

## **FAQ for Student Overseas Conference Sponsorship**

### **Q1) Am I allowed to apply for more than one sponsorship in a year?**

No, please be informed that successful applicants can only receive one sponsorship per financial year, that is, 1 April to 31 March. Each applicant is limited to maximum two sponsorships throughout entire duration of study.

### **Q2) I noted that there must be two independent reviewers to review my application. If I'm undertaking a project with the medical department, who should review my application?**

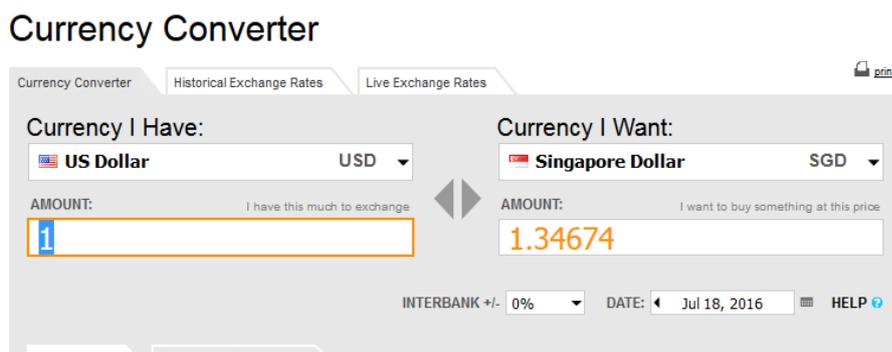
The 2 independent reviewers must at least be Associate Consultant and above to assess your abstract. Consult your supervisor to identify the 2 reviewers. Please note that the reviewers must not be directly involved in the project. PPEO will approach the assessors directly for their assessment.

### **Q3) If my expenses are made in overseas currency, how should I provide the proof of my expenses?**

A) Please show a summary of your claimable expenditure conversion rate of your expenses **clearly in Singapore dollars** using a conversion rate calculator with the correct date of the expenditure reflected. For example if the expenses are incurred/paid on 18 July 2016, the rate has to show as at 18 July 2016.

TTSH uses the **Oanda Currency Exchange converter** for this purpose. Please access the following link: <https://www.oanda.com/currency/converter>

Below is an example of how the XE Currency converter looks like:



The screenshot displays the Oanda Currency Converter interface. At the top, there are tabs for 'Currency Converter', 'Historical Exchange Rates', and 'Live Exchange Rates'. The main section is titled 'Currency Converter' and features a 'print' icon in the top right corner. On the left, under 'Currency I Have:', 'US Dollar' is selected with a dropdown arrow, and 'USD' is shown. Below this, the 'AMOUNT:' field contains the number '1'. On the right, under 'Currency I Want:', 'Singapore Dollar' is selected with a dropdown arrow, and 'SGD' is shown. Below this, the 'AMOUNT:' field displays the converted value '1.34674'. At the bottom, there is a section for 'INTERBANK +/-' set to '0%' and a 'DATE:' field set to 'Jul 18, 2016'. A 'HELP' link is also visible.

**Q4) If the conference period falls out of the one that is stated in the email blast, can I still apply for it?**

A) Please wait for the next call if the conference period falls out of the stated period in the email blast. The conference call periods will be updated in the TTSH PPEO website via the following link: <https://www.ttsh.com.sg/PPEO/For-students/#conference-sponsorship>

**Q5) How long does it take to process my reimbursement after I have submitted my documents?**

A) It takes finance up to 2 months to process your reimbursement after you have sent in your documents.

**Q6) Am I allowed to apply for another sponsorship for the overseas conference, in the event that I have been offered the sponsorship from PPEO?**

A) Yes, you may source for other funds but will need to let us know the source of the funding; whether the funding is successful and how much is being funded, so that we can review our sponsored funds to you.