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|  | ENDOWMENT FUND SECRETARIAT UNIVERSITY OF AGRICULTURE, FAISALABAD, PAKISTAN**UAF-US COLLABORATION FOR STRENGTHENING OF AGRI. ACADEMIA** Phone: 041-9201125, 9200161-170, Ext. 3604, 3607Website: [www.efsuaf.org](http://www.efsuaf.org) Email: efs@uaf.edu.pk |

**Travel Grant for Short Visit Abroad**

Endowment Fund Provides financial support to esteemed Faculty Members/ Dignitaries/ Executives etc. nominated by Chairman BoD/Vice Chancellor for a special purpose visit abroad.

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##### Travel grant application form

**For Short Visit Abroad**

**1. Your profile**

|  |  |
| --- | --- |
| *Name* |  |
| *Designation/Status\** |  |
| *Department* |  |
| *Highest qualification* |  |
| *Postal Address* |  |
| *E-mail* |  |
| *Phone(s)* |  |
| *Fax* |  |

\*Status: Regular/TTS

**2. Detail of Short Visit**

|  |
| --- |
| *Country/place of visit* |
|  |
| *Duration of visit* |
|  |
| *Purpose of visit* |
|  |

**3. Your understanding about this visit regarding aims and objectives of the travel grant**

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

**5. Funds requested**

|  |  |  |
| --- | --- | --- |
| **Code**  | **Description** | **Amount (in Rs.)** |
| A03804 | Other International\* |  |
| A03805 | TA/DA\*\*  |  |
| A03104 | Registration fee (if required) |  |
| **Total Funds Requested** |  |

**\***Economy class return air-fare through shortest possible route, preferably by PIA (attach 3 quotations)

**\*\***Daily allowance as per Govt. rules.

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

|  |
| --- |
|  |

**7. Details of travel grants availed so far (previous two years) if applying for Travel grants abroad.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Sr.No* | *Purpose* | *Country/venue* | *Date/Duration* | *Funding agency* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**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 the entire amount of the 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 the 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 in contact with the listed scientists and make efforts for developing concrete linkages/collaborations with them in the 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.
* The financial Support of EFS will be highlighted clearly 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. Application is recommended for the travel grant.OFFICE STAMP WITH DATE SIGNATURES  |

**10. Recommendations from Dean/Director**

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

**REPORT OF ACTIVITIES**

***To be submitted by the Applicant on his Return from Abroad after short visit***

**1. Your profile**

|  |  |
| --- | --- |
| *Name* |  |
| *Highest Qualification* |  |
| *Designation/status\** |  |
| *Office Address* |  |
| *Residential address* |  |
| *E-mail* |  |
| *Phone (s)* |  |
| *Fax* |  |

\*Status: Regular/ TTS

**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 a minimum of five potential scientists/ participants, you intend to focus on 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 the panel of examiners, experts, etc.*
* *Seeking co-operation in curricular development*
* *Any other*
 |
|  |
| **4. Suggestions, if any for EFS** |
|  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **SIGNATURES**

Thank you for sparing time and filling the forms

Endowment Fund Secretariat

University of Agriculture

Faisalabad