



National Science Foundation

Support Scheme for Scientific Meetings and Events (SSSME)

Please refer to the Program Brief for details and guidelines of the SSSME (<http://www.nsf.ac.lk/index.php/component/content/article/179.html>) before filling the application. The application must include all the details requested strictly according to this format.

Name of the Event :		
Expected Dates of the event :		
Venue:		
Name of the Organization / Professional Body planning the event :		
Sources of other financial support with conditions :		
No	Source of funding	Conditions
Check list		
• Program of the event <input type="checkbox"/>		

PART A –Organizational Information		
1. Name and address of the Principal Organizer (to be used in all correspondence)	STMIS Reg. No.	
Telephone :	Mobile :	
Fax :	E mail Address :	
2. Type of Meeting		
International ()	Regional (Asian/ SAARC) ()	National ()
Conference ()	Workshop ()	Other ()
3. University / Professional Body / Institution		
4. If the event is organized by a Professional Body or an Association, i). Where the association is registered ii). Registration number iii). Total membership to date		

5. Details of the Organizing Committee

PART B – Information of the event

1. The purpose and the nature of the event

2. Expected outcomes

3. Main fields the activity is engaged / focused

i. Medical Science / Engineering / Agriculture	
ii. Biology / Chemistry/ Physical Sciences / Computer Science	
iii. Biochemistry / Molecular Biology /Nanoscience& Technology etc.	
iv. Environment / Energy / Natural Disasters, Air & Water etc.	
v. R & D, Commercialization / Industry Links etc.	
vi. Other areas (please specify)	

4. Expected number of participants

From the host institution		From local institutes	
From overseas			

5. Number of papers / abstracts expected to be published

6. Resource Persons / Invited Speakers

Name and the institution	Topic / title of the lecture	No of Hours	Confirmed or not

7. Other collaborative institutes and the nature of collaboration

PART C – Financial Details

1. Estimated total budget of the activity

2. Support requested from the NSF Grant

Support requested	From Host Institution LKR		From Local Sources LKR (please specify source)		From Foreign Sources LKR (please specify source)		From NSF LKR
	Confirmed	Pending	Confirmed	Pending	Confirmed	Pending	
Income							
Registration fees of local participants	Amount x number of participants						
Expected expenditure							
i). Venue Charges including refreshment							
ii). Course Material and handouts, photocopy							
iii). Printing Conference/Workshop proceedings							
iv). Honorarium to resource personnel							

v). Expenses for technical and support staff							
vi). Audio – visual support							
vii). Other costs (please specify)							
Total							



- Not Supported by NSF

**PART D – Expression of Interest to Invite the NSF to Co-organize the event
(to be completed only if applicable)**

1. Have you already met with the NSF Management and discussed about the event? Yes / No

2. Describe the level of importance (National / International) of the proposed program

3. Statement on why the NSF should co-organize this event

PART E - Declaration

1. Track record of previous grants / co-organizing events

i). Date of the event :

ii). Date of submission of Event Report :

iii). Date of submission of certified final financial statement :

iv). Date of submission of proceedings:

2. If support is requested to conduct a workshop / seminar on an activity funded by the NSF, please provide the following details

i). Grant no:

ii) Summary of the conducted event in 150 words

3. Specify previous support received from the NSF during the last 5 years for organizing activities by your organization

Year	Title	NSF Support (LKR)

4. I confirm that I am in agreement with the NSF policies and guidelines on NSF grant for Scientific Meetings

I confirm, if the grant is awarded that the NSF- Sri Lanka Logo will be displayed on program and proceedings of the event

Before signing please make sure that all questions have been answered.

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Signature and Rubber Stamp of the Principal Organizer

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Date

5. Recommendation of the Head of Hosting Institute.

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Signature and Rubber Stamp of Head of the Host Institute

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Date