JABATAN PENYELIDIKAN INOVASI (PNI)
CONFERENCE/JOURNAL CHECKLIST APPLICATION

NAME :
POSITION :
FACULTY : **FTKKP**

1. ONLINE APPLICATION FORM(e-community staff)
2. APPROVAL EMAIL/LETTER FROM AGENCY (MOSTI/BJIM)
3. BROCHURE (CONFERENCE/JOURNAL)
4. CONFERENCE TENTATIVE PROGRAM
5. ACCEPTANCE LETTER OF FULL PAPER/PAPER SUBMISSION PROOF
6. PROOF OF SCOPUS/WOS INDEXED CONFERENCE PROCEEDINGS
7. FULL CONFERENCE PROCEEDINGS PAPER
8. ABSTRACT PAPER
9. PERMISSION ABROAD (PNI FORM A)
10. PERMISSION ABROAD (HR FORM A)**Submit To Registrar' Office with PNI Approval Letter**
11. PRINT SCREEN PROJECT & FINANCIAL DETAIL
    (can be check in your research system)
12. BALANCE VOT 29000 * FOR FEES **(Please Vire In Advanced If Insufficient)**
    Please state balance amount: RM_____
13. PAYEE INFORMATION
    a. SWIFT CODE
    b. BANK NAME
    c. BRANCH CODE
    d. BENEFICIARY ACCOUNT
    e. COUNTRY
    f. ACCOUNT NUMBER
    g. ADDRESS BANK
    h. PAYMENT REFERENCE/PAPER ID NO.

Remark *Please Read carefully:

a. Application must be submitted to PNI **2 months before registration fees dateline for International Conference and 1 month for national conference** to avoid the delay. We are not responsible for any consequences or damages due to late submission and incomplete forms

b. Please provide all the document needed for smoothens the process.

c. Please upload all related document needed in the online application.

   NOTE: Please tick (√) if the document is already attached and NA if Not Available. Incomplete applications will be returned to the faculty.