HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD (PAKISTAN)

APPLICATION FORM
TRAVEL GRANT FOR PAPER PRESENTATION

Eligibility

(Please tick the appropriate box)

(1) Faculty members of HEC recognized universities/degree awarding institutions in public and private sector. The 'faculty member' includes:

    i. Regular teaching faculty (BPS/TTS).
    ii. Distinguished and meritorious professors.
    iii. Faculty hired through FFHP of HEC.
    iv. Faculty hired through IPFP of HEC.
    v. Faculty hired on contract for at least one year

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(2) Non-teaching staff of HEC recognized universities/degree awarding institutions in public and private sector. The 'non-teaching staff' should:

    i. Be a permanent employee of the university/DAI or hired on contract who has served at least two years in same institution and his/her contract is being extended on annual basis
    ii. Hold at least a post-graduate degree (MS Equivalent)

(3) MS/M.Phil. leading to Ph.D. or Ph.D. scholars registered with accredited local Universities

(4) Pakistani Ph.D. scholars, studying abroad under HEC or any Government of Pakistan scholarship

1 APPLICANT'S PROFILE *(please attach 2-3 page CV with the application form)*

Name	
CNIC/Passport No.	
Highest Qualification	
Designation	
Department/Institute	
University/DAI	
Correspondence Address	
Contact Details	Cell: Email:

In case of scholar enrolled in Ph.D. or M.Phil. leading to Ph.D., please indicate in the Designation as Ph.D. Scholar and also mention the Department and University where you are enrolled.

2 DETAILS OF CONFERENCE/SEMINAR/WORKSHOP

Title of the Event	
Event Date(s)	
Venue (City & Country)	
Organizer of the Event *(name of university/society)*	
Website address of the event	

Please attach information regarding aims, objectives, themes, organizing committee and keynote speakers of the event.

3	**DETAILS OF PAPER**		
	Title of the Research Paper *(both hard and soft copies of the paper are required)*		
	Mode of Presentation (please tick one) *(Letter of acceptance/invitation should clearly indicate the mode of presentation)*	Oral	Poster
	Has the abstract/paper been reviewed by the technical reviewers? *(Documentary evidence that paper has been peer-reviewed must be attached)*	Yes	No
	Will the abstract/paper be published in Book of Abstracts/Proceedings/Journals of Conference etc.? *(Documentary evidence that abstract/paper will be published as an outcome of the conference)*	Yes	No
	Please note that an email from organizer clarifying the mode of presentation, peer review and publication would also be acceptable.		

4	**FINANCIAL ASSISTANCE PROVIDED BY OTHER SPONSORS**		
	Item	**Amount (Rs.)**	**Sponsor**
	Travel		
	Registration		
	Accommodation		
	Daily Allowance		
	Any Other		
	Total		

5	**FINANCIAL ASSISTANCE REQUESTED FROM HEC**		
	Item	**Amount (Rs./US$)**	**Documents Required**
	Travel *(Economy class return air fare from origin to destination)*		Quotation from travel agent for the shortest route (optional)
	Registration Fee *(as per actual or maximum of US$ 500 whichever is less)*		Attach documentary evidence (mandatory)
	Accommodation (*Accommodation will be paid for Conference days plus one day - maximum of 6 days - @ US$100 per night*)		Attach documentary evidence (optional)
	Daily Allowance *(conference days plus one day, maximum of 6 days),*		-
	Total		

6	DETAILS OF PREVIOUSLY AVAILED TRAVEL GRANTS		
	Date of Event	**Country Visited**	**Amount of Grant (Rs.)**
	Faculty member can avail two travel grants while Ph.D. scholars and non-teaching staff can avail one travel grant in a fiscal year.		

7	**UNDERTAKING BY THE APPLICANT**
	I hereby undertake and affirm that: • The substance of the research paper being presented (as indicated above) is based on the original research conducted by me / us. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant. • The above paper has not been presented before in any conference/workshop etc. and also has not been published elsewhere. • All the information provided above is true to the best of my knowledge and belief. • If the grant is provided, I shall solely be responsible for its proper utilization, adjustment with used air ticket and other receipts of expenditure. • All the supporting documents submitted are authenticated. SIGNATURES OF THE APPLICANT SIGNATURE & STAMP OF HEAD OF DEPARTMENT (Scholars studying abroad may get verification from their foreign supervisor)

8	**VERIFICATION BY THE DIRECTOR (RESEARCH/ORIC/QEC)**
	I hereby undertake and affirm that: • The paper has been checked for Similarity Index using TURNITIN software and the Similarity Index of the paper is ----------------------------. • The student has been admitted to Ph.D. program as per HEC approved criteria (required in case of Local Ph.D. scholars) (As per HEC 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 %: A copy of TURNITIN report is required along with Application.) SIGNATURE & STAMP OF DIRECTOR (RESEARCH/ORIC/QEC) or equivalent (For students enrolled in foreign universities, Similarity Index will be checked by HEC)

9	**VERIFICATION BY THE HEAD OF INSTITUTION**
	I strongly recommend the request and certify that: (*please circle one option*) • the applicant is bonafide faculty member of the university/DAI • the applicant is bonafide non-teaching staff member of the university/DAI • the applicant is bonafide Ph.D. scholar of the University/DAI OFFICE STAMP WITH DATE SIGNATURE OF RECTOR/VICE CHANCELLOR/DIRECTOR (This is not applicable for scholars enrolled in foreign universities under HEC/GOP scholarship schemes)

CHECK LIST OF ATTACHMENTS

Please ensure that relevant documents are attached with the Application Form.

For oral presentation of paper in national/international conferences:

1.	Have you attached letter of Acceptance/Invitation or email from the organizer in which the mode of presentation (oral/poster/keynote speaker) has been clearly mentioned (if there is no mention in the letter or email, please obtain such specific email from the organizer)?	Yes	No
2.	Have you attached any documentary evidence indicating that your abstract/paper has been accepted based upon peer-review by the technical committee of the event (if there is no mention in the letter or email, please obtain such specific email from the organizer)?	Yes	No
3.	Have you attached any documentary evidence indicating that your abstract/paper would be published in Book of Abstracts/Proceedings/Journals etc. (if there is no mention in the letter or email, please obtain such specific email from the organizer)?	Yes	No
4.	Have you attached Conference Brochure containing aims, objectives and themes, charges of registration and accommodation etc.?	Yes	No
5.	Have you attached Full-text paper to be presented (both hard and soft copies will be required)?	Yes	No
6.	In case you are co-author, have you attach NOC from the principal author?	Yes	No
7.	Have you attached a quotation from the travel agent indicating the shortest route?	Yes	No
8.	Have you attached your brief CV (2-3 pages)?	Yes	No
Additional documents required for Poster Presentation			
9..	Have you attached a list of your publications indicating Impact Factor Score (IFS)? (The requisite IFS are 20 in Engineering and Agriculture disciplines, and 30 in Science disciplines. The IFS should also be verified by Director Research/ORIC/QEC/Head of Department/Dean.	Yes	No
Additional documents required from PhD Scholars			
10.	Have you attached a copy of scholarship award letter/registration letter from the university in which you are enrolled? Letter must clearly indicate the program in which you are enrolled, i.e. either Ph.D. or M.Phil. leading to Ph.D.	Yes	No
11.	Have you attached a copy of Result Card of GAT (General)/GRE International (Subject)/GAT (Subject) as per HEC minimum criteria for admission in PhD? *(Required from Ph.D. scholars enrolled in local universities)*	Yes	No
12.	Have you attached a list of courses taken at M.Phil. and/or PhD levels with grades obtained.*(Required from Ph.D. scholars enrolled in local universities)*	Yes	No
13	Have you attached a list of Ph.D. faculty in your department?		
Additional documents required from non-teaching university/DAI's staff			
14.	Have you attached a copy of your job certificate mentioning your designation, department, job description and date of appointment/posting?	Yes	No
15.	Have you attached a copy of MS/M.Phil. Degree? HEC reserves the right to verify the degree"	Yes	No
16.	Have you attached a statement justifying the relevance of the conference and the research paper with your current job description?	Yes	No

<u>Signature of Applicant</u>

IMPORTANT
The application must be submitted along with the above documents at least 6 weeks prior to the event date. Early submission of application is encouraged. The documents must be attached in above sequence and must be properly tagged. The application must be in proper (spiral/hard/tape) binding to avoid detachment of any document.

INCOMPLETE AND LATE APPLICATIONS WILL NOT BE ENTERTAINED