4. **Grant for Organizing Seminars, Conferences, Symposiums and Workshops**

Program # HEC/R&D/SEMINARS & WORKSHOPS/P-004
Application Form # HEC/R&D/WORKSHOPS / F-004 A
Application Form # HEC/R&D/CONFERENCES,
SEMINARS & SYMPOSIUMS/ F-004 B

**Approving Authority:**

**Overview**

Academic events are critical for sharing of knowledge and research among universities and scholars. The promotion of research culture in higher education institutions through Seminars, Conferences, Workshops or Symposia is of great importance to the Higher Education Commission (HEC). To support the development of research culture, HEC provides financial grants to Public and Private Sector Universities (approved for public funding) in Pakistan to organize National and/or International level academic events. Through this initiative, HEC intends to develop a culture of research and knowledge sharing among Higher Education Institutions, as well as establishment of linkages of the HEI's with relevant industrial and corporate sectors.

**Program Objectives**

- Encourage Universities and Degree Awarding Institutes (DAIs) to organize academic events
- Educate faculty and students with the latest developments in their relevant areas of research
- Provide platform to the academicians and researchers for interaction, exposure and networking
- Provide avenues for sharing of knowledge and research
- Assess academic and research capabilities and achievements at par with the prevalent national and international practices
- Share academic and research achievements with industrial and commercial establishments
- Explore opportunities for domestic and international academic and industrial collaborations.

**Eligible Institutions:**

- All Public Sector Universities/Degree Awarding Institutions, Centers of Excellence, Area Study Centers, Pakistan Study Centers and the Constituent Colleges of the Universities and DAIs. Colleges affiliated with HEC recognized Universities and DAIs are not eligible for this support.
- Only those private sector universities/Degree Awarding Institutions which are eligible for public funding. For details please: Visit [www.hec.gov.pk/elegibleHEIs](http://www.hec.gov.pk/elegibleHEIs).

**Application Procedure:**

i. To apply for the grant, the following steps will be followed:

ii. The focal person will fill-in the application form with appropriate information and submit the same along with relevant documents 6 weeks (42 days) prior to the event.
iii. Following two types of forms are available;
iv. Application Form for Organizing Seminar, Conference and Symposium – Annex-A
v. Application Form for Organizing Training Workshop – Annex-B
vi. The application will be duly signed by the focal person and endorsed by head of institution at appropriate section of the prescribed application form.
vii. Supporting Documents will be required with the application form as per checklist.
viii. Universities are encouraged to apply for grant once all the spade work has been completed, the program is finalized and resource persons/invited speakers are identified.
ix. Late or incomplete applications will not be processed.
x. HEC expects that universities may put seed money for initial preparatory work of the event and seek sponsorship from corporate institutions.
xii. Appropriate registration fee from the participants must be charged.

4.4 Supporting Documents Required

i. List of Foreign Invited Speakers/ Resource Persons along with their CV’s (indicating Academic, Qualification, Professional Affiliation and track of Academic and Professional contributions) and Abstract of Presentation. HEC sponsors only those Foreign Invited Resource Persons/ Speakers whose complete details will be provided.
ii. List of local/National Invited Speakers/ Resource Persons along with their CV’s (indicating Academic, Qualification, Professional Affiliation and track of Academic and Professional contributions) and Abstract of Presentations to be presented in the proposed workshop. HEC sponsors only those Invited Speakers/ Resource Persons whose complete details will be provided.
iii. Breakup under Travel Head for the Invited Speakers/ Resource Persons
iv. Brief CV (2-3 pages) of the Focal Person organizing the event will be required. The relevance of academic and scientific contribution of the focal person to the subject matter of the event is very significant. The Committee constituted against the program, assigns due weightage to the CV of the Focal Person, while considering a funding request.
v. Brochure of the event containing Aims, Objectives and Themes etc.
vi. Copy of the Program of the event indicating the Sessions, Speakers, allocated timeslots and title of presentation.
vii. List of Organizing Committee, preferably comprising of diversified professionals.
viii. List of publications, stationery items (items, quantity, unit rate). HEC provides funds for consumable items of stationery only.
ix. A list of Chemicals/ Laboratory Consumables for on-hand training Workshop.

4.5 Terms & Conditions

i. The grant will be approved for a specific event and cannot be utilized for any other event or purpose.
ii. Financial assistance of Higher Education Commission of Pakistan should be duly acknowledged in all the printed material.
iii. In case of postponement or cancellation of the proposed event, HEC must be intimated immediately.

iv. After issuance of sanction letter, request for change of Foreign or Nation Invited Speakers shall not be entertained.

v. Any expense made against speakers/ item(s) not explicitly desired in the application form or not approved by HEC, shall not be reimbursed.

vi. No reappropriation under the budget heads is allowed.

vii. An applicant/ organizer will be responsible for the proper utilization of the grant as per approved components.

viii. The Grant will be released to the Head of the Institution, requesting funding (Vice Chancellor, Rector, President or Director) upon filing reimbursement claim.

ix. The reimbursement claims must be filed within three (03) months after the event, failing which the grant is considered withdrawn, automatically.

4.6 Criteria for Award of Grant
HEC Grant for Seminar, Conference and Training Workshop is highly competitive, and is subject to consideration of the Committee constituted for the purpose. While evaluating an application for the Grant, following aspects are taken into consideration:

- Scope of the Seminar, Conference and/or Training Workshop
- Relevance of the Seminar, Conference and/or Training Workshop to the research areas of the Department/Institution
- Professional standing of Invited Resource Persons and Speakers
- Outcomes of any previous Seminars, Conferences and/or Training Workshops (if any) held by the Department/Institution
- Financial contributions from own/ other sources.

4.7 Financial Provisions:
HEC provides partial support to the Universities/ DAIs to organize Seminar, Conference, Symposium and Training Workshops up to a maximum of Rs. 1.5 Million for an International level event; while a National level event is supported up to a maximum of Rs. 1.0 Million under the following budget heads:

i. **Remuneration, Travel** and **Accommodation** to maximum of 05 Foreign and 10 National invited Speakers / Resource Persons

ii. **Entertainment** *(working lunch & Tea/Refreshments)*

iii. **Stationery** and **Publication** items (consumable items of stationery)

iv. **Chemicals/Lab Consumables** for Training workshop

v. **Remuneration for Focal Persons**

vi. **Contingencies/ Unforeseen Expenses**

4.8 Reimbursement of Expenditure

a. For approved cases, the sanctioned amount is reimbursed after the event.
b. The reimbursement claims should be filed within three (03) months after the event, failing which the grant is considered withdrawn automatically.

c. The statement of expenditure will be duly audited by the University Auditor and endorsed by the Focal Person/ Organizer and Head of the Institution.

d. The Focal Person/ Organizer (Awardee) will be responsible for the proper utilization of the grant as per approved components

e. HEC sanction is not subject to any change/re-appropriation with regards to approved invited speakers/items/rates etc. whatsoever.

f. Any expense made against items(s) not explicitly desired by the university or considered but not approved by HEC shall not be reimbursed.

g. **The Grant will be released to the Head of the Institution, requesting funding** (Vice Chancellor, Rector, President or Director).

h. The reimbursement claim should include the following:

- Duly filled **Feedback Form (Annex C) & Adjustment Form (Annex D)**
- Payment vouchers/hand bills, tickets (boarding passes, if any)
- Copies of publication/publicity material (indicating acknowledgement of HEC contribution)

HEC expects that the universities considered for the grant will bear some preliminary expenses for hosting the event, and not completely rely on the grant. The Universities may facilitate the Focal Persons by providing the amount in advance, upon request, against the sanction letters to be incurred on the expenditure of the event.