DEPARTMENT OF ACADEMIC STAFF TRAINING AND DEVELOPMENT CHECKLIST FOR CONFERENCE ATTENDANCE SUBMISSION

Name of Institution: …………………………………………………..……….

Date of Last Submission made by the Institution: …………………………...

A. All submissions should be made at least **two (2) months** before the Conference date and must contain the following:

S/N	Items for Conference Attendance	Tick
i.	Minutes of meeting of the relevant selection Committee (TETFund Interventions Implementation Committee or Academic Board or Committee of Deans and Directors);	
ii.	Duly signed and stamped TETFund nomination form;	
iii.	Conference flyer indicating conference fees, venue and date of conference;	
iv.	Evidence of paper accepted for presentation at the conference to be attended by applicants for foreign conference sponsorship;	

B. All submissions must:

i.	Be accompanied by soft copies in memory sticks (not CD-ROM) prepared in MS – Excel format in accordance with the *approved template* of the Fund;	
ii.	Include *progress report* and *Certificate of Attendance* for the last (previous) intervention;	
iii.	Contain bank statement indicating payments to approved Nominees in the last intervention;	
iv.	**Not be in piecemeal.**	

Name of Checking Officer:

Signature/Date: