**Travel Grant for Pakistani Researchers**

Scientific seminars, conferences, symposiums and workshops act as a welcome source of motivation and information for the academic and scientific communities. These events provide tremendous opportunity to exchange the scientific outcomes of knowledge creation and problem solving. Scientific conferences are ideal places to find out what's advanced in specific field, observe the various debates and controversies under way, meet interesting people, make contacts for the future, and, in general, interact with professionals in their fields. Beyond knowing inspiring stories, the participants see how others solved problems similar, which may help move them past the roadblock in their own research. The contacts developed in these events may result in a new collaboration.  It’s always amusing to put the names one has read on papers for years with actual faces at scientific conferences – who knew the giant in their field is actually only five feet tall…

Higher Education Commission’s Travel Grant Programme aims at providing the opportunity to the academic and scientific communities to boost their research activities in the public & private sector universities and degree awarding institutes of Pakistan. Under this programme, faculty and Ph.D. scholars are extended financial assistance for presentation of their research papers at national or international forums, which facilitates the interaction with skilled academia and researchers in the relevant field.

This grant also facilitates the scholars proceeding abroad for the purpose of pursuance of Ph.D. studies in foreign universities, post-doctoral studies, and for the visits performed under cultural exchange programme.

For application forms, detailed eligibility criteria and other requirements, please click the proper link. Applicants may send their applications along with required documents **6 weeks prior to the event date**. **Late and incomplete applications will not be processed**.

**For further details, please contact Director General (R&D) at** dgrnd@hec.gov.pk

**Who can apply**

1. **For presentation of paper in national and international conferences, seminars, symposiums and workshops**
2. **Faculty Members**: Faculty members from HEC recognized universities/degree awarding institutions in public and private sector. The *faculty member* includes:
3. Regular teaching faculty (BPS or TTS)
4. Distinguished and Meritorious Professors
5. Engaged through Foreign Faculty Hiring Program of HEC
6. Hired through Interim Placement of Faculty program of HEC
7. Hired on contract for at least one year.
8. **Non-teaching University Staff**: The non-teaching university staff of HEC recognized universities/degree awarding institutions in public and private sector. The *non-teaching staff* should:
9. Be a permanent employee of the university/DAI or hired on contract who has served at least two years in the same institution and his/her contract is being extended on annual basis
10. Hold at least a post-graduate degree (18-years, MS equivalent)
11. **Ph.D. Scholars**: Following Ph.D. scholars are eligible:
12. MS/M.Phil. leading to Ph.D. scholars registered with accredited local Universities
13. Ph.D. scholars registered with accredited local Universities.
14. Pakistani Ph.D. scholars studying abroad under HEC or any other Government of Pakistan’s scholarship programmes.
15. **For Ph.D. studies abroad**
16. All citizens of Pakistan.
17. Registration in a Ph.D. programme at any accredited foreign university.
18. **For postdoc studies abroad**(at least nine months duration)
19. Faculty members of public sector universities/degree awarding institutions.
20. Selection/nomination against an approved programme of the HEC/ Government or an offer/acceptance by an International Agency
21. **Visits under Cultural Exchange Programme**
22. Faculty Members of public sector Universities/Degree Awarding Institutions.
23. Nomination by the Government of Pakistan against any facility under Cultural Exchange Programme.

**How to Apply**

To apply for the travel grant, please follow the steps below:

* Download the appropriate Travel Grant application form by clicking the hyperlinks below.
* Following two forms are available;
1. **Application Form Travel Grant for Paper Presentation**(in seminar, conference and symposium)
2. **Application Form Travel Grant for Pursuing Higher Studies Abroad**(Ph.D. and Postdoc studies abroad and visits under cultural exchange programme).
* Fill-in the Travel Grant application form with appropriate information. Please provide all the relevant information requested in the form. **Incomplete applications will not be processed**.
* Endorsement by head of institution be obtained at appropriate section of the prescribed Travel Grant application form. Applicants intending to pursue higher degrees, who are unemployed at the time of submission of application, may send their applications directly to HEC.
* Scholars studying abroad to pursue Ph.D. under HEC or any other Government of Pakistan scholarship programmes may obtain the endorsement of foreign supervisor at the Travel Grant application form (instead of the Vice Chancellor or Rector).
* Faculty members of Pakistani universities on study leave abroad may route their Travel Grant application through their parent university in Pakistan or directly to HEC after obtaining endorsement of foreign supervisor at the prescribed Travel Grant application form under intimation to their parent university.
* Supporting documentary evidence, according to the checklist available with the application form, should be enclosed
* Travel Grant application should reach HEC, via surface mail, at least 6 weeks prior to the event date. Late or incomplete applications are not processed.

**What’s required with application**

**TRAVEL GRANT FOR PAPER PRESENTATION**

**A-1. For oral presentation of paper**

1. Letter of Acceptance/Invitation or email from the organizer in which the mode of presentation (oral/poster) has been clearly mentioned (if there is no mention in the letter or email, please obtain such specific email from the organizer).
2. 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).
3. Documentary evidence indicating that your abstract/paper would be published in Book of Abstracts/Proceedings/Journals for the conference etc. (if there is no mention in the letter or email, please obtain such specific email from the organizer). Online publication is also acceptable.
4. Copy of conference brochure containing aims, objectives and themes, charges of registration and accommodation etc. (website details of the conference are also acceptable).
5. Full-text paper (both hard and soft copies).
6. NOC from the principal author (in case the applicant is co-author).
7. Quotation from the travel agent indicating the shortest route.
8. Brief CV (2-3 pages).

**A-2. Additional documents required for poster presentation**

(in addition to all the requirements as mentioned above in A-1)

1. List of applicant’s 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.

**A-3. Additional documents required in case of Ph.D. or M.Phil. leading to Ph.D. scholars**

 (in addition to all the requirements as mentioned above in A-1)

1. Scholarship award letter/registration letter from the university in which applicant is enrolled. Letter must clearly indicate the program in which the applicant is enrolled, i.e. either Ph.D. or M.Phil. leading to Ph.D.
2. Copy of Result Card of GAT (General)/GRE International (Subject)/GAT (Subject) as per HEC minimum criteria for admission in Ph.D. This is required from Ph.D. scholars enrolled in local universities.
3. List of courses taken at M.Phil. and/or Ph.D. levels with grades obtained. This is required from Ph.D. scholar enrolled in local universities.
4. List of Ph.D. faculty in your department.

**A-4. Additional documents required in case of non-teaching staff of university/DAI**

 (in addition to all the requirements as mention above in A-1)

1. Copy of job certificate indicating applicant’s designation, department, job description and date of appointment/posting.
2. Copy of MS/M.Phil. Degree (HEC reserves the right to verify the degree).
3. Statement justifying the relevance of the conference and the research paper with applicant’s current job description.

**TRAVEL GRANT TO SCHOLARS PROCEEDING ABROAD**

**B-1. For Ph.D. studies abroad**

1. Copy of unconditional admission letter from the foreign University.
2. Copy of award letter for scholarship or financial assistanceor affidavit about self-finance.
3. Copy of highest degree duly attested by HEC.
4. Applicant’s brief CV (2-3 pages).
5. Quotation for one-way airfare for the shortest route.
6. Surety bond on Stamp Paper of Rs. 100/- from two guarantors duly attested by the Oath Commissioner/First Class Magistrate (Specimen attached at the end of application form).
7. Copy of study leave from applicant’s employer (required from applicants employed in any organization).
8. Copy of No Objection Certificate from your employer (required from applicants employed in any organization).

**B-2. For postdoc studies abroad (for at least 09 months)**

1. Letter of placement in an accredited foreign university.
2. Synopsis/ Brief description of applicant’s research proposal.
3. Quotation from the travel agent indicating the shortest route.
4. Applicant’s brief CV (2-3 pages).
5. Copy of study leave from the employer.
6. Copy of No Objection Certificate from employer.

**B-3. For visit under Cultural exchange Programme**

1. Copy of nomination letter of the Government of Pakistan.
2. Copy of acceptance letter from inviting agency/institution.
3. Quotation from the travel agent indicating the shortest route.
4. Applicant’s brief CV (2-3 pages).
5. Copy of study leave from the employer (for applicants who are employed).
6. Copy of No Objection Certificate from employer (for applicants who are employed).
7. Programme details.

**Terms & Conditions**

* University faculty members can avail a maximum of One (01) travel grant within a fiscal year.
* Ph.D. scholars can avail a maximum of one (01) travel grant within a fiscal year. University faculty members on study leave are considered as Ph.D. scholars.
* A maximum of two (02) travel grants will be awarded per university for the same conference; however, one Travel Grant is permissible per department for the same conference.
* HEC discourages travel grants to visit home country by Ph.D. scholars studying abroad and by foreign faculty for attending seminars and conferences.
* For approved cases, the sanctioned amount is reimbursed upon returnand upon filing the reimbursement claim consisting of original receipts of payments. (Most of the universities facilitate their staff by providing the amount in advance against the sanction letters to meet the requirements).
* The reimbursement claims should be filed within two months after the visit, failing which the grant is considered withdrawn automatically.
* If the visit is not performed for any reason(s), the same should be notified to HEC positively within 15 days after the conference dates, failing which the grant is considered as availed.

**Criteria for Award of Travel Grant**

HEC’s Travel Grant is highly competitive and the success rate is between60 – 65 % .There are chances that you may not get Travel Grant even though your paper has been accepted in a conference. While evaluating an application for award of travel grant, followings are the major considerations;

1. Scope of the conference
2. Repute of the organizers
3. Professional standing of invited resource persons and keynote speakers
4. Relevance of the conference with the applicant’s professional career
5. Relevance of the paper with current job description of the applicant
6. Previous presentations in foreign conferences/seminars
7. Research/publication track of the applicant

**How to get reimbursement of funds?**

* Upon approval of the grant, HEC issues sanction letter indicating the approved amount against each components. The amount must be spent on specified heads.
* For approved cases, the sanctioned amount is reimbursed after attending the event and upon filing the reimbursement claim consisting of original receipts of payments.
* The reimbursement claim must accompany the:
* used air ticket/e-ticket bearing cost of the ticket (it is mandatory that e-ticket must indicate the airfare amount)
* Original boarding pass counterfoil
* Original receipt for payment of registration fee of the event bearing the grantee’s name and the actual amount
* Original receipt of payment for accommodation bearing the grantee’s name, duration of stay and the actual amount
* Copy of conference programme indicating time slot for your presentation
* Copy of the relevant abstract/paper published in the book of abstract/proceeding/journal
* Justification for not flying with PIA (in case the applicant used other airline)
* The reimbursement claims should be filed within two months after the event, failing which the grant is considered withdrawn automatically.
* **Grant will be released in favor of the head of institution** (Vice Chancellor, Rector, President or Director).
* File your reimbursement claim of the prescribed form**: Travel Gran Reimbursement Form**

**How to present a seminar or conference**

This is to give the participants some guidance on how to present a seminars or conferences. Remember, giving a seminar or a conference is not just throwing the results of your research at the audience. This is an attempt to communicate and convince the research outcomes to the interested professional in your own discipline. You are trying to convince others that what you are up to is interesting and worthwhile. Either way leaning to present an argument in clear and articulate fashion is a skill that will serve well. So take the presentation seriously.

You should know the maximum duration of your presentation in advance. Prepare your presentation according to the available time slot. A power point presentation is a formal way to present a seminar or conference. Below are some points that you need to consider for a successful presentation.

1. Know your audience. If you ever present a seminar or a conference as a speaker consider what type of audience you are speaking to.
2. Ensure that you are heard - face your audience and not the screen. Stand straight, enunciate, and speak up. A clear, loud voice will make you sound confident.
3. Start your talk by telling your audience in summary what your talk is going to be about. This will set you up. The audience is given a sense of what you are presenting or up to and that you know what you are talking about.
4. Use pictures for illustrations - a picture is worth a thousand words. Rather than using tables of data, present the data graphically.
5. Practice before you Present - Get a friend, find a room, and practice the presentation before you present to you audience.
6. Make sure that your presentation is clearly visible to the audience – use the appropriate font and color scheme to be visible. Check this by using the multimedia available at your institution.

**How to drive maximum out of a seminar/conference**

Here are some ways to get maximum benefits from a conference. They are particularly useful for those who are shy or who are just entering a research community.

* If someone gave a talk, then introduce yourself and ask a thoughtful question about some issue that you are curious about or found interesting.
* Use a mutual acquaintance. It is easier to walk up to a group if you already know one of them. Making some contacts early on eases meeting people during the rest of the conference. Even just listening can help you learn. If there is something that confuses you, ask (or at least write down the question to ask your friends later — but typically you should just ask).
* Use others in your group to make introductions. It is *not* acceptable to hang out just with other people from your own institution. It is your responsibility to talk with people from other institutions. A good rule of thumb is not to join a group if that would make it half or close colleagues of yours. Another rule of thumb is that it's fine to travel in pairs — have a buddy to help you meet others — but not to hunt in larger packs.
* Show up early to get breakfast. Talk with people at meals. Going out for dinners is good, too. At lunch, meet everyone at your table, find out what they are doing, and tell them what you are doing. At conference lunches, sit at a random table with people you don't know.
* If there's someone on your “hit list” of people you want to talk with at the conference, just go up to that person and join or start a conversation. If you have a topic to discuss, the person will be grateful to you for broaching it, and that person is unlikely to have known to approach you.
* Help others: make introductions and tell others of related work or people they should talk to. Not only is this the right thing to do, but others will remember and will do the same for you.