**JABATAN PENYELIDIKAN INOVASI (PNI)**
**CONFERENCE/JOURNAL CHECKLIST APPLICATION**

**NAME** :
**POSITION** :
**FACULTY** :

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
    (EITHER SCOPUS/ISI/WoS INDEX ONLY)
6.  PROOF OF SCOPUS/WOS INDEXED CONFERENCE PROCEEDINGS
7.  FULL CONFERENCE PROCEEDINGS PAPER (**With max 5 authors only, SV as Corresponding Authors and Acknowledgement Supported By Grant No. & Tabung Persidangan (Dalam/Luar Negara) (if available)** )
8.  PRINT SCREEN PROJECT & FINANCIAL DETAIL
    (can be check in your research system)
9.  BALANCE VOT 29000 * FOR FEES/ BALANCE VOT 21000* For TNT(Flight,Hotel,Meals and Transportation) **(Please Vire In Advanced If Insufficient)**
    Please state balance amount: RM_____

**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.**