

NEW-CREATE Phase II SOP

Oversea Conference for NTU PI & Researchers

Approval from the PL

Project PIs get Prof Lee Pooi See's approval for the conference attending through email providing the following information:

1. Budget required for the trip
2. Conference name, time and abstract

Relevance to the project & within the budget

Yes

No

Application

- PI/researcher should
1. Apply the trip through BTS within the approved budget under account number M4098028.071.710079. Attached the Email approval from PL together.
 2. Recommended by AC-A for faculties and approved by AC-F, Copy to Dr. Ma Bing and Prof Lee Pooi See.
 3. Recommended by Lee Pooi See for researchers Approved by AC-R, Copy to Dr. Ma Bing

Reimbursement

Make the claim through BTS and verifier is Jun You.

NOTE:

1. Every project has one conference trip allocation per year < 6K, priority given to abstracts related to the funded CREATE project.
2. Please remember to make acknowledgement to CREATE for the support.