

International Islamic University, Islamabad  
Office of Research, Innovation and Commercialization (ORIC)


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March 11, 2022

**NOTIFICATION**

It is notified for all concerned that President IIU has pleased to approve the IIU Travel Grant (TG) Policy for Presentation of Research Paper in National and International conferences/workshops. The Policy is formulated in line with HEC which would be referred to decide the applications and provision of funding to IIU academicians and scholars.

- 2- All concerned are hereby advised to apply for a travel grant keeping in view the Policy.
- 3- This issue with the instructions of the VP (Research & Enterprise) for implementation by all concerned.

  
(Prof. Dr. Mushtaq Ahmad)  
Director, ORIC

Encl: IIU Travel Grant (TG)

**Distribution:**

- i- All VPs
- ii- All DGs/Executive Directors
- iii- All Deans/Incharge of All Teaching Departments
- iv- Director/Incharge (HRMD/Gen. Admin./Acad./Exams/Audit/Finance/QAD)
- v- Legal Advisor, IIUI
- vi- Webmaster (with a request to upload the policy and circulate the info, electronically.)
- vii- Relevant File

Cc: SPS to Rector  
SPS to President  
APS to Director ORIC

Office of the Director, ORIC IIUI  
Diary No. 05883  
Date: 17/3/2022



# IIU Travel Grant Policy for Presentation of Research Paper



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## Introduction

The Higher Education Commission (HEC) has set up a special Research Travel Grant Fund for University faculty, PhD scholars at Pakistani Universities. Under this program, an academician or student selected to present research work at a national or international academic event is eligible to get funding from their academic institution, and the academic institute will ultimately seek funding from HEC by applying for reimbursement. Therefore, it is expedient to formulate a policy in line with HEC which would be referred to decide the applications and provision of funding to IIU academician and scholars.

## Purpose and Objectives

The Travel Grant (TG) is extended for the presentation of research paper in National or International Conferences/Workshops with the following 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.

## Terms and Condition

Following are the main terms and conditions as per guidelines provided by HEC:

- i. The travel grant for presentation of research paper must be received at the Office of Research, Innovation and Commercialization (ORIC) at least 6 weeks (42 days) before the conference event date. It will be the responsibility of the applicant to ensure timely delivery of application at ORIC. ORIC would convene a meeting within three weeks (15 working days) and the decision of the TG Committee should be conveyed to the applicant before three weeks (21 days) of the event.
- ii. University faculty members and PhD Scholars can avail a maximum of one (01) travel grant within a fiscal year.
- iii. Only one travel grant will be awarded for the same conference.
- iv. In case there are more than one applicant from the same department, preference will be given to faculty member/scholar who hasn't availed travel grant during the last two years. In case of tie, the decision will be made by the head of the Travel Grant Committee.
- v. HEC discourages travel grants to visit home country by Ph.D. scholars studying abroad and by foreign faculty for attending seminars and conferences. The same policy shall be adopted by Travel Grant Committee of IIUI.



- vi. ORIC, IIUI will verify the Similarity Index of the publication to be presented at the said event. In case the Similarity Index is higher than permissible limit (19%), a clarification from the author will be sought before deciding the travel grant.
- vii. HEC will reimburse up to 75% of this budget based on the criteria mentioned in HEC Travel Grant policy available at HEC's official website. As per HEC Policy, IIU will match 25% of the budget amount from its own sources against 75% HEC funding and will issue 50% of the approved amount as advance to the successful applicant for proceeding with this travel.
- viii. For approved cases, the sanctioned amount will be reimbursed by HEC to IIUI upon return/attending the event after closing of that fiscal year and upon filing the audited expenditure statement duly signed by the applicant, university auditor and head of institution (vice chancellor, rector etc.).
- ix. The reimbursement claims for presentation of research paper should be filed within 15 days after the visit (dates of conference). No claim will be entertained after the said period. ORIC shall seek duly filled reimbursement pro-forma from the successful applicants. ORIC shall keep a record of all the travel grants and make sure duly filled Reimbursement Pro-forma, along with supporting documents, should reach HEC at least 6 weeks (42 days) prior to the end of the financial year.
- x. Re-appropriation in the approved budget heads is not allowed.
- xi. If the visit is not performed for any reason(s), the same should be conveyed to ORIC positively within 15 days after the conference dates, failing which the grant is considered as availed.
- xii. HEC will reimburse the registration fee to the applicant in case the applicant could not travel due to circumstances which were beyond control subject to the condition that registration fee is paid after the issuance of award letter. The circumstances may include (i) refusal of visa by the concerned embassy, (ii) issuance of visa after the event dates, (iii) indefinite delay in issuance of visa, and (iv) sickness or accident etc.
- xiii. Travel grants to visit Taiwan will not be supported. The countries with compromised security conditions for Pakistani citizens e.g., India and Israel may also be avoided.

## **Criteria for Award of Travel Grant**

HEC's Travel Grant is highly competitive, and the success rate is between 60 – 65 %. There are chances that you may not get Travel Grant even though your paper has been accepted in a conference. While evaluating an application for award of travel grant, Travel Grant Committee of IIUI will take followings as major considerations:

- i. Scope of the conference
- ii. Repute of the organizers (Educational Institute/Research Organization/ Private Body)
- iii. Professional standing of invited resource persons and keynote speakers
- iv. Relevance of the conference with the applicant's professional career



- v. Provision of publication of the presented paper/abstract/ proceedings in renowned journals and indexation bodies.
- vi. Relevance of the paper with current job description of the applicant
- vii. Previous presentations in foreign conferences/seminars only listed in ORIC Online Research Database profile of the applicant entered till the date of committee meeting. All the presentations not entered in the said database shall not be considered for evaluation.
- viii. Research/publication track of the applicant in peer reviewed journals only listed in ORIC Online Research Database profile of the applicant entered till the date of committee meeting. All the publications not entered in the said database shall not be considered for evaluation.

### **Procedure to Award Travel Grant**

- i. All the cases will be submitted to ORIC via individual's user account on online ORIC Research Database. (stepwise guidance on filling the form will soon be available at IIUI-ORIC Travel Grant Web Page).
- ii. All the cases will be approved/rejected locally through IIUI Travel Grant Committee constituted by worthy President, IIUI.
- iii. Worthy VP (R&E) shall chair the committee as per instructions of the worthy President, IIUI. Manager University Industry Linkage & Technology Transfer, ORIC shall act as member secretary of the committee and dealing officer for applications received at ORIC.
- iv. The Committee will hold its meeting in on case to case basis to approve the travel grant cases.
- v. The members of the Committee will not be entitled to any remuneration.
- vi. IIUI Travel Grant Committee will adopt a rigorous process of scrutiny based on HEC Criteria which also includes the number of research papers published by the applicant till date of application.

(Note: All faculty members shall make sure that each applicant has entered data of all his/her publications in ORIC Research Database. Also make sure their profile information i.e., E-mail, Cell Number, Designation, Department, Faculty, Previous Travel Grants and/or any other research activity is correctly entered and updated in the said database.)

- vii. After approval from the committee, the successful applicants will receive Award Letter from ORIC IIUI through e-mail. HEC will reimburse up to 75% of this budget based on the criteria mentioned in HEC Travel Grant policy available at HEC's official website. As per HEC Policy, IIU will match 25% of the budget amount from its own sources against 75% HEC funding and will issue 50% of the approved amount as advance to the successful applicant for proceeding with this travel.
- viii. Upon return, the applicants shall submit a reimbursement claim to ORIC on the proforma shared with Award Letter along with feedback form. (Formats of reimbursement claim and feedback proformas will be attached with ORIC Award Letter e-mail to successful applicants)





- ix. ORIC, IIUI will submit all the reimbursements claims to HEC after clearance from Audit Department, IIUI 42 days before the end of each fiscal year for payment.
- x. Upon clearance of payment from HEC, the same shall be adjusted against the advance issued and the surplus amount, if any, shall be reimbursed to each applicant on a case to case basis through ORIC IIUI.

### TORs of the Committee

- i. Approve/disapprove the travel grants based on the criteria mentioned in "Criteria for Award".
- ii. Recommend the budget of the approved grants for the sanction of HEC.
- iii. Recommend the maximum budgetary limits of various heads such as registration fee, accommodation and travel cost etc.
- iv. Reassess the review petitions submitted by the applicants on any matter.
- v. Seek further clarification/information from the applicant (if required).
- vi. The minutes of the Committee meetings will be signed by the Chairperson and Secretary of the Committee after the minutes of the committee meeting is electronically shared with all members of the committee.
- vii. ORIC shall issue the award letter after recommendation of committee mentioning details of the approved amounts.
- viii. No approval/sanction by the worthy President will be required at the time of reimbursement if the amount is within the approved/already sanctioned budget.

### Eligibility Criteria / Who Can Apply?

- i. **Faculty Members:** Faculty members must be from IIU include:
  - a. Regular teaching faculty (BPS or TTS)
  - b. Contract Faculty (with a minimum contract period of two years)
  - c. Distinguished and Meritorious Professors

- ii. **Ph.D. Scholars:**

Ph.D. scholars of IIUI who have successfully cleared their comprehensive exam, their synopses must be approved from BASR within the first three years of his/her registration and before the submission of his/her Ph.D. thesis for the viva-voce exam.

### How to Apply

To apply for the travel grant, the applicant needs to follow the steps given below:



- i. Applicant needs to fill in the Travel Grant application form with appropriate information through ORIC Online Research Database. He/she shall upload soft copies of all the required documents including Research Paper, Turnitin Report, NOC from the first author, Acceptance Letter, Conference Brochure, Details of the event: List of Organizers, List of Keynote Speakers etc. and/or any other documents mentioned at the form filling portal.
- ii. Endorsement by head of institution and head of department must be obtained at appropriate section of the prescribed Travel Grant application form. Hard form of the completed form duly signed and stamped by Incharge, and Head of Institution shall be submitted in ORIC.
- iii. A certificate regarding the Similarity Index of the publication as per HEC's policy (currently up to 19%) from the Director (ORIC)/Directorate of Quality Assurance and Development (QAD) shall be obtained by the applicant, and it shall be mentioned at TG application form.
- iv. Supporting documentary evidences will be required with the Application Form (as mentioned in Section below).

### **Supporting Documents Required**

- i. Letter of Acceptance/Invitation or email from the organizer in which the mode of presentation (oral/poster) has been clearly mentioned (if there is no mention in the letter or email, please obtain such specific email from the organizer).
- ii. Documentary evidence indicating that your abstract/paper has been accepted based upon peer-review by the technical committee of the event (if there is no mention in the letter or email, please obtain such specific email from the organizer).
- iii. Documentary evidence indicating that your abstract/paper would be published in Book of Abstracts/Proceedings/Journals for the conference etc. (if there is no mention in the letter or email, please obtain such specific email from the organizer). Online publication is also acceptable.
- iv. Copy of conference brochure containing aims, objectives and themes, charges of registration and accommodation etc. (website details of the conference are also acceptable).
- v. Full-text paper (both hard and soft copies).
- vi. NOC from the principal author (in case the applicant is co-author).
- vii. Quotation from the travel agent indicating the shortest route.
- viii. CV of the applicant along with the list of recent journal and conference/seminar publications, book chapters etc. (2-3 pages).

### **Policy on Fraudulent and Plagiarized Data and Documents**

Applicants to the travel grant are advised that HEC and IIU both has a zero-tolerance policy regarding the submission of fraudulent or plagiarized data and documents as part of grant proposals. Any such





cases discovered by the staff or brought to their attention by reviewer, committee members, or members of the public will be investigated immediately. If the presence of fraudulent or plagiarized materials in a proposal submission is verified, the following actions will be taken:

- i. The application in question will be removed from consideration for funding.
- ii. The applicant will be notified of the findings and will be placed on a debarment list prohibiting him or her from submitting any future proposals to HEC programs.
- iii. The applicant's faculty and department will be informed of the case and provided with copies of the fraudulent or plagiarized materials for use in any further investigations or actions in accordance with IIU policies.

## **Reimbursement Claims**

- i. After making the expense, Universities will be able to submit and reimburse expenses as per HEC's travel grants policy.
- ii. The reimbursement claims for presentation of research paper should be filed within 15 days after the visit (dates of conference). No claim will be entertained after the said period. ORIC shall seek duly filled reimbursement proforma from the successful applicants. ORIC shall keep record of all the travel grants and make sure duly filled Reimbursement pro-forma, along with supporting documents, should reach HEC at least 6 weeks (42 days) prior to the end of the financial year.
- iii. University accounts and audit office is advised to strictly follow the accounting procedure while submitting the audited statement/reimbursement claim.
- iv. The university will acquire the following documentary evidences from the applicant:
  - a. used air ticket/e-ticket bearing cost of the ticket (it is mandatory that e-ticket must indicate the airfare amount).
  - b. Original boarding pass counterfoil.
  - c. Original receipt for payment of registration fee of the event bearing the grantee's name and the actual amount.
  - d. Original receipt of payment for accommodation bearing the grantee's name, duration of stay and the actual amount.
  - e. Copy of conference programme indicating time slot for the presentation.
  - f. Copy of the relevant abstract/paper published in the book of abstract/proceeding/journal.
  - g. Justification for not flying with PIA (in case the applicant used any other airline).
- v. University must attach and forward the above mentioned documentary evidences (as referred at iv (a to g)) with the reimbursement forms.
- vi. Re-appropriation in sub-heads of the approved budget is not allowed.



- vii. The reimbursement claim must be submitted through proper channel i.e. through ORIC).
- viii. If the applicant could not utilize the Travel Grant due to some reason, he/she should intimate ORIC.
- x. The HEC Travel Grant is case specific; hence, cannot be used by anyone other than the applicant, against any other event, etc.
- xi. The HEC travel grant has been approved for this specific event and cannot be utilized for any other purpose or for any other event.
- xii. If the applicant is unable to avail the sanctioned grant; the applicant is advised to withdraw the case.
- xiii. For reimbursement purpose, no document will be accepted through E-Mail.
- xiv. Visa Fee will be borne by the applicant.
- xv. Reimbursement claim should be dispatched through surface mail (by diary or by post).
- xvi. For all applicants of IIUI, HEC will issue grant (crossed cheque) to the forwarding/endorsing authority (Rector/Vice-Chancellor) for its onward transmission to the applicant.

#### **Reimbursement Requirements:**

- i. Duly filled Reimbursement Forms are required to be submitted on relevant prescribed pro-forma.
- ii. Travel Grant Reimbursement Form for Paper Presentation (in seminar, conference, workshop and symposium):
  - a. The reimbursement claims for presentation of research paper should be filed within two weeks (15 days) after the visit (dates of conference). No claim will be entertained after the said period. ORIC shall seek duly filled reimbursement proforma from the successful applicants. ORIC shall keep record of all the travel grants and make sure duly filled Reimbursement pro-forma, along with supporting documents, should reach HEC at least 6 weeks (42 days) prior to the end of the financial year.
  - b. Late and incomplete Reimbursement Claims will not be considered.

#### **Financial Provision**

- i. Air Travel - economy class return air fare from origin to destination (as per actual or max. limit as defined in HEC country wise airfare list, whichever is less).
- ii. Registration Fee - as per actual or maximum limit US \$ 500, whichever is less.
- iii. Accommodation - charges will be paid at prescribed rate per night for event days plus one day, maximum of 6 days (actual or Max up to \$100 per night, whichever is less).
- iv. Daily Allowance – half of the daily allowance as per government rules or as approved by the TG Committee, for the event days plus one day, a maximum of 6 days.



## **Grant Distribution Model of Annual Funds for Travel Grant**

- i. HEC allocates specific amount of funds annually for all public sector universities, including IIU, under the Travel Grant.
- ii. IIU will break this annual fund into four quarters of 3 months each, dividing the annual budget equally in these four quarters i.e. 1<sup>st</sup> July to 30<sup>th</sup> September, 1<sup>st</sup> October to 31<sup>st</sup> December, 1<sup>st</sup> January to 31<sup>st</sup> March and 1<sup>st</sup> April to 30<sup>th</sup> June.
- iii. All the applications of travel grants will be considered by the committee according to the budget available in the relevant quarter.
- iv. The cases of travel grant to be executed from May 21<sup>st</sup> to June 30<sup>th</sup> of each year shall be considered in the subsequent years' budget.
- v. HEC will reimburse the amount up to 75% of the incurred expenses in accordance with the relevant HEC policy. As HEC policy states that universities must match 25% of the expenditure from its own sources against the 75% HEC funding under Travel Grant, therefore, IIU will commit 25% additional amount to this annual grant from its internal sources.
- vi. HEC Policy also necessitates that 50% of the approved amount shall be issued to the successful applicant for proceeding with the travel, IIU will implement the same and will issue 50% of the approved amount as advance.
- vii. This advance will adjust accordingly upon receipt of reimbursement payment from HEC.

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