

19/08/2011

Format for the report to be submitted by the Travel Grantees

The travel grantees should adhere to following format when submitting reports of the NSF funded travel.

Format – the report should be in MS Word, Times New Roman, Font Size 12. Photographs,

Illustrations and Graphics should not exceed six.

Number of words: 200-300.

Report Contents:

- **Introduction:** (Title of conference, Venue, Dates, Programme, Other countries participating, total number of participants, broken down into international & national, sponsors of conference / of other participants)
- **Type of support received:** from NSF; from other sources, if any
- **Title of presentation:** (attach copy of your presentation) – state whether invited paper (keynote, review, etc.) or submitted paper (poster or oral)
- **Briefly explain what you have gained from the meeting including new knowledge acquired, new techniques learnt:**
- **Any problems which you faced:**
- **State whether proceedings of the meeting will be published:** Yes/No. If yes, state title and expected date of release. Will NSF be provided with a copy?
- **State whether your presentation will be incorporated in the proceedings:** Yes/No. If yes, provide expected date of release and whether NSF will be provided with a copy
- **Planned application/dissemination of knowledge gained with approximate dates:** (Maximum 50 words):
- **Collaborative research initiatives/ foreign training negotiated, if any, with approximate dates:** (maximum 50 words)
- **Recommendations for NSF:** (maximum 50 words), with your role, if any.