

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: 9th 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 19th July, 2016, this is to remind you that the Faculty Conference/Workshop Fund Committee will hold meetings to consider applications for travel grants on 15th 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 7th 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
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RT/cwn

Travel Grants Committee Memo

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