



Submitting a DSR Conference Participation Application from MyGJU

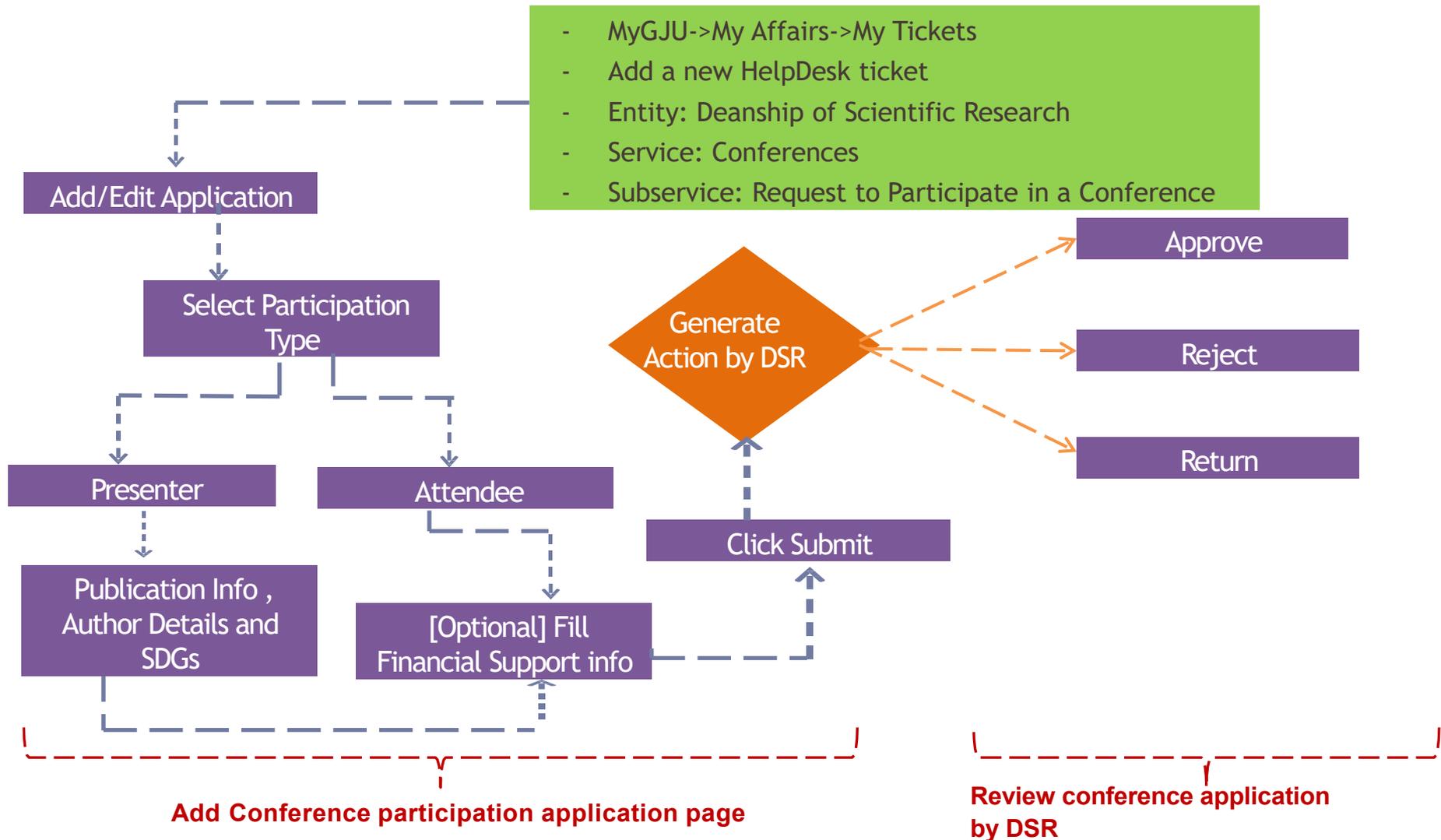
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Overview

- In this tutorial, the following features are covered:
 - A process to add a Deanship of Scientific Research (DSR) conference participation application from a HelpDesk ticket.
 - Adding a new ticket to add a DSR conference participation application.
 - Adding a DSR conference participation application from the ticket.
 - The DSR conference participation application approval process.



The Add DSR Conference Participation Application Process from the HelpDesk in MyGJU



Create a New Ticket to Add a Conference Participation Application (1)

* In MyGJU, go to **My Affairs** → **My Tickets**.

The screenshot shows the 'My Tickets' page in the MyGJU system. At the top, there are navigation tabs for 'My Affairs', 'Academic Affairs', and 'Chair's Tasks'. Below these are several menu items: 'My Profile', 'My Salaries', 'My Savings', 'My Supplies', and 'My Tickets' (which is circled in red). The main content area is titled 'My Tickets' and includes a 'Filtering Criteria' section with various search filters like 'Ticket Number', 'Entity', 'Status', etc. Below the filters is a table of existing tickets. At the bottom left, there are buttons for 'Edit', 'Export', and 'Add' (circled in red). An orange callout box with the text 'Add a New Ticket to Facilitate Conference Application Request.' points to the 'Add' button.

Ticket Number	Entity	Department	Category	Created By
26-05-2025 06:39:40	Deanship of Scientific Research	Incentives	Mohammad Futian	
22-05-2025 16:34:49	Presidency and Councils Affairs Department	Agreement & Relation With Private Sector	N.A.	
18-05-2025 13:49:36	Presidency and Councils Affairs Department	Academic Staff Affairs	N.A.	

Create a New Ticket to Add a Conference Participation Application (3)

▸ Tickets ▸ Manage Tickets ▸ [Add Ticket](#)

Ticket Information

Note: Please make sure to save your changes before leaving the page.

Ticket Number: The ticket number will be generated upon saving.

Title: *

Priority: *

Entity: *

Service:

Subservices: *

Ticket Description *

Source

Styles Font Size

Request participation in a conference.....|

Fill in the required ticket details to proceed with adding a Conference Application form.



Create a New Ticket to Add a Conference Participation Application (4)

Tickets > Manage Tickets > Edit Ticket

Ticket Information

Ticket Number: 71987
Created By:
Creation Date: 30-06-2025 10:41:28
Title: * Request participation in a conference
Priority: * Normal
Entity: Deanship of Scientific Research
Ticket Type: * Service
Service: Conferences
Subservices: * Request to participate in a conference

Ticket Description

Add conference application

Conference Application Form

Status	Creation Date	Modified By	Modification Date	Manage Form
No records found				

A new rendered accordion will be displayed to add a Conference Participation Application form.



Add Conference Participation Application Process (1)

Dean's Tasks > Conference Applications > **Add Conference Application**

Application Information

Ticket Number: 71987
 Ticket Title: Request participation in a conference

Creation Date: N.A. Created By:
 Participant Type: * Self Participation Type: *
 Attendance Type: * In Person Attendance Reason:
 Application Status: Pending Submission by Applicant

Applicant Information

Employee ID: 100872 Name: Rana Husni Abdul Al-Mahmud
 Employee Type: Academic Academic Rank: Assistant Professor
 Work Place: Computer Science Department Work Place Reference: School of Electrical Engineering and Information Technology
 Job Title: Full-time Lecturer Employee Status: Currently Employed

Conference Information

Title (EN): *
 Title (AR):
 Organization: *
 City Name (EN): *
 City Name (AR):
 Country: * Select One
 Region: * Select One
 From Date: *
 To Date: *
 Indexed in Scopus: * Select One
 URL: *

Back Save

Fill the required fields then click Save.

The form depends on participation type.

Add Conference Participation Application Process (2)

► Dean's Tasks ► Conference Applications ► [Add Conference Application](#)

Application Information

Ticket Number: 71987

Ticket Title: Request participation in a conference

Creation Date: N.A. Created By:

Participant Type: * Participation Type: *

Attendance Type: * Attendance Reason:

Application Status: Pending submission by Applicant

Conditional Form Actions Based on **Participant Type**

If the participation type is "Presenter":

- ❖ When the participant type is "**Self**", the presenting author must be the **applicant**.
- ❖ When the participant type is "**Student**", the presenting author must be **one of the student authors**.

Add Conference Participation Application Process (3)

► Dean's Tasks ► Conference Applications ► [Add Conference Application](#)

Application Information

Ticket Number: 71987

Ticket Title: Request participation in a conference

Creation Date: N.A. Created By: [Name]

Participant Type: *

Participation Type: *

Attendance Type: *

Attendance Reason:

Application Status: **Pending Submission by Applicant**

Dynamic Form Update According to *Participation Type*

- Notes:
- If the applicant's participation type is **Presenter**, display **all form components**, including **Publications, SDGs, and Author Information**.
- If the participation type is **Attendee**, display only the remaining form components and **exclude Publications, SDGs, and Author Information**.

Add Conference Participation Application Process (4)

Publication Information

Title (EN): *

Title (AR):

Area of Research: *

Presentation Type: * Select One

Peer Reviewed: * No

Publication SDG Information

Note: To add a new SDG to the table below, please fill in all the required information and click Add. A new SDG will be saved automatically.
Note: You can not submit the form until add at least one completed SDG with term and section.

SDG: * Select One

SDG Term:

SDG Section:

+ Add SDG

SDG	SDG Term	SDG Section
No SDGs Were Added		
Total Rows: 0		

Publication Authors

Note: To add an author, please fill in all the required information and click Add. The author will be saved automatically.
Note: You must add at least one author before submitting the form .
Note: Assign a unique order to every author; duplicates are not allowed.
Note: Only one author can be assigned as presenting author.

Author Affiliation: GJU

GJU Author Type: Employee

Order of the Author: * 1

Author: * Select One

Form components are dynamically shown based on the chosen participation type.
“Presenter”

Add Conference Participation Application Process (5)

Publication Authors

Note: To add an author, please fill in all the required information and click Add. The author will be saved automatically.

Note: You must add at least one author before submitting the form .

Note: Assign a unique order to every author; duplicates are not allowed.

Note: Only one author can be assigned as presenting author.

Author Affiliation:

GJU Author Type:

Order of the Author: *

Author: *

Presenting Author: *

Order of the Author	First Name	Middle Name	Family Name	GJU Affiliation	GJU Author Type	Presenting Author
No Author Added						

Based on the selected GJU Author Type (Employee or Student), the panel displays either the employee selection menu or the student ID input field accordingly.

Add Conference Participation Application Process (6)

Financial Information

Financial Information

Note: If the Need Financial Support checkbox is checked, all financial support items will be enabled.

Need Financial Support:

A confirmation dialog will appear when the "Need Financial Support" checkbox is unchecked. (See next slide)

Financial Support Items

Note: To add an item to the table below, please fill in all the required information and click Add. A new financial support type will be saved automatically.

Financial Support Type:

Select One

Funds Source:

Select One

Other Fund Source:

+ Add Financial Support

Financial Support Type	Funds Source	Other Fund Source	Edit	Delete
Per Diem Allowance	DSR	N.A.		Delete
Airfare	DSR	N.A.		Delete
Registration Fees	Reserved Incentives	N.A.		Delete
Visa Fees	Reserved Incentives	N.A.		Delete

Total Rows: 4

Add Conference Participation Application Process (7)

Financial Information

Note: If the Need Financial Support checkbox is checked, all financial support items will be enabled.

Need Financial Support:

Financial Support Items

Note: To add an item to the table below, please fill in all the required information and click Add. A new financial support type will be saved automatically.

Financial

Funds So

Other Fu

+ Add financial support

Need Financial Support Confirmation

⚠ Unchecking the Need Financial Support checkbox will discard all related items in the table below. Are you sure you want to uncheck it?

Yes No

- **Unchecking** the "Need Financial Support" checkbox will **discard** all related items listed in the table below.
If the user confirms by selecting "Yes":
All financial support types and their associated details **will be deleted**.



Add Conference Participation Application Process (8)

Notes

Applicant Notes:

DSR Notes:

Consent Confirmation

By submitting this form, you hereby confirm that all the information provided is true and accurate to the best of your knowledge. You also formally consent to attend the conference in accordance with the stated terms and conditions, and commit to submitting all required supporting documents upon your return.

I Agree

← Back Save **Submit** Print

After completing all the required fields on the form, click "Submit" to proceed.



The DSR Conference Participation Application Approval Process

Kindly Obtain the approval through the ticket system from:

- Department Head.
- Dean of School.

Ticket Files to be uploaded:

- Acceptance Letter
 - Copy of the unpublished paper
 - Proof of Review
- After obtaining the conference approval from the president, you can open a new ticket to ask for a petty cash to cover 80% of the Per diem allowance and Airfare.
- The ticket then will be processed according to the regulation and guidelines followed in GJU. To have more information about the conference regulations, please refer to the following file:

[Regulations of Supporting Participating in International Conferences](#)