

Travel Grant for Pakistani Researchers (TGPR) – Revised Policy

Overview

Academic events are significant for professional development of researchers and scholars. They serve as a source for guidance, exposure, knowledge sharing, developing linkages, and problem solving. Academic Conferences, Seminars and Symposia provide opportunities for academicians to help understand the latest developments in their field and validate research findings, while creating opportunities for future academic collaborations.

Such events are the cornerstone of the academic environment. To cultivate this environment, the Higher Education Commission has set up a special Research Travel Grant Fund for University faculty, PhD scholars, and MS students at Pakistani Universities. Under this program, an academician or student selected to present research work at a national or international academic event is eligible to get funding from his/her academic institution and the academic institute will ultimately seek funding from HEC by applying for reimbursement.

Program Objectives

- To extend financial assistance to faculty and researchers to present their research work at national and international events.
- To share academic and research experiences and achievements at national as well as international level.
- To share scientific ideas with national/international researchers, get exposure to latest trends and techniques in research.
- To explore opportunities for national and international collaborations.

Travel Grant Categories

Travel grant is extended for following purpose:

- Presentation of research paper in National or International Conferences/Workshops.

Eligibility Criteria

- The principal author (could be either first or the corresponding author) of the presented paper will be eligible, except under extraordinary circumstances (**such as non-issuance of visa to the first author**), whose reasoning should be provided during the reimbursement claim.
- All citizens of Pakistan
- Presentation of a research paper in qualifying national and international conferences/workshops (Faculty Members, PhD Scholars, and MS students)
 - Each person can avail at most one travel grant per year.
 - Non-faculty staff travel expenses should be borne by the university from their own resources
 - Qualifying national and international conferences include:

International Conference/Workshop:

- Top International conference / workshop directly organized leading professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) and whose papers are peer reviewed, archived AND have an acceptance ratio of less than 25%, – **75% reimbursement**.
- 2nd Tier International conference / workshop supported by leading professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) AND whose papers are peer reviewed and archived, AND have an acceptance ratio between 25–40%, – **75% reimbursement**.
- 2nd Tier International conference / workshop supported by leading professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) AND whose papers are peer reviewed and archived, – **50% reimbursement**

National conference/workshop:

- Top National conference / workshop directly organized by leading national professional body OR supported by leading international professional body of the relevant discipline (such as IEEE, ACM, AAAS, AEA, etc.) AND whose papers are peer reviewed archived and have an acceptance ratio of less than 25%, – **75% reimbursement**.

- 2nd Tier national conference / workshop supported by leading national professional body OR supported by leading international professional body of the relevant discipline (such as IEEE, ACM, AAAS, AEA, etc.) AND whose papers are peer reviewed have an acceptance ratio between 25-40% and archived, – **75% reimbursement**.
- 2nd Tier national conference / workshop supported by leading international professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) and whose papers are peer reviewed and archived – **50% reimbursement**.

Funds Utilization Policy

- HEC will provide all public sector HEIs and eligible private-sector universities¹, special funds to support travel related expenses of their respective scholars and faculty members.
- Each public sector HEI will get travel funds based on a formula with two criteria: HEC recurring grant (50% weight) and number of PhD faculty (50% weight).
- During the subsequent years, the sanctioned amount will be **reimbursed** to the university/institution upon filing the audited expenditure statement of the utilized funds from previous year, duly signed by the applicant, university auditor and head of institution (Vice Chancellor, Rector).
- Universities will be able to fund the expenses as per policy mentioned under the financial provisions.

Reimbursement Procedure:

- After making the expense, Universities will be able to submit and reimburse expenses as per HEC's travel grants policy outlined above.
- Reimbursement claim should be filed within the same financial year as the event.
- University must attach the following with the reimbursement forms:
 - Used air ticket/e-ticket bearing the cost of the ticket,
 - Original boarding pass counterfoil,
 - Original receipt for payment of registration fee of the event bearing the grantee's name and the actual amount,

¹ Initially, HEC is providing these funds to public sector HEIs and eligible private-sector universities and academicians from the non-eligible private sector HEIs will be able to support their travel expenses through their acquired open project research grants.

- Original receipt of payment for accommodation bearing the grantee's name, duration of stay and the actual amount.

Application Requirements:

Duly filled applications are required to be submitted on relevant prescribed pro-forma i.e.:

Travel Grant Application Form for Paper Presentation (in seminar, conference, workshop and symposium):

- Duly filled application pro-forma, along with supporting documents, should reach HEC at least 6 weeks (42 days) prior to the end of the financial year.

Note: *Late and incomplete applications will not be considered.*

Following documents should be enclosed with the Application Pro-forma:

For Oral Presentation of Paper:

- i. Letter of Acceptance/Invitation or email from the organizer in which the mode of presentation (oral/poster) has been clearly mentioned.
- ii. Documentary evidence indicating that your abstract/paper has been accepted based upon peer-review by the technical committee of the event.
- iii. Documentary evidence indicating that abstract / paper would be published in Book of Abstracts/ Proceedings/Journals for the conference etc.
- iv. Copy of conference brochure containing aims, objectives and themes, charges of registration and accommodation etc.
- v. Full-text paper (both hard and soft copies).
- vi. NOC from the principal author (in case the applicant is co-author).
- vii. CV of the applicant along with the list of recent publications (2-3 pages)

Additional documents required for poster presentation:

- List of applicant's publications indicating previous publication record.

Additional documents required in case of non-teaching staff of university/DAI:

- Copy of job certificate indicating applicant's designation, department, job description and date of appointment / posting along with Copy of MS/MPhil/PhD Degree

Financial Provision:

International Travel:

- Airfare (as per HEC policy)
- Registration Fee (up to a maximum of USD 500)
- Accommodation (up to \$100 per night) as per number of days of the conference+1 day
- Daily Allowance (as per HEC policy)

National Travel:

- Conference fee, if applicable
- TA/DA as admissible in Govt. rules as per number of days of the conference+1 day