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) with the list of nominees arranged in order of priority;	
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.	Be made online via the ASTD Portal https://beneficiary.tetfund.gov.ng/login	
v.	**Not be in piecemeal.**	

Name of Checking Officer:

Signature/Date: