

**JABATAN PENYELIDIKAN INOVASI (PNI)
CONFERENCE/JOURNAL CHECKLIST APPLICATION**

- 1 ONLINE APPLICATION FORM
- 2 APPROVAL EMAIL/LETTER FROM AGENCY (EXTERNAL GRANT)
- 3 BROCHURE (CONFERENCE/JOURNAL)
- 4 CONFERENCE TENTATIVE PROGRAM
- 5 ACCEPTANCE LETTER OF FULL PAPER/PAPER SUBMISSION PROOF
- 6 PROOF OF SCOPUS/WOS INDEXED CONFERENCE PROCEEDINGS
- 7 FULL CONFERENCE PROCEEDINGS PAPER
- 8 ABSTRACT PAPER
- 9 PERMISSION ABROAD (PNI FORM A)
- 10 PERMISSION ABROAD (HR FORM A) SUBMIT TO HR DIRECT
- 11 PRINT SCREEN PROJECT & FINANCIAL DETAIL (can be check in your research system)
- 12 BALANCE VOT 29000 * FOR FEES (PLEASE VIRE IN ADVANCED IF INSUFFICIENT)
Please state balance amount: RM _____
- 13 PAYEE INFORMATION
 - (a) SWIFT CODE
 - (b) BANK NAME
 - (c) BRANCH CODE
 - (d) BENEFICIARY ACCOUNT
 - (e) COUNTRY
 - (f) ACCOUNT NUMBER
 - (g) ADDRESS BANK
 - (h) PAYMENT REFERENCE/PAPER ID NO.

Remark *Please Read carefully:

- a. Application must be submitted to PNI 2 months before registration fees dateline for International Conference and 1 month for national conference to avoid the delay. We are not responsible for any consequences or damages due to late submission and incomplete forms
- b. Please provide all the document needed for smoothens the process.
- c. Please upload all related document needed in the online application.