

Office of Dean Research
MEMORANDUM

Date:	29-11-2018
From:	Dean Research
To:	The Rector
Subject:	Revised Travel Grant Policy

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, controversies, 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.

This policy may include both national and international grants covering registration, boarding/lodging, DA etc. as recommended by the Research Grant Committee (RGC) and approved by the competent authority. 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. 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.)

1) Eligibility Criteria

- a. Any regular/full time employee of 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 06%.

- 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.

2) Terms of Ineligibility

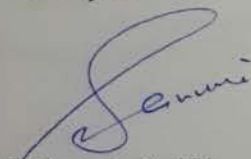
- a. Conferences by fake and business oriented private organizations etc.
- b. Previously presented and already published papers.
- c. Papers without a UMT faculty/staff member as the first author and presenting author.
- d. Travel grant for attending meetings of forums will not be entertained.
- e.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

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 on the prescribed form available at (<https://www.umt.edu.pk/ohr/Downloads.aspx>) After properly filling the form please submit it to the secretary RGC at least 07 weeks (49 days) before the conference date.
- d. The registration fee for local conference should not be more than Rs 20000. TA/DA/boarding lodging shall be provided as per UMT policy.
- e. 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.

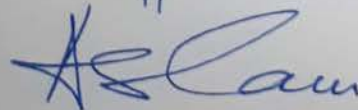
- f. In case of funding by UMT, only one member will be funded for the same conference on a first come first serve basis. However, the registration fee for other participants may be funded with the recommendation of RGC and the approval of the competent authority.
- g. In case of more than one applicant 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 committee.
- h. In case of funding from HEC/PHEC etc., the advance may be given to the researcher as a loan. For such cases, advance will be given on funding request form available on HR/Accounts website. The advance will be applied to secretary RGC. It will be adjusted as per UMT policy after the conference.
- i. 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. Boarding lodging / traveling cost etc. will be catered for as per policy of HR.
- j. Registration fee may be reimbursed in case of failure to travel due to certain circumstances such as,
 - (i) refusal of visa by the concerned embassy
 - (ii) issuance of visa after the event dates
 - (iii) indefinite delay in issuance of visa
 - (iv) sickness or accident etc.

Kindly approve the Revised travel Grant Policy
Thank you.



Dr Sammia Shahid
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University of Management & Technology, Lahore

The policy is approved.



30-11-18