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

Application Form for Travel Grant

To,

Vice Chancellor,
University of the Punjab,
Lahore.

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)	☐ Oral ☐ 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)	
	Please note that an email from organizer clarifying the mode of presentation, peer review and publication would also be acceptable.	
	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 (60 days) and PHEC (49 days) well before conference dates		

6	**GIVE DETAILS OF ANY TWO PUBLICATIONS PUBLISHED IN LAST TWO YEARS** (FROM THE DATE OF CONFERENCE)		
	Sr.	**Complete detail of the paper i.e Authors, Title, Journal, Pages, Year etc.**	**HEC Recognized Category** · **JCR Impact Factor**

Sr.	Complete detail of the paper i.e Authors, Title, Journal, Pages, Year etc.	HEC Recognized Category	JCR Impact Factor
1			
2			

7	**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 (49 days) well before conference dates.	

8	**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/ 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

It is certified that Research Paper is relevant to Scholar's subject and its significance is duly recommended as the scholar is presenting it at the well reputed and credible forum/ conference.

_____   _____
SIGNATURE & STAMP OF HEAD OF DEPARTMENT   **SIGNATURE & STAMP OF DEAN CONCERNED**

9	**FURTHER COMMENTS (HEAD OF THE DEPARTMENT)** (If any)
	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ **SIGNATURES & STAMP OF HEAD OF DEPARTMENT** _____ **SIGNATURES & STAMP OF DEAN CONCERNED** _____ **THE VICE CHANCELLOR**

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 ☐	No ☐
2.	Comments From HOD Regarding Relevancy of the Conference (Mandatory)	Yes ☐	No ☐
3.	Letter of Acceptance / Invitation or email from the organizer in which the mode of presentation (Oral/Poster) has been clearly mentioned	Yes ☐	No ☐
4.	Copy of application submitted to HEC for travel grant	Yes ☐	No ☐
5.	Evidence/ Proof/ Courier Receipt & Conformation E-Mail of application sent to HEC	Yes ☐	No ☐
6.	Copy of application submitted to PHEC for travel grant	Yes ☐	No ☐
7.	Evidence/ Proof/ Courier Receipt/ Conformation E-Mail of application sent to PHEC	Yes ☐	No ☐
8.	Copy of Conference Brochure containing aims, objectives and themes and registration fee etc.	Yes ☐	No ☐
9.	Registration Fee Invoice	Yes ☐	No ☐
10.	Anti Plagiarism Evaluation Report of full length paper from Main Library	Yes ☐	No ☐
11.	An Undertaking regarding overall similarity index more than 19% which is matched with his/her students paper, its publication & presentation at any other forum and in case the similarity index of the paper is more than 5% with one source.	Yes ☐	No ☐
12.	Complete Turnitin report from applicant's own Turnitin account generated according to setting.	Yes ☐	No ☐
13.	NOC from the other authors (in case the applicant is co-author)	Yes ☐	No ☐
14.	Quotation from the Travel agent indicating the shortest route.	Yes ☐	No ☐
15.	List of Impact factors and Cumulative Impact Factor Score (JCR) of applicant (Verified by HOD)	Yes ☐	No ☐
16.	CV of the applicant along with the list of recent journal and conference/seminar publications, book chapters etc. (2-3 pages)	Yes ☐	No ☐
17.	Office orders (Appointment) (In case the applicant is applying for travel grant first time)	Yes ☐	No ☐
18.	List of Approved Conferences verified by HOD	Yes ☐	No ☐
19.	List of Publications with their Impact Factor / HEC Category	Yes ☐	No ☐
20.	Copies of 1st Pages of publications published in last two years in impact factor / HEC recognized journal and their category. (publication of papers will be calculated from the date of conference)	Yes ☐	No ☐
21.	Hard Copy of the full paper to be presented in the Conference	Yes ☐	No ☐
22.	Soft Copy (C.D/ USB) of the full paper to be presented in the Conference	Yes ☐	No ☐
23.	Proof of Peer Review	Yes ☐	No ☐
24.	Copy of participation letter/certificate issued by the organizers of the conference and the journal/proceedings in which the paper has been published, after presentation of the paper in the last/previous conference	Yes ☐	No ☐
25.	Application is submitted 49 days before the conference date	Yes ☐	No ☐

IMPORTANT

The application must reach along with the above documents at least 49 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.**

- **I HAVE PROVIDED ALL THE RELEVANT INFORMATION AS PER ABOVE CHECKLIST. IN CASE OF ANY DISCREPANCY, I SHALL TAKE RESPONSIBILITY FOR THE SAME.**

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Signature of Applicant