

## Travel Grants Committee Memo

Mon, 2018-09-10 15  
Wed, 2017-05-10 (All day)

**UNIVERSITY OF NAIROBI**  
**FACULTY OF ARTS**  
**INTERNAL MEMO**

**DEPARTMENT OF KISWAHILI**  
**UNIVERSITY OF NAIROBI**  
**10 MAY 2017**  
**DATE: 9<sup>th</sup> May, 2017**  
**RECEIVED**  
**P. O. Box 30197 - 00100, NAIROBI**  
**REF: UON/CISS/FOA/9/5**

**FROM:** Chair,  
Faculty Conference/Workshop Fund Committee


**TO:** Heads of Department, Faculty of Arts

**SUBJECT: APPLICATION FOR FACULTY CONFERENCE/WORKSHOP FUNDS**

Further to our memo dated 19<sup>th</sup> July, 2016, this is to remind you that the Faculty Conference/Workshop Fund Committee will hold meetings to consider applications for travel grants on 15<sup>th</sup> of the month. To enable the Committee prepare for the meeting, the applications should be received in the Dean's office during the first week of the month.

Take note that applications will only be considered for papers which have not been presented in conferences. Therefore, the Committee will not consider requests for refund for travel grants which were not approved by the Committee.

This is therefore to you to circulate this memo to your members of staff to submit applications for travel grants latest by 7<sup>th</sup> of the month. These should include application letter, letter of invitation, an abstract, and a budget. Any applications received after the indicated timeline will be considered in the following month.

  
**PROF. RAYYA TIMAMMY**  
**CHAIR, FACULTY CONFERENCE/WORKSHOP FUND COMMITTEE**

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14. Sub-Department of French

cc Assistant Registrar, Faculty of Arts  
Senior Administrative Assistant, Faculty of Arts  
Administrative Assistants, Faculty of Arts

RT/cwn

## Travel Grants Committee Memo

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Attachment	Size
<a href="#">Announcement for grants.jpg</a> [1]	26.89 KB

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**Links:**

[1] [http://kiswahili.uonbi.ac.ke/sites/default/files/chss/arts/linguistics/kiswahili/Announcement for grants.jpg](http://kiswahili.uonbi.ac.ke/sites/default/files/chss/arts/linguistics/kiswahili/Announcement%20for%20grants.jpg)