

Travel Grant for Pakistani Researchers (TGPR) – Revised Policy 2021

1. 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 events 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 and scholars at Pakistani Universities. Under this program, an academician and student selected to present research work at a national or international academic event is eligible to get funding from HEC and the expenses will be reimbursed by the HEC after the event.

2. Program Objectives

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

3. Travel Grant Categories

Travel grant is extended for Presentation of research paper (oral as well as poster) in National or International Conferences/Workshops.

4. Eligibility Criteria

- i. The Principal Author (could be either first or the corresponding author) of the paper to be presented will be eligible to apply. Under extraordinary circumstances (such as non-issuance of visa to the Principal Author), the Principal Author may grant NOC to the Co-Author to present paper with justification allowing him/her to apply for HEC Travel Grant.
- ii. The Paper Author must be a Faculty Members (except visiting faculty) or MS/ MPhil or PhD Scholar of public sector HEIs and eligible private-sector universities¹
- iii. Each person can avail at most one travel grant per financial year.

As per notified list of Private Universities eligible for HEC funding

- iv. Non-faculty staff travel expenses should be borne by the university from their own resources
- v. Criteria for qualifying National/International conferences include Conferences/ workshops organized by national/ international Universities, Institutes or leading international professional bodies of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) whose papers are peer reviewed and archived

5. Funding Mechanism

- i. The Faculty Members/ Scholars will apply to HEC for travel grant duly endorsed by the University Head and ORIC offices via HEC online portal or in the prescribed manner
- ii. HEC will approve the Grant of the applicant on recommendation of Travel Grant Expert Committee.
- iii. The funds will be reimbursed to the concerned University after the event upon filing duly complete reimbursement claim within the prescribed time limit.
- iv. The University will be responsible for timely release of funds to the Applicant.
- v. The Applicant and the University will be responsible for proper utilization of the Grant after fulfillment of all codal formalities and accounting procedures in accordance with the Government rules/ regulations and HEC relevant policy.
- vi. The Grant will be provided for the specified purpose as mentioned in the Award letter and cannot be utilized for any other purpose.
- vii. Any expense made against budget heads/ item(s) not explicitly desired in the application form or not approved by HEC, will not be reimbursed.
- viii. HEC funding support must be acknowledged in any news/ publications related to the presented paper in electronic or print media and name and/or logo of HEC will be used for the purpose.
- ix. In case of postponement or cancellation of the event, HEC must be informed in writing.
- x. No reappropriation under the budget heads is allowed.

6. Funding Allocation to Universities:

- i. No more than 20 grants per University will be awarded in a financial year.
- ii. Maximum approval of grants will not exceed the budget allocation for a financial year. The ED HEC, may allow approval of grants greater than budgetary allocation in a financial year, if required.

7. Application Requirements:

- i. Duly filled application on prescribed pro-forma, along with supporting documents, should reach HEC at least 60 days prior to the date of the event.
- ii. In case of change of event dates HEC must be informed prior to the event.
- iii. Following documents should be enclosed with the Application Pro-forma:
 - a. Letter of Acceptance/Invitation from the event organizer in which the mode of presentation (oral/poster) has been clearly mentioned.
 - b. Documentary evidence from the event organizer indicating that the abstract/paper has been accepted based upon peer-review by the technical committee of the event, acceptance ratio of papers and website for archiving the papers.
 - c. Documentary evidence indicating that abstract / paper would be published in Book of Abstracts/ Proceedings/Journals for the conference etc.
 - d. Copy of conference brochure containing aims, objectives and themes, charges of registration and accommodation etc.
 - e. Full-text paper (both hard and soft copies).
 - f. NOC from the principal author (in case the applicant is co-author).
 - g. CV of the applicant along with the list of recent publications (2-3 pages)

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

8. Reimbursement Procedure:

- i. The Applicant through the University must file reimbursement claim, comprising of Audited Statement of Expenditure and Feedback form (both in hard/ original and soft form) via HEC online portal
- ii. The sanctioned amount will be reimbursed to the university/institution upon filing reimbursement claim duly signed by the Applicant, University Auditor, Director Finance and head of institution (Vice Chancellor, Rector).
- iii. Reimbursement claim must be filed within three months from the date of event. In any case the reimbursement claims of one financial year must be filed maximum by the next financial year and HEC shall not entertain reimbursement claims older than one financial year.
- iv. University must attach the following with the reimbursement forms:
 - a. Conference Proceedings and relevant pages of Applicant's paper presentation published
 - b. Copy of final Program of the event showing name of the Applicant, time slot & title of presentation
 - c. Award letter of HEC

9. Financial Provision:

International Travel:

- Airfare as per Government rules
- Registration Fee (up to a maximum of USD 500)
- Daily Allowance as per Government rules for visit duration of not more than Six (06) days

National Travel:

- Conference Registration fee, if applicable
- TA/DA as admissible under Govt. rules for visit duration of not more than Six (06) days