

Grant to Organize Seminar, Conference and Training Workshop

Academic events are critical for sharing of knowledge and research among universities and scholars. The promotion of research culture in higher education institutions through such events is of highest priority to Higher Education Commission (HEC). To support the development of research culture, HEC provides financial grants to Public Sector and approved-for-public-funding Private Sector Universities in Pakistan to organize National and International Seminars, Workshops, Conferences and Symposia. Through this initiative, HEC intends to develop a culture of research and knowledge sharing between Higher Education Institutions, as well as establishment of linkages with relevant industrial and corporate sectors.

The objectives of this program are:

Objectives

- Encourage Universities and Degree Awarding Institutes (DAIs) to organize academic events
- Educate faculty and students with the latest developments in their relevant areas of research
- Provide platform for interaction and exposure to the academicians and researchers
- Provide avenues for sharing of research and knowledge at national and international level events
- Assess academic and research capabilities and achievements at par with the prevalent national and international practices
- Share academic and research achievements with industrial and commercial establishments
- Explore opportunities for domestic and international academic collaborations.

For further information, please click the appropriate links related to the program.

Applications must be received at least 6 weeks (42 days) prior to the event date. **Late and incomplete applications will not be processed.**

For further details, please contact Deputy Director (R&D) at nbibi@hec.gov.pk

Reimbursement Claims

- Upon approval of the grant, HEC issues a sanction letter indicating the approved amount against each component.
- For approved cases, the sanctioned amount is reimbursed after the event and upon filing the reimbursement claim consisting of original receipts of payments. **Universities may facilitate the Focal Persons by providing the amount in advance against the sanction letters to be incurred the expenditure of the event.**
- The reimbursement claims should be filed within three (03) months after the event, failing which the grant is considered withdrawn automatically.
- **The Grant will be released to the Head of the Institution requesting funding** (Vice Chancellor, Rector, President or Director).
- An appointed focal person will be responsible for the proper utilization of the grant as per approved components.
- The statement of expenditure will be duly audited by the University Auditor and endorsed by the Principal Organizer and Head of the Institution.

HEC expects that the universities considered for the grant will bear some preliminary expenses for the organization of the event, and not completely rely on the grant itself.

Application Process

To apply for the grant, please follow the steps below:

Download the appropriate Application Form by clicking the hyperlinks below.

- i) [Application Form for Organizing Seminar, Conference and Symposium](#)
- ii) [Application Form for Organizing Training Workshop](#)

Please provide all the relevant information requested in the form, along with any supporting documents as listed in the checklist provided with the application form.

The complete application form along with supporting documents should reach HEC, via postal mail, **at least 6 weeks (42 days) prior to the event date. Late or incomplete applications will not be processed.**

Universities are encouraged to apply for grant once the program is finalized and Resource Persons/Invited Speakers are identified. HEC expects that universities may put seed money for initial preparatory work of the event and seek sponsorship from corporate institutions.

Application Requirements

A. GRANT FOR ORGANIZING INTERNATIONAL AND NATIONAL SEMINAR, CONFERENCE AND SYMPOSIUM

- i. A list of Foreign Invited Speakers along with their **CV's and Abstract of the Papers** to be presented in the proposed Seminar, Conference or Symposium will be required with the application form. HEC sponsors only those Foreign Invited Speakers whose complete details are provided. **HEC extends Travel and Accommodation expenses for upto a maximum of 5 Foreign Invited Speakers.**
- ii. A list of local/national Invited Speakers along with their **CVs and Abstract of the Papers** to be presented in the proposed Seminar, Conference or Symposium will be required with the application form. HEC sponsors only those national invited speakers whose complete details are provided. **HEC extends Travel and Accommodation expenses for upto a maximum of 10 National Invited Speakers.**
- iii. In the event of change in the list of Foreign or National Invited Speakers, after the approval of the grant, HEC must be informed immediately and the new list along with CV's and Abstracts of Presentations be communicated to prior written endorsement of HEC. **Organizers will bear Travel and/or Accommodation of any invited speaker if he/she is not duly approved by the HEC.**
- iv. A brief CV (2-3 pages) of the focal person organizing the event will be required. **The relevance of academic and scientific contribution of the focal person to the subject matter of the event is very significant.** The Committee constituted against the program, assigns due weightage to the CV of the Focal Person, while considering a funding request.
- v. Brochure of the event containing Aims, Objectives and Themes etc. is required along with the application form.

- vi. Appropriate **Registration Fee from the participants of the event is mandatory**. The number of participants and the income from Registration must be indicated in the application form.
- vii. A copy of the **Program** of the event indicating the Sessions, Speakers, and allocated timeslots is required.
- viii. A list of Organizing Committee will be required. A diversified Committee comprising of the professionals on the subject matter from different institutions is highly encouraged.
- ix. A detailed list of Stationery and Publication items will be required. **HEC provides funds for consumable items of stationery.**

B. GRANT FOR ORGANIZING INTERNATIONAL AND NATIONAL TRAINING WORKSHOP

- i. A list of Foreign Resource Persons along with their **CV's and Abstract of Presentation** will be required with the application form. HEC sponsors only those foreign resource persons whose complete details will be provided. **HEC extends Travel and Accommodation expenses for upto a maximum of 5 Foreign Resource Persons.**
- ii. A list of local/nationally invited Resource Persons along with their **CV's and Abstract of Presentations** to be presented in the proposed workshop will be required with the application form. HEC sponsors only those nationally invited Resource Persons whose complete details will be provided. **HEC extends Travel and Accommodation expenses for upto a maximum of 10 nationally invited Resource Persons.**
- iii. In the event of change in the list of Foreign or National Invited Resource Persons, after the approval of the grant, HEC must be informed immediately and the new list along with CV's and Abstracts of Presentations be communicated to prior written endorsement of HEC. **Organizers will bear Travel and/or Accommodation of any invited speaker if he/she is not duly approved by the HEC.**
- iv. A brief CV (2-3 pages) of the Focal Person organizing the event will be required. **The relevance of academic and scientific contribution of the focal person to the subject matter of the event is very significant.** The Committee constituted against the program, assigns due weightage to the CV of the Focal Person, while considering a funding request.
- v. **Brochure** of the event containing Aims, Objectives and Themes etc. is required along with the application form.
- vi. A copy of the Program of the event indicating the Sessions, Speakers, and allocated timeslots is required.
- vii. A **list of participants** of the training workshop. A diversified group of participants from various institutions is encouraged.
- viii. A list of Organizing Committee will be required.
- ix. A detailed list of stationery items will be required. HEC provides funds for consumable items of stationery.
- x. A list of laboratory consumables for on-hand training sessions.

