



الجامعة الإسلامية العالمية إسلام آباد
International Islamic University, Islamabad
Directorate of University Advancement & Financial Aid
Office of Research, Innovation & Commercialization (ORIC)
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April 13, 2012

Subject: **POLICY FOR APPLICATIONS SUBMITTED UNDER RESEARCH GRANTS PROGRAMS OF HIGHER EDUCATION COMMISSION (HEC)**

Dear Dean/Director-General,

It is to inform you that, Office of Research, Innovation and Commercialization (ORIC), IIU is focal point for all research related activities of the University.

2.0 It has been observed that, applications submitted by faculty members/PhD Scholars to ORIC at the last minute, under "Travel Grants to Teachers/MS/M.Phil/PhD Students Program" and "Grants for Organizing Seminars/Conferences/Workshops etc. Program" of Higher Education Commission (HEC), Islamabad; couldn't meet the HEC deadline (i.e. applications to be submitted **42 days** prior to the conference dates).

3.0 In this regard, application(s) under following programs, complete in all respect, duly recommended/forwarded by the Dean/Director-General may be sent to ORIC, for ensuing submission to pertinent office of the Higher Education Commission (HEC), Islamabad, as under, failing which; there will be no liability on part of ORIC, IIUI, whatsoever.

- a) Applications under "Travel Grants to Teachers/MS/M.Phil/PhD Students Program" may reach ORIC, no less than **50 Days** before the Conference dates.
- b) Applications under "Grants for Organizing Seminars/Conferences/Workshops etc. Program" may reach ORIC, in any case **60 Days** before the Conference dates.

4.0 In view of above, all Deans/Director-Generals are requested to disseminate the information in their Faculty/Institute/Centre/Academy respectively.

With best regards,

(Shagufta Haroon)
Director (Academics)/
Focal Person for HEC.

Distribution:

- All Deans/Director Generals

CC:

- P.S.O. to Rector, IIU
- P.S. to President, IIU
- P.S. to Vice President (AF&P), IIU