**APCTP Guidelines**

for Academic Programs taking place outside of Korea, initiated by scientists from the member countries/regions and partnership institutes

APCTP supports scientific activities taking place outside of Korea, initiated by scientists in the member countries/regions and partnership institutes through Academic Programs.

**PROPOSALS FOR ACADEMIC PROGRAMS**

should be submitted to the center **9 months before the beginning of the activities**

**THE USE OF APCTP CONTRIBUTION**

shall be limited to the **airfare, local expenses, honorarium of participants** holding nationality of **APCTP Member Countries** according to APCTP Regulations.

*APCTP member countries* areas follows. (15 countries)
Australia, Beijing, Japan, Kazakhstan, Korea, Lao PDR, Malaysia, Mongolia, Philippines, Singapore, Taipei, Thailand, Vietnam, India and Uzbekistan

**DOCUMENTS FOR THE FORMAL REQUEST OF PAYMENT**

should be received prior to the remittance of the APCTP contribution and it should include **the budget draft for the APCTP financial supports, bank account information, programs and official website** of the activity.

APCTP funding shall be executed based on the expenses of beneficiaries and you are kindly asked to send us beneficiaries list (indicating name, nationality, affiliation, status, etc.). Please refer to the attached form on page 2.

Please consult with Korean organizers or APCTP coordinator in charge for the name list of APCTP supported speaker and participants.

If necessary, the APCTP may recommend scientists, who shall represent the center, as organizers of the activity.

**REMITTANCE DATE**

will be **around one month earlier** than starting date of your activity.

**ACKNOWLEDGEMENT OF APCTP SUPPORT**

should be **clearly stated** in all announcements. A copy of the official announcement of the activity should be copied to the center.

**THE FINAL REPORT**

should be submitted to the APCTP **within one month after your activity**. Please attach all receipts and other proof documents (invoices and copy of tickets etc.) at the submission. Please refer to the attached form. The final report is essential for considering future activities.