



PUNJAB HIGHER EDUCATION COMMISSION

Application Form for International Travel Grant

Eligibility Criteria (Please tick on the criterion you are fulfilling):

1. **Faculty Members:** Faculty members from public/private sector universities and public colleges of the Punjab.
The faculty member includes:
 - a) Regular teaching faculty
 - b) Distinguished and Meritorious Professors
 - c) Hired on contract for at least one year.

2. **Non-teaching Staff:** The non-teaching staff of provincially chartered public/private sector universities and public colleges of Punjab. The non-teaching staff should
 - a) Hired on contract who has served at least two years in the same institution and his/her contract is being extendable on at least 6 months basis
 - b) Hold at least M.Phil/MS equivalent degree (18-years of education)

3. **Ph.D. Scholars:** MS/M.Phil. leading to Ph.D. or Ph.D. scholars registered with provincially chartered local universities of Punjab

Personal details				
Full Name				Please staple 2 recent photographs
Father's/Guardian's Name				
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth	(DD-MM-YYYY)	
Phone (Residence)		Mobile		
CNIC				
Email	Mandatory - Most of the future correspondence will be done using e-mail address. Please write very clearly			
Nationality		Dual Nationality (if any)		
Highest Qualification		Field of Study		
Permanent address				
Address				
City		District		
Province		Country		
Current address (if different from the above)				
Address				
City		District		
Province		Country		
Paper information and the event (conference/symposium/seminar/workshop) details				
Title of the paper				
Will the paper be published in the book of abstract/proceedings/special journal of conference? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Has the abstract/paper been reviewed by technical reviewers? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Event Name			
Organized by			
Venue (detail address)			
Website address of the event			
Start Date of the event		End Date of the event	
Please explain how participation in this event will contribute to your academic/professional experience.			
Please attach a separate sheet answering this question (Max 200 words).			
For PhD Students only			
University			
Department		Year	
Employment Record			
Current Employer (Please also indicate your department)			
Designation			
Publication record of last 4 years (attach extra sheet with details mentioned in the same pattern, if required)			
Title of the Paper	Published in International Journal (Give full name of HEC Recognized Journal enlisted in the JCR list; Also mention the Impact Factor of journal)	Published in Local Journal (Give full name of HEC Recognized Journal and its category; also mention impact factor where applicable)	Date of Publication
Total Impact Factor			
Have you taken the consent from co-authors to present this paper?			
<input type="checkbox"/> Yes (I have attached the consent letter) <input type="checkbox"/> No			
Have you participated in International Conferences abroad in last 5 years? If yes then please provide details.			
Conference title	Country	Funding source	Year
Cost estimate of support requested from PHEC			
	PKR (Rs.)	USD (\$)	
Travel cost (As approved by the Government)			
Registration fee (As per actual or maximum of USD 500 whichever is less)			Please attach the documentary proof
Accommodation charges (USD 100 per night (For event days plus one day; maximum of 6 days)			
Daily living allowance (Half of the daily allowance as per government rules for event days plus one day; maximum of 6 days)			
Total			

Have you previously awarded with travel grant by PHEC/Federal HEC?		<input type="checkbox"/> Yes (details below)	<input type="checkbox"/> No
Please mention only those obtained from 2016 onwards			
Dates		Country	Total amount received (PKR)
Verification by the Director (Research/ORIC/QEC/College Director) or equivalent			
I hereby undertake and affirm that: The paper has been verified for Similarity Index using TURNITIN software and the Similarity Index of the paper is _____ (A copy of TURNITIN report is required.) (Following Federal Higher Education Commission policy, papers under consideration must be checked using TURNITIN software for Similarities Index. Please exclude the 'References' while checking the Similarity Index. The maximum limit of Similarity Index in case of 'Quotation' from a single source should not be exceeding 5 %.			
Signature and Stamp of the Director (Research/ORIC/QEC/College Director) or equivalent			
Verification by the head of institute			
I support the application and certify that (<u>Please tick one of the following options</u>)			
<ul style="list-style-type: none"> <input type="radio"/> The applicant is a bonafide faculty member of the university/college <input type="radio"/> The applicant is a bonafide non-teaching staff member of the university/college <input type="radio"/> The applicant is a bonafide PhD scholar of the university 			
Signature and Stamp of the Rector/Vice-Chancellor/Director/College Principal			

Please staple the following documents in the same order (as mentioned below) with this application form. Properly label/tag each document. It is mandatory to submit all of the following documents. Incomplete application will not be processed.

Sr. No.	Documents	Attached
1	Letter or email from the organizers of the conference confirming the mode of presentation of the paper (<u>please highlight the mode of presentation in the letter/email</u>).	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Documentary evidence of acceptance based upon " <u>Peer-review</u> " of the full-text Paper/abstract in the respective conference. Alternately, the event organizer's email confirming the "Peer-review" of the Full-text Paper/abstract is also acceptable.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Document indicating publication of the abstract/article in the conference proceeding or in the special edition of a journal for that conference	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	The event brochure indicating the details of the event, also showing the registration fee and other related charges	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	The soft copy (in a form of CD) and hard copy of the paper to be presented	<input type="checkbox"/> Yes <input type="checkbox"/> No

6	A copy of TURNITIN report	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Consent letter from co-authors that they all agree to present the paper by your good being	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Brief Curriculum Vitae highlighting research publications in peer-reviewed journals	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Document explaining benefit of participation in the event on your academic/professional experience.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	In case of non-teaching staff please attach attested photocopy of MS/M.Phil. degree.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Documentary evidence of current employment mentioning your department, designation, nature of job. For non-teaching staff please also attach the joining report. In case of a PhD student the registration letter from the university you are enrolled with, indicating your program, subject and year of study.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Photocopy of CNIC	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Economy class airfare quotation by the most economical airline.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	Do you already have the visa for the country you are intended to visit?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Undertaken by the applicant:

I hereby undertake and affirm that

- The paper being presented is an original piece of research work conducted by me/our team. If it will be found as a plagiarized work, I will refund entire amount to the PHEC along with other penalties imposed.
- The paper has not been presented before in any conference/seminar/symposium.
- If the grant is provided, I shall solely be responsible for its proper utilization, adjustment with used air ticket and other receipts of expenditure and refund in case of cancellation of visit.
- I am not availing funding from any other source for this conference/seminar/symposium
- Upon my arrival, I shall submit a detailed report on my visit abroad to the PHEC.
- All information provided in this application form is true and correct to the best of my knowledge.

Applicant Signature _____

Date:

Note: Applications form must be submitted at least 49 days (7 weeks) in advance of the event at the following address. Early submission of the application is highly appreciated.

We regret but late submissions will not be entertained.

By hand applications will not be received. Please post your applications at the following address.

Director/Program Manager
Academics and Research
Punjab Higher Education Commission
Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore
Ph: 042-99231903