UNIVERSITY STUDENT RESEARCH BOARD
Policy No. USRB 005
Sponsorship for KSAU-HS Students to Present at International Conference

Purpose:
The purpose of this Policy is to set the conditions for sponsoring students to present at international conferences.

Definitions:
Students: Current undergraduate students of KSAU-HS
Annual Research Conference: KSAU-SH student research conference held annually
IRB: Institutional Review Board

Policy and Procedure:
1. The research must have been presented at the annual research conference (provide evidence).
2. Evidence that the work is accepted as “oral presentation”.
3. Letter of IRB approval for the presented research.
4. Letter of support from the Dean of the student's College.
5. The student to submit completed request for sponsorship (form attached) to the University Student Research Board (USRB).
6. Submission must be one month in advance of the conference date; submissions less than one month may not be processed.

Prepared By SRB
Effective Date: 17 August 2015
SPONSORSHIP REQUEST FORM
(TO PRESENT AT NATIONAL OR INTERNATIONAL CONFERENCE)

1. Student’s Name: ________________________  Student’s Number: ____________

2. Student’s College: ________________________

3. Expected date of graduation: ________________

4. Supervisor’s Name: ________________________

5. Title of accepted oral presentation: ________________________
   (Include evidence)

6. Title of Conference: ________________________

7. Date of Conference: ________________________

8. City/Country of Conference: ________________________

9. Was the research presented at the Annual KSAU-HS Research Conference?
   Yes: _____  No: _____ (Include evidence)

10. IRB approval attached: Yes: _____  No: _____

11. Letter of support from the Dean of student’s College: Yes: _____  No: _____

____________________________  ________________________
Student Signature:             Date:

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