

**APPLICATION FOR GRANT FROM THE STAFF DEVELOPMENT FUND**

- I. NAME:-----SEX
- II. DEPARTMENT-----
- III. STATUS -----
  - a) Present Designation -----
  - b) Annual Salary -----
  - c) Qualification -----
- IV DATE OF FIRST APPOINTMENT -----
- V DATE OF LAST RECEIVED GRANT FROM THIS FUND (if any)
- VI PURPOSE FOR WHICH GRANT IS DESIRED:  
-----
- VII INSTITUTION AND COUNTRY WHERE TENABLE  
-----
- VIII PERIOD OF COURSE (State Date of Commencement and Completion)  
-----
- Ix HIGHER DEGREE IN VIEW -----
- X BREAKDOWN OF GRANT DESIRED
  - a) Tuition of grant desired -----
  - b) Book -----
  - c) Thesis -----
  - d) Research Expenses -----
  - e) Maintenance -----

XI OTHER SOURCE(S) OF FINANCIAL SUPPORT AND APPROXIMATE

Source -----

Value -----

Signature ----- Date -----

NOTE: Upon resumption of duty after the trip, you are required to submit a photocopy of the International Passport pages that bear the immigration exit and entry stamp as proof that you have undertaken the journey. Failure to submit this may attract suspension of salary until compliance.

Recommendation by head department

Signature

Date

Comment of the Dean of Faculty:

Signature

Date

N.B. In the interest of the applicant, recommendation should be as detailed as possible. Additional report by Dean and Head of Department may be attached, if necessary.

I hereby declared that I shall not be paid an External grant/draw a stipend during the period, for which I shall derive a grant from Staff Development Funds.

Signature.