

UNIVERSITY OF THE PUNJAB
Award of travel grants for foreign conferences/symposium/workshops

Application Form for Travel Grant

Eligibility

Faculty members of University of the Punjab. The 'faculty member' includes:

(Please tick the appropriate box)

- i. Regular Teaching Faculty (BPS/TTS)
- ii. Distinguished and Meritorious Professor
- iii. Research Officer on regular basis (BPS-18)

Note:

- i) **Adhoc, On Deputation and Contract Faculty members are not eligible**
- ii) **Research Centers having their own board of directors/under direct federal funding are also not eligible**

1	APPLICANT'S PROFILE (please attach 2-3 page CV with the application form highlighting your research publications in peered review journals)	
	Name	
	CNIC/Passport No.	
	Father/Husband's Name (as mention in Passport)	
	Highest Qualification	
	Designation	
	Department/Institute/College	
	Correspondence Address	
	Contact Details	Cell: _____ Office: _____
	E-mail Address	
2	DETAILS OF CONFERENCE/SEMINAR/WORKSHOP	
	Title of the Event (as per Acceptance Letter/Brochure of event)	
	Event Date(s) (as per Acceptance Letter/Brochure of event)	
	Mode of Presentation (Tick one box)	<input type="checkbox"/> Oral <input type="checkbox"/> Poster
	Venue (City & Country)	
	Organizer of the Event	
	Website address of the event	
	Please attach Event's Brochure containing aims, objectives, themes, organizing committee, scientific committee, keynote speakers and Charges of registration of the event and accommodation etc.	
	DETAIL OF LAST TRAVEL GRANT AVAILED FROM UNIVERSITY OF THE PUNJAB	
	Title of the Event (as per Acceptance Letter/Brochure of event)	
	Event Date(s) (as per Acceptance Letter/Brochure of event)	
	Venue (City & Country)	
	Organizer of the Event	

3	DETAILS OF PAPER (To be Presented in the conference)		
	Title of the Research Paper (as per acceptance letter) (both hard and soft copies of full paper are required)		
	Has the paper been reviewed by the technical reviewers? (Documentary evidence that paper has been peer-reviewed must be attached)		
	Will the 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)		
	<i>Please note that an email from organizer clarifying the mode of presentation, peer review and publication would also be acceptable.</i>		
	Cumulative Impact Factor Score (IFS) of applicant (Verified by HOD)		
	Anti Plagiarism Evaluation Report from Main Library (Similarity Index %)		
4	FINANCIAL ASSISTANCE REQUESTED		
	Item	Amount	Sponsor
	Travel Cost		
	Registration Fee (in foreign currency)		
5	DETAILS OF APPLICATIONS FOR THE TRAVEL GRANT APPLIED TO HEC AND PHEC (Same conference)		
	Date of Application (DD/MM/YY)	HEC (/ /)	PHEC (/ /)
	Note: The applicant must apply to HEC (42 days) and PHEC (49 days) well before conference dates		
6	DATE OF APPLICATION FOR THE TRAVEL GRANT TO VICE CHANCELLOR, UNIVERSITY OF THE PUNJAB (DD/MM/YY)		(/ /)
	Note: The applicant must apply to Office of the Chairman (OSC)/Vice Chancellor (40 days) well before conference dates.		
7	UNDERTAKING BY THE APPLICANT		
<p>I hereby undertake and affirm that:</p> <ul style="list-style-type: none"> 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/ submitted in any other 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. All the supporting documents submitted are authenticated. I hereby give assurance that I am responsible for publication of this paper in HEC recognized/ impact factor research journal. 			
SIGNATURES OF THE APPLICANT		SIGNATURE & STAMP OF HEAD OF DEPARTMENT	

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COMMENTS (HEAD OF THE DEPARTMENT)
(About the Authentication and Relevance of the conference)

SIGNATURE & STAMP OF HEAD OF DEPARTMENT

Check List of Attachments with Application Form

Please ensure that relevant documents are attached with the Application Form and tick relevant boxes

1.	Request for travel grant to attend the Conference/Seminar/Workshop for Oral/Poster presentation of research paper. (Through Proper Channel)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Letter of Acceptance / Invitation or email from the organizer in which the mode of presentation (Oral/Poster) has been clearly mentioned	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Copy of application submitted to HEC for travel grant	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Copy of application submitted to PHEC for travel grant	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Copy of Conference Brochure containing aims, objectives and themes and registration fee etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Anti Plagiarism Evaluation Report of full length paper from Main Library	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Complete Turnitin report from applicant's own Turnitin account generated according to setting.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	NOC from the principal author (in case the applicant is co-author)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	Quotation from the Travel agent indicating the shortest route.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	Cumulative Impact Factor Score (IFS) of applicant (Verified by HOD)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.	CV of the applicant along with the list of recent journal and conference/seminar publications, book chapters etc. (2-3 pages)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12.	Office orders (Appointment) (In case the applicant is applying for travel grant first time)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13.	List of Approved Conferences verified by HOD	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14.	Application is submitted 40 days before the conference date	Yes <input type="checkbox"/>	No <input type="checkbox"/>

IMPORTANT

The application must reach along with the above documents at least 40 days prior to the event date in the Office of Chairman Overseas Scholarships Committee/Vice Chancellor, University of the Punjab. Early submission of application is encouraged. The documents must be attached in above mentioned sequence and must be properly tagged and flagged. The application must be in proper (spiral/hard/tape) binding to avoid detachment of any document. **INCOMPLETE AND LATE APPLICATIONS WILL NOT BE ENTERTAINED.**

Signature of Applicant