**CHECKLIST**

***(To be filled in by CRC/FPRC Chair)***

This checklist is to be used by the College Research Committees (CRC)/Foundation Program Research Committee (FPRC) when evaluating Conference Grant (CG) applications. **Applications rejected by the CRC/FPRC; based on this checklist, should not be forwarded to the University Research Committee (URC)**.

**Section A**

**Name of Faculty Member**:

**College/FP**: Choose College.

**Title of paper**:



**Conference:**

****

**Date**: Click here to enter a date.

**Section B**

|  |  |  |
| --- | --- | --- |
| **No.**  | **Item to Check**  | **Decision**  |
| 1  | Is the applicant a full time or part time faculty member?  | Full time Part time   |
| 2  | Has the applicant completed one year of service at DU?  | Yes No  |
| 3  | Does the applicant satisfy the conditions given in clause 2.1.1.1(e) and 2.1.6 of the DU R&D Guidelines? | Yes No  |
| 4  | Is the application for attendance only, poster/demo, or oral presentation? | Oral presentation Other   |
| 5  | Does the paper/work present original research that contributes to advancing the knowledge of the field?  | Yes No  |
| 6  | After submitting to CRC, is there enough time for evaluation by CRC, URC, DR and the DVC/VC?  | Yes No  |
| 7 | Evidence of research published in Scopus or Web of Science since previous funded CG *(if applicable)* | Yes No  |
| 8 | Turnitin report attached is as per the guidelines of the academic integrity policy of DU. | Yes No  |
| 9 | The frequency of conference is as per the clause 2.1.1.1(g) for TCG and the clause 2.1.2.1(d) for OCG of the DU Research & Development Guidelines. | Yes No  |
| 10 | Is the conference multidisciplinary in nature. | No Yes  |

**CRC/FPRC Comments & Decision:** [ ] **Proceed to URC** [ ] **Reject the Application**

**(If rejected, please indicate the corresponding item):** Rejected Based on clause       of the Checklist

**Signature of CRC Chair:**  **Date:** Click or tap to enter a date.