APPLICATION FORM FOR RESEARCH PAPER PUBLICATION
COLLEGE OF SCIENCE & TECHNOLOGY

For Student only

Note: *There are 5 sections of information requirement (IR) as IR1 to IR5 to be provided by applicant. This application form is used for seeking publication fee support for Journal/conference/seminar paper and/or to seek an official leave for conference/seminar presentation.*

IR1: APPLICANT INFORMATION

First Name:	**Middle Name** :	**Last Name**:
Student Number:	**Class/Year**:	**Department**:

IR2: RESEARCH PAPER INFORMATION

Paper Title :	
Title of Final Project for Paper Source:	

Details of First Author	**Details of Supervisor(Faculty)**
Name :	**Name :**
Student Number :	**Designation:**
Class/Year :	**Department:**
Department:	

IR3: PUBLICATION INFORMATION

Name of Journal or Conference: (Please do *not write short form*)			
Website URL of Journal or Conference :			
Journal Details	**Impact Factor Value** :	**Category**:	
	State/Country (Publishing Database) :		
Conference Details	**Name of Publishing Database** :		
	State/Country(Publishing Database) :	**State/Country (Conference Venue)** :	

IR4: PUBLICATION FEE PAYMENT INFORMATION

Publication Fee:	**Amount** : **(in figure)**	**Amount** : **(in Words)**
Last date for Publication fee Payment :		**Remarks** :

Details of Benefinairy Account for Publication Fee Payment:	**Account Name** :
	Account Number :
	Maintained At :
	Address :
	SWIFT Code :
	Other Details :

IR5: CONFERENCE PAPER PRESENTATION INFORMATION FOR OFFICIAL LEAVE

*This section should be filled up if Applicant wish to seek an approval of official leave to go for his paper presentation***.**

Details of Conference Days	**From (dd-mm-yyyy)** :	**To(dd-mm-yyyy)** :
	My Paper Presentation Day & Time:	
Number of travel days:	**Route Details**:	

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Total No of days required for official leave :

IR6: CHECKLIST: DOCUMENT REQUIREMENTS

The following documents are required to be submitted along this application form.

SL#	Particular	Remark by Research Officer
1	Is paper from his/her group's final year project? (verify group members)	
2	A copy of paper Acceptance Letter	
3	A copy peer-review comments	
4	A copy of full paper -submitted and accepted (both hard and softcopy)	
5	A copy of invitation letter (for conference attendance)	
6	Similarity Check Report (by Turnitin software)	
	Signature of Research Officer & Date:	

SIGNATURES OF APPLICANT

I hereby declare that all information provided in this application and documents attached are true. If I falsify/ withhold any information requested in this application form and in any document attached, I will not be eligible for any support from the College and will be obliged to receive any action as per the rules and regulations of the College.

Signature of Applicants:	**Date**:

RECOMMENDATION OF SUPERVISOR (FACULTY)

Note: *The recommendation from the student research supervisor is required to ensure that student paper has been reviewed by the supervisor for improving its quality and avoid any unethical issue.*

Signature of Supervisor:

Date:

RECOMMENDATION OF DRIL

Signature of DRIL:

Date:

Comments of Account Officer	**APPROVAL'S REMARK OF PRESIDENT**
Note: *Comments on Research Budget Balance.*	
Signature of Account Officer: **Date:**	**Signature of President** : **Date:**

CC: Supervisor, HOD & DRIL Office for records. The last review of this form was endorsed by 62st CRC, dated 27th November 2020. This form is developed by Tsheten Dorji, DRIL and Endorsed by 38th CRC meeting dated 19th July 2017