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|  | UNIVERSITY OF AGRICULTURE, FAISALABAD, PAKISTAN**ENDOWMENT FUND SECRETARIT (EFS)**Phone: 041-9201125, 9200161-170, Ext. 3604, 3607, Fax: 041-9201333[www.efsuaf.org](http://www.efsuaf.org) Email: efs@uaf.edu.pk |

**Travel Grant for Presenting Papers/Poster**

The travel grants under Endowment Fund are aimed at interactive learning, linking and knowledge sharing among the faculty/staff of University of Agriculture, Faisalabad (UAF) and in other national/foreign universities/agencies/institutes. The major focus for the award of travel grants will be on the Faculty Development, Technology Transfer and Product Commercialization in accordance with the mandate of Endowment Fund. EFS provides Travel Grants for presenting papers/posters in international Conferences, etc. (inland or abroad). The applicants are required to submit application on prescribed format to the Executive Director, Endowment Fund Secretariat (EFS), **at least one month** before the scheduled dates. All the information and documents asked in the application form must be provided. Applications complete in all respects will be reviewed by a Faculty Development Committee as to their suitability for the award of travel grant. The Endowment Fund Secretariat has the right to reject incomplete applications and those submitted in **less than one month** of the scheduled dates.

***Late or incomplete applications will not be entertained.***

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##### Travel grant application form

**For presenting papers in International Conferences inland or abroad**

**1. Your profile**

|  |  |
| --- | --- |
| *Name* |  |
| *Designation* |  |
| *Status (Regular/TTS)*  |  |
| *Department* |  |
| *NIC* ***#*** |  |
| *Highest qualification* |  |
| *Postal Address* |  |
| *E-mail* |  |
| *Telephone/Cell* |  |
| *Fax* |  |

**2. Detail of the paper** (attach a plagiarism report along with a copy of the paper)

|  |
| --- |
| *Title of the paper* |
|  |
| *Where the research was conducted* |
|  |
| *When the research was conducted* |
|  |
| *Paper accepted for* ***oral*** *or* ***poster*** *presentation?* (1. Attach acceptance of Host Institute, 2. A few slots are available for poster presentation in high profile events) |
|  |
| *Have you applied to any other source for funding? What is the status?* |
|  |

**3. Details of the Event**

|  |  |
| --- | --- |
| *Title of event* |  |
| *Main theme of the event* |  |
| *Date and duration* |  |
| *Venue* |  |
| *Organized by* |  |

**4. Your understanding about this event regarding aims and objectives of the travel grant**

|  |
| --- |
| *How this event is a learning opportunity?* |
|  |
| *How this event is a linking opportunity?* |
|  |
| *How this event is a knowledge sharing opportunity?* |
|  |

**5. Funds requested**

**A: For Inland Conferences etc.**

|  |  |
| --- | --- |
| *Registration fee* |  |
| *Daily allowance @ Rs. per day* |  |
| ***TOTAL FUNDS REQUESTED*** |  |

**B: For International Conferences etc. Abroad (attach all evidences)**

|  |  |
| --- | --- |
| *Economy class return air-fare through shortest possible route, preferably by PIA (attach 3 quotations)*(As per HEC limits) |  |
| *Registration fee\** (actual up to US$ 500) |  |
| *Daily allowance as per Govt. rules* (conference days + one day but maximum upto 6 days) |  |
| ***TOTAL FUNDS REQUESTED*** |  |

*\* Applicants are supposed to negotiate to get it waived off or reduced.*

**6. Any added justification/advantage you consider can support the award of travel grant**

|  |
| --- |
|  |

**7. Details of travel grants availed from EFS so far**

|  |  |  |  |
| --- | --- | --- | --- |
| *Sr. No* | *Title of presentation* | *Country/venue* | *Date/Duration* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**8. Undertaking by the applicant**

|  |
| --- |
| I hereby undertake and affirm that* The substance of the paper/poster being presented is based on the original research conducted by me/us. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant.
* The paper/poster being presented in this event has not been presented before in any other event. and also has not been published elsewhere.
* If the grant is provided, I shall solely be responsible for its proper utilization, adjustment with used air ticket and other receipts of expenditure and refund in case of cancellation of visit.
* I shall submit a detailed report of all the activities during my visit abroad/inland on the prescribed format, particularly listing the scientists (with the e-mails, addresses, affiliations), with whom I have interacted. I shall keep a contact with the listed scientists and make efforts for developing concrete linkages/collaborations with them in future.
* I shall submit a full text paper for publication in a journal within three months after presenting the paper/poster in the event, and provide a copy of the published paper to EFS.
* Financial Support of EFS will clearly be highlighted in the paper.
* All the information provided above is true to the best of my knowledge and belief.

SIGNATURES OF THE APPLICANT  |

**9. Recommendations from the Chairman of the Department**

|  |
| --- |
| 1. Documents and information provided have been verified and found correct.2. I recommend the request and certify that the applicant is a regular/TTS faculty member of the  University of Agriculture, Faisalabad OFFICE STAMP WITH DATE SIGNATURES  |

**10. Recommendations from Dean/Director**

|  |
| --- |
| OFFICE STAMP WITH DATE SIGNATURES  |

**CHECK LIST OF ATTACHMENTS**

**Please ensure that relevant documents are attached. Please tick the relevant box.**

|  |  |  |
| --- | --- | --- |
| 1. | Acceptance from the organizers |  |
| 2. | Event brochure, containing aims objectives, themes with schedule and registration fee, etc. |  |
| 3. | Economy class airfare evidence by the shortest route (**3 quotations** from different travel agencies) |  |
| 4. | Full text paper (soft and hard copies and a plagiarism report) that will be submitted for publication in a journal after presenting the paper/poster in proposed event. The paper should meet all the technical, editorial and formatting requirements of the journal where submission has to be made. |  |
| 5. | Brief CV of the applicant (2-3 pages) |  |

**INFORMATION FOR APPLICANTS**

**REPORT OF ACTIVITIES**

***(To be submitted by the Applicant on his Return from Abroad after Presenting the Paper/poster)***

**1. Your profile**

|  |  |
| --- | --- |
| Name |  |
| Highest Qualification |  |
| Designation |  |
| Status (Regular/TTS) |  |
| Office Address |  |
| Residential address |  |
| E-mail |  |
| Phone (s) |  |
| Fax |  |

**2. How was your experience? Please use extra sheets if needed.**

|  |
| --- |
| *Strengths of your visit* |
|  |
| *Weaknesses of your visit* |
|  |
| *Is there something you are excited about?* |
|  |
| *Do you feel any change in yourself based on your experience?* |
|  |
| *What is the nature of change?* |
|  |
| *Can this change, somehow, be materialized to better teaching, improved research, skill/technology transfer, developing linkages, etc.*  |
|  |
| *Can you submit a proposal for materializing the change? If no, would you like to share and mature your proposal with someone? How EFS can help you?* |
|  |

**3. Interaction with scientists/ participants?**

|  |
| --- |
| *List minimum five potential scientists/participants, you intend to focus for future collaborations/contacts (e-mails, addresses, phones, affiliations, etc.)* |
|  |
| *How do you plan to maintain contacts with identified scientists/participants? Like:** *Greetings on ceremonial occasions*
* *Sharing ideas, research, publications*
* *Putting them on panel of examiners, experts, etc.*
* *Seeking co-operation in curricular development*
* *Any other*
 |
|  |
| **4. You promised to submit your paper for publication on your return within three months and to provide a copy of the published paper. Accordingly, what is the status?**  |
|  |
| **5. Suggestions, if any for EFS** |
|  |

 Signature Signature

(applicant) (Chairman)