………………….
2. Start Date ………………………………………………….
3. End Date ………………………………………………….
4. Location (institution or venue and country etc.) ……………………………………….
5. Conference URL…………………………………………………………………………
6. What is the Title of the paper?........................................................................................
7. What is the total number of authors ………….
8. If you are not the only author, who are the other authors? ……………………………..
9. What is your role in participating in the conference (tick all that apply)

Presenting a paper/poster [ ], Chairing a panel/roundtable [ ], Volunteering at the conference [ ], Other [ ]. Please specify ………………………………………………..

**Relevance of Conference and Abstract**

1. Please describe your reasons for attending this conference. Specifically, address why attending this conference will further your professional development. Why is this conference important to you and CEMASTEA’ activities?
2. Paste the abstract of the paper/poster you will present. The abstract should not be more than 300 words

**Budget Requirements**

Provide detailed projected expenses for the conference in the table below. Expand the table as appropriate.

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| --- | --- | --- | --- |
| **No.** | **Item** | **Cost (Ksh.)** | **Total amount (KSh.)** |
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**Additional Comments**

If you have any additional comments concerning your application, write them here.

**Acknowledgement and Signature**

In submitting this application, I, the undersigned, hereby certify that the information I have provided is accurate to the best of my knowledge. I certify that I have read and understood the instructions related to this application. I grant members of the conference funding support Committee the right to review my application and all information herein. I commit to submit a copy of the paper and or PowerPoint presentation of the paper presented and give express permission to the Coordinator to upload the abstract of my paper on the Website including my contact email address if I am the first author of the paper.

I accept (Your Name) ………………………………………………………………………