14. **Travel Grant for Pakistani Researchers (TGPR)**

Program # HEC/R&D/TGPR/P-014
Application Form # HEC/R&D/TGPR (PP)/ F-014
Application Form # HEC/R&D/TGPR (HS)/ F-014 B
Approving Authority:

**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 own 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 Program for university faculty and PhD scholars at Pakistani Universities. Under this program, an academician selected to present research work at a national or international academic event, is eligible to seek funding from HEC. Through provision of airfare, this grant also facilitates Pakistanis proceeding abroad to pursue Doctoral and Post-doctoral studies at foreign universities, and for foreign visits under Cultural Exchange Programs.

**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 four (04) purposes:

- Presentation of research paper in National and International Conferences.
- To pursue Ph.D. Studies abroad.
- To pursue Post-Doctoral Studies abroad.
- Visit under Cultural Exchange Programs

**Eligibility Criteria**

- Presentation of research paper in national and international conferences
  (Faculty Members, Non-teaching University Staff, PhD Scholars )
- To pursue Ph.D. studies abroad
(All citizens of Pakistan . Registration in a Ph.D. program at any HEC recognized foreign university)

- **To pursue Post-Doctoral studies abroad (minimum duration 09 months)**
  (Faculty members of public sector universities/DAIs. Selection/ nomination against an approved program of the HEC/ Government of Pakistan or an offer/acceptance by an International Agency)

- **Visits under cultural exchange program**
  (Faculty Members of public sector Universities/DAIs. Nomination by the Government of Pakistan under Cultural Exchange Program)

**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, symposium)
- Travel Grant Application Form for Pursuing Higher Studies Abroad (Ph.D. and Postdoc studies abroad).

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

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

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

**A. 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)

viii. **Additional documents required for poster presentation:**

ix. List of applicant's publications indicating Impact Factor Score (IFS).

x. The minimum requisite IFS is 20 for Engineering and Agriculture disciplines, and 30 for Science disciplines.
Additional documents required in case of Ph.D. or M.Phil. Leading to Ph.D. scholars

i. Scholarship award letter/registration letter from the university in which applicant is enrolled.
ii. Copy of Result Card of GAT (General)/GRE International (Subject)/GAT (Subject).

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/M.Phil. Degree

B. For Travel Grant to Scholars Proceeding for Ph.D. studies abroad

i. Copy of unconditional admission letter from the foreign University.
ii. Copy of award letter for scholarship or financial assistance or affidavit about self-finance.
iii. Copy of highest degree duly attested by HEC.
iv. Applicant's brief CV (2-3 pages).
v. Surety bond on Stamp Paper of Rs. 100/- from two guarantors duly attested by the Oath Commissioner/First Class Magistrate (Specimen at Annex-C).

C. For postdoc studies abroad (for at least 09 months)

i. Letter of placement in an accredited foreign university.
ii. Synopsis / Brief description of applicant’s research proposal

Financial Provision

- Airfare (as per HEC policy)
- Registration Fee (up to a maximum of USD 500)
- Accommodation (up to $100 per night)
- Daily Allowance (as per HEC policy)

NOTE: University faculty members and Ph.D. scholars can avail a maximum of one (01) travel grant within a fiscal year.

Reimbursement Procedure:

- For approved cases, the sanctioned amount will be reimbursed to the university/institution upon return after attending the event and upon filing the audited expenditure statement duly signed by the applicant, university auditor and head of institution (Vice Chancellor, Rector etc.).
- The reimbursement claim should be filed preferably within three (03) months after the event.
- The university may acquire used air ticket/e-ticket bearing 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, original receipt of payment for accommodation bearing the grantee's name, duration of stay and the actual amount.