

NSTC International **Conference Travel Grant**

**Complete Application Guide for
Graduate Students**

Application Steps

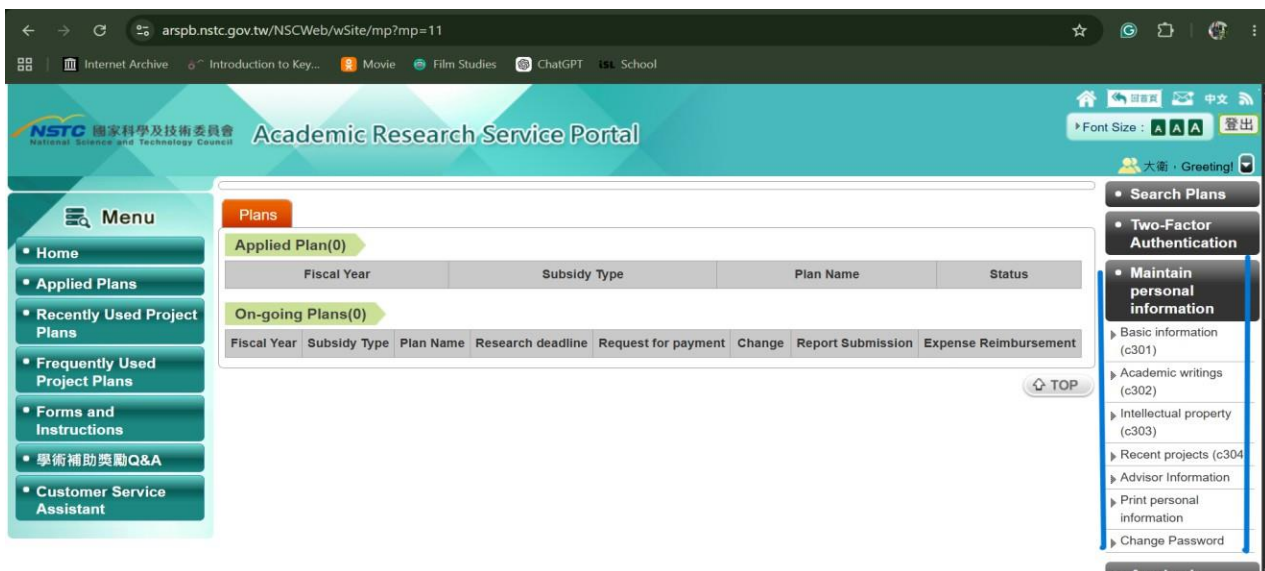
1. Log in to the official website

<https://www.nstc.gov.tw/?l=en>



2. Create a new account with your email

3. Complete your basic information (on the right) like education information, contact details, intellectual achievements advisor details, etc.



4. To apply for funding to attend an international conference

On your left click on to **Academic Grants and Awards** and choose: *Subsidizing domestic graduate students to participate in international conferences.*

The screenshot shows the 'Academic Research Service Portal' with a teal header. The left sidebar has a 'Menu' section with items like 'Home', 'Applied Plans', 'Recently Used Project Plans', 'Frequently Used Project Plans', 'Forms and Instructions', 'Academic Grants and Awards Q&A' (highlighted), and 'Customer Service Assistant'. The main content area is titled 'Frequently Used Project Plans' and lists several project plans, with 'Subsidizing domestic graduate students to participate in international academic conferences' highlighted. The right sidebar contains navigation links like 'Search Plans', 'Two-Factor Authentication', 'Maintain personal information', and a list of links for 'Basic information (c301)', 'Academic writings (c302)', 'Intellectual property (c303)', 'Recent projects (c304)', 'Advisor Information', 'Print personal information', and 'Change Password'.

5. Double check your basic information and click '**sure**' on top right. If some information isn't correct you click on revise and correct the information.

You are here: Personal Basic Information (NPG_AWU_1001) [Return to homepage](#), [return to previous page](#), [leave system](#)

Message: Please double-check that your basic information is correct!! [Sure](#) [Revise](#)

Notes:

- To change your basic personal information, please click " **Edit** " to directly access the Research Talent Network for modification.
- If you do not wish to change your basic personal information, please click " **OK** " to proceed to the application screen.
- During the case execution process, the system will automatically notify you of the case progress via email. Please ensure your email address is correct.

applicant		Affiliation	National Chung Hsing University
job title		Telephone (public/residential)	093028352
address	Dingqiao 3rd Ln., South Dist., Taichung City 402, Taiwan		
fax		E-Mail	lihasmon-laiwan@gmail.com

For inquiries regarding this subsidy program, please call or write during the office hours: Monday to Friday, 09:00-12:00 and 13:30-17:30 (excluding public holidays).

I. For inquiries regarding subsidy procedures, please contact Assistant Li at the Science, Education and International Cooperation Division: yhli@nstc.gov.tw; Tel: (02)2737-7414.

II. For inquiries regarding online system operation, please contact the customer service staff at the Information Division: Email: misservice@nstc.gov.tw; Tel: (02)2737-7592.

6. To create a new application for applying for funding click on 'New' on top right and fill up all the details.

The screenshot shows the 'New' application page. At the top, there's a header with the title '補助國內研究生出席國際學術會議' and user information. A sidebar on the left contains a '功能選單' (Function Menu) with '案件資料' (Case Information). The main area has a '說明' (Instructions) section with detailed guidelines for applicants, including deadlines and eligibility. On the right, there are buttons for '新增' (New), '修改' (Revise), and '刪除' (Delete). The 'New' button is highlighted.

7. The application will look like this, go ahead and fill up all the information. Be ready with all the conference details. Then proceed to the **next step** with click on right top. You also need to enter the estimated amount you wish to apply for by providing a breakdown of

- * Transportation (e.g., round-trip airfare)
- * Conference Registration Fee
- * Daily Expenses (e.g., accommodation, meals, and local transportation, if applicable)

Note: Ensure that the total application amount equals the sum of all budget items. The final approved funding amount will be determined by NSTC.

The screenshot shows the application form. It includes a header with the title '補助國內研究生出席國際學術會議' and user information. A sidebar on the left contains a '功能選單' (Function Menu) with '案件資料' (Case Information). The main area has a '說明' (Instructions) section and a form with various fields for application details. The 'Next Step' button is highlighted.

研究生	研究生姓名：倪莎	就讀院校(科系所)：國立中興大學	身份別：博士生
指導教授 *	指導教授中文姓名：	查詢 手動新增	指導教授機關：
	指導教授電話：		指導教授E-Mail：
會議名稱 *	中文：		
	英文：		
會議網址 *			
會議時間 *	自 至	請依會議主辦機構於網站公告之整場會議時間填寫。	
會議地點 *	地區：請選擇		
	國家：請選擇		
	城市：請選擇		
會議主辦機構 *			

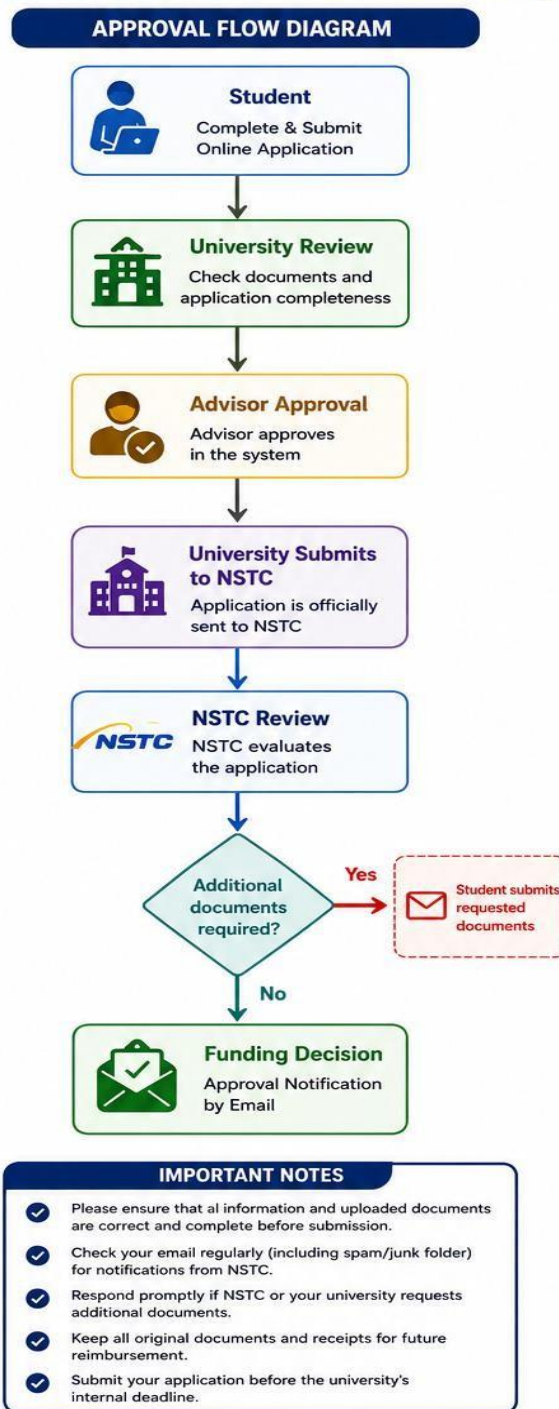
8. When you are done filling up the application, click on top right to **'notify the advisor'** and then **'submit the application to the school'**.

The screenshot shows the NSTC application system interface. At the top, there is a header with the title "補助國內研究生出席國際學術會議" (Subsidizing Domestic Graduate Students to Attend International Academic Conferences). Below the title, there is a navigation bar with links for "系統操作手冊" (System Operation Manual), "推薦函上傳操作說明" (Recommendation Letter Upload Operation Instructions), "首頁" (Home), and "登出" (Logout). The user is logged in as "倪莎" (Ni Sha) at 11:59. The main content area displays the application details for CASE NUMBER 115PGFA0500337. It includes instructions on the deadline for submission (2026-06-01 23:59:59) and a link to the NSTC website. There are also buttons for "製作合併檔" (Merge files), "預覽列印" (Preview & Print), "通知指導教授" (Notify advisor), "繳交送出(校內)" (Submit to school), and "回申請案件列表" (Back to application). The left sidebar contains a "功能選單" (Function Menu) with a link to "案件資料" (Case Information).

Documents to Prepare Before Starting the NSTC Application

- Conference Acceptance Letter
- Conference Abstract
- Paper Information (Title, Authors, Keywords, Presentation Type)
- Conference Information (Conference Name, Organizer, Venue, Dates, Website)
- Conference Website URL
- Passport
- Curriculum Vitae
- Estimated Travel Dates
- Estimated Travel Budget
- Academic Advisor's Contact Information
- University and Department Information
- Bank Passbook for reimbursement
- Supporting Documents (if requested by university)

NSTC INTERNATIONAL CONFERENCE TRAVEL GRANT APPROVAL FLOW



REMEMBER: Carefully follow each step and meet all deadlines to ensure your application is considered in a timely manner.



APPROVAL FLOW

Step 1: Submit Your Application

- After completing all required information and uploading the necessary documents, submit your application through the NSTC Academic Research Service Portal before your university's internal deadline.

Step 2: University Review

- The university's Research and Development Office (or the designated administrative office) will review your application to ensure that all required documents are complete and meet the application requirements.

If any documents are missing or incorrect, the university may ask you to revise or resubmit them before forwarding your application to NSTC.

Step 3: Advisor Approval

- Your academic advisor (supervisor) must approve your application through the online NSTC system.
- **Important:** If your application remains pending because your advisor has not yet approved it, politely remind your advisor before the submission deadline.

Step 4: University Submission to NSTC

- Once all university-level reviews and approvals have been completed, the university will officially submit your application to the National Science and Technology Council (NSTC).
- You will normally receive an email notification confirming that your application has been submitted.

Step 5: NSTC Review

NSTC will evaluate your application based on:

- Eligibility requirements
- Academic quality of your paper
- Conference information
- Completeness of submitted documents
- Availability of funding

- If additional information or supporting documents are required, NSTC will contact you by email.
- Be sure to check your email regularly, including your spam/junk folder.

Step 6: Review Period

- NSTC generally completes the review process within **approximately one month**, although the exact processing time may vary depending on the number of applications received.
- If you have not received any notification after one month, you may contact either:
 - Your university's Research Office, or
 - NSTC directly

Step 7: Funding Decision

- Once the review has been completed, NSTC will notify you of the result by email.
- If your application is approved, the notification will include information regarding the approved funding and any further procedures you must complete before and after attending the conference.
- If your application is not approved, the notification will simply indicate that your application was unsuccessful.

AFTER APPROVAL FLOW

NSTC International Conference Travel Grant



Once your application is approved by NSTC, please follow the steps below to complete your conference trip and obtain reimbursement.

STEPS TO FOLLOW

1



READ THE APPROVAL LETTER CAREFULLY

- Check conference title, dates, location, and approved funding amount.
- If any error is found, inform your university immediately.

2



CONFIRM YOUR CONFERENCE ATTENDANCE

- You are expected to attend the conference and present the approved paper.
- If you cannot attend, inform your university immediately.

3



APPLY FOR CHANGES (IF NECESSARY)

- If there are changes in dates, venue, paper title, travel plan, etc., submit a request through the NSTC system and get approval **BEFORE** the conference (except cancellation).

4



ARRANGE YOUR TRAVEL

- Book economy-class flight, accommodation, local transportation and pay conference registration fee.
- Reimbursement will be made after the conference.

5



KEEP ALL ORIGINAL RECEIPTS

- Keep all original documents and receipts related to your trip.
- Missing receipts may lead to partial or no reimbursement.

6



PRESENT YOUR RESEARCH

- Present the approved paper at the conference (oral or poster).

7



COLLECT PROOF OF ATTENDANCE

- Obtain certificate of attendance / presentation, conference program with your name, name badge, etc.

8



RETURN TO TAIWAN

- Return according to your approved travel plan.

9



SUBMIT CONFERENCE REPORT

- Log in to the NSTC system and complete the Conference Attendance Report after returning.

10



APPLY FOR REIMBURSEMENT

- Submit reimbursement application to your university with all required documents.
- University reviews and forwards to NSTC.



REIMBURSEMENT RECEIVED

- Once approved by NSTC, the reimbursement will be transferred according to your university's procedure.

KEY CONDITIONS TO FOLLOW



Attend the Approved Conference

The grant is valid only for the conference that NSTC approved.



Present the Approved Paper

You must present the paper identified in your application.



Do Not Receive Duplicate Government Funding

You cannot receive reimbursement from another government agency for the same conference expenses.



Request Approval Before Making Changes

Any significant change to your approved conference or travel plan should be approved through the NSTC system before the conference.



Submit the Conference Report on Time

Failure to submit the required report may delay or prevent reimbursement.



Submit Reimbursement Before the Deadline

Follow your university's reimbursement timeline. (Some universities require submission within 15 days, others within one month after returning.)



Keep Original Supporting Documents

Keep all original receipts and travel documents until your reimbursement is successfully completed.



IMPORTANT

Always follow the instructions from your university and NSTC. Deadlines and required documents may vary by institution.

Steps to Follow After Receiving NSTC Approval

Step 1. Read the Approval Letter Carefully

After receiving the approval email, download and review the approval notice.

Verify:

- ✓ Conference title, dates, location, etc.
- ✓ Approved funding amount
- ✓ Approved expense categories (e.g., airfare, registration fee)

Step 2. Confirm Your Conference Attendance

Once approved, you are expected to attend the conference and present the paper specified in your application.

If you decide **not** to attend, inform your university immediately so that the grant can be cancelled properly.

Step 3. Apply for Changes (If Necessary)

If there are any changes after approval, such as:

- Conference dates and venue
- Paper title
- Travel itinerary
- Cancellation

Do not make the changes on your own.

Submit a request through the NSTC Academic Research Service Portal and obtain approval **before the conference**

Step 4. Arrange Your Travel

Book your:

- ✈ Economy-class flight
- 🏠 Accommodation
- 🚗 Local transportation
- 📄 Conference registration

Remember that NSTC reimburses approved expenses **after** the conference. You are responsible for paying these costs in advance.

Step 5. Keep All Original Receipts

Retain every original document related to your trip.

Examples include:

- Airline ticket receipt
- E-ticket itinerary
- Boarding passes
- Conference registration receipt
- Payment receipts
- Other approved travel-related documents

Missing receipts may reduce or prevent reimbursement.

Step 6. Present Your Research

You must present the paper that was approved in your application.

This may be:

- Oral presentation
- Poster presentation

depending on the conference acceptance.

Step 7. Collect Proof of Attendance

Before leaving the conference, obtain evidence that you participated.

Examples include:

- Certificate of attendance
- Presentation certificate
- Conference program listing your name
- Name badge (if required by your university)

These documents are commonly requested during reimbursement.

Step 8. Return to Taiwan

After completing the conference, return to Taiwan according to your approved travel plan.

Step 9. Submit the Conference Report

After returning, log in to the NSTC Academic Research Service Portal and complete the required **Conference Attendance Report**.

The report usually includes:

- Conference summary
- Academic outcomes
- Knowledge gained
- Benefits to your research

The report is a mandatory requirement for closing the grant.

Step 10. Apply for Reimbursement

Submit your reimbursement application through your university.

Typical documents include:

- NSTC approval letter
- Conference report
- Boarding passes
- Flight receipt
- Conference registration receipt
- Certificate of attendance
- Other documents required by your university's accounting office

Your university reviews the reimbursement before forwarding it to NSTC

Reimbursement Processing

After returning from the conference, submit your reimbursement application in the system together with all original receipts in your Research office.

The university will review your submission and process the reimbursement according to its administrative procedures before completing the payment process.

The reimbursement is typically deposited into your designated bank account **within approximately one month** after a successful reimbursement application submission.

Important Notes

- Ensure that all required documents and original receipts are submitted accurately and on time.
- Keep copies of all submitted documents for your records.
- Retain all original supporting documents until the reimbursement has been successfully completed.

- If you have not received the reimbursement after approximately one month, please contact university's Research Office to inquire about the status of your application.

Final Tips

Before submitting your application, take a few minutes to review all information and uploaded documents carefully. A complete and accurate application can help avoid unnecessary delays during the review process.

- Read all instructions and eligibility requirements before beginning your application.
- Enter your bank account information carefully, as the approved reimbursement will be transferred to this account. Under **Bank Name**, select 郵政存簿儲金 (**Postal Savings**).

To avoid input errors, **copy and paste** the following text into the **Bank Name** field: 郵政存簿儲金

Double-check your **account number** and **account holder's name** before submitting the application to ensure the reimbursement can be processed successfully.

- Prepare all required documents in advance and ensure they are clear, complete, and up to date.
- Verify that your personal information, conference details, and paper information are accurate.
- Submit your application before university's internal deadline.
- Regularly check your email (including the spam folder) for notifications from university or NSTC.
- Keep copies of all application materials, approval notices, receipts, and supporting documents for your records.
- Retain all original receipts and travel documents until the reimbursement process has been completed.
- If you have any questions during the application or reimbursement process, contact your university's Research Office for assistance.

We hope this manual provides clear guidance throughout your NSTC International Conference Travel Grant application. We wish you every success in your conference participation and future academic endeavors.