



UMT

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NOTIFICATION

Subject: UMT Travel Grant Policy

It is notified for the information of all concerned that the Competent Authority has been pleased to approve UMT Travel Grant Policy w.e.f., October 1, 2024. UMT Travel Grant Policy is annexed herewith for implementation.

Raja Muhammad Nasir Khan
Registrar

Circulation: Chairman Secretariat, President Secretariat, Rector Secretariat, Office of Provost, All Deans, All Directors, All Heads of Teaching Departments, OCE, OTR, Heads of Management Offices and Master File.



University of Management and Technology

Policy Title: UMT Travel Grant Policy

Approved Version: 1.0

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POLICY TITLE: UMT TRAVEL GRANTS POLICY

1.0 Objective:

Travel grants aims to support UMT researchers because conferences serve as sharing platforms where communities of practice get connected for the creation of new knowledge and refinement of their ideas. These are also a source of motivation for exploring new horizons. The advancements in various fields, current debates, arguments, meetings with people with innovative ideas can only occur in conferences, seminars etc. UMT desires to provide opportunities to budding researchers so they may share their inspiring ideas with each other and keep abreast with the current developments in areas of their interest.

- a. Facilitate participation at reputable conferences for knowledge exchange and collaboration.
- b. Enhance institutional reputation through national and international research presentations.
- c. Encourage high-quality research aligned with institutional standards.
- d. Prioritize travel opportunities for early-career researchers to gain exposure and network.

2.0 Scope:

This Research Reward Policy applies to all full-time faculty members of Schools and Institutes who have completed at least one year at UMT, effective from the date of approval.

3.0 Policy:

This policy applies to both local (within Pakistan) and international (outside Pakistan) travel grants covering registration, boarding/lodging, DA etc. as recommended by the Research Grant Committee (RGC) and approved by the competent authority. RGC will evaluate every application for travel grant on a case-to-case basis and decision will be made on the basis of majority opinion. The following points will be considered while evaluating any case,

- Scope of the conference
- Repute of the organizers/organizing body
- Professional standing of the invited resource persons and keynote speakers



- Publication pattern of conference (proceedings, abstracts, publishing in HEC recognized journals etc.)

3.1 Eligibility Criteria

- a. Any regular/full time employee of UMT after completing one year at UMT can apply for the travel grant.
- b. The research paper to be presented by the applicant must be accepted for oral presentation in a conference/ seminar/ symposium etc.
- c. The applicant will have to provide a copy of the full research paper to be presented and its similarity report. The Similarity Index should be less than 19%.
- d. The applicant will have to present a valid acceptance letter for oral presentation mentioning the complete address, phone and fax number and the email address of the event organizers.
- e. The research paper should be based on the results of research undertaken by the applicant within Pakistan.
- f. The participating author will obtain and provide consent of other authors for presentation of research paper by him/her.
- g. The researchers who are offered partial funding by other funding agencies will be given preference.
- h. The conference/seminar/symposium/workshop organized by world renowned global society/university/R&D organization will be considered for provision of travel grant.

3.2 Terms of Ineligibility

- a. Conferences by fake and business oriented private organizations etc.
- b. Previously presented and already published papers.
- c. Papers without a UMT faculty/staff member as the first author and presenting author.
- d. Travel grant for attending meetings of forums will not be entertained.
- e. Incomplete applications will not be entertained.
- f. Poster presentation etc.
- g. Reimbursement cases without prior permission will not be entertained.
- h. Students/alumni are ineligible to apply.
- i. Visiting faculty members/contract/Adhoc employees of UMT are ineligible to apply.
- j. UMT employees on study leave or any other long leave are ineligible to apply.

3.3 Policy Rules



- a. For the international travel grant, the researcher has to apply to HEC first and then RGC afterwards.
- b. If an applicant has won a grant from UMT, he/she must publish at least one HEC recognized journal paper before applying for the next grant.
- c. For the travel grant from UMT, apply to RGC on the prescribed form available at (<https://www.umat.edu.pk/ohr/Downloads.aspx>) at least 08 weeks (60 days) before the conference date.
- d. In case of funding from HEC/PHEC etc., researchers will have to manage within the funding limits of funding agencies. RGC will not provide any additional cost in lieu thereof.
- e. In case of funding by UMT, only one member will be funded for the same conference on a first come first serve basis. However, the registration fee for other participants may be funded with the recommendation of RGC and the approval of the competent authority.
- f. In case of more than one applicant from the same department, preference will be given to faculty member who hasn't availed travel grant during the last two years. In case of tie, the decision will be made by the committee.
- g. In case of funding from HEC/PHEC etc., the advance may be given to the researcher as a loan. It will be adjusted as per UMT policy after the conference.
- h. Travel grant for one local and one international conference will be permissible to any researcher in a year as per rules after the recommendations of RGC and approval of the competent authority.
- i. The registration fee for local conference must not exceed Rs 25000. TA/DA/ boarding lodging shall be provided as per UMT HR policy. Faculty can claim reimbursements for local conferences after attending conference subject to fulfilling all presentation criteria of this policy
- j. For international conferences, travel and registration will be approved by the RGC. Accommodation and daily allowances will follow HR policy guidelines. A registration fee of up to \$1,000 is permissible. Economy class travel is permitted, and faculty members are required to submit three quotes through the UMT Events Office, with preference given to the lowest quotation.
- k. UMT will cover the 90% of approved registration and travel expenses for International Conferences (outside Pakistan) and 10% will be borne by applicant.
- l. For International conferences (outside Pakistan) prior approval from RGC is must. Reimbursements are not allowed.
- m. If a faculty member/researcher leaves UMT within one year of utilizing an International Travel Grant (for travel outside Pakistan), they must reimburse 50% of the total grant received.



4.0 Process:

The researcher will apply through the online form available on the web page of the Research Grant Committee (RGC) and also submit a signed copy of the form to the secretary Research Grant Committee. The regular meeting of RGC will be called after every two months. However, in certain situations, special meeting may be called by the Chair if needed.

5.0 Implementation and Compliance

Research Grant Committee (RGC) shall be responsible for the Implementation and Compliance of this policy.

6.0 Distribution

The policy will be shared with all UMT Faculty and Staff.

7.0 Process Flow Chart - Travel Grant Policy

