University of Management and Technology

UMT Travel Grants Policy

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1 Objective

The UMT Travel Grants Policy aims to facilitate participation of eligible faculty and researchers in reputable national and international academic and research events to disseminate research findings, strengthen scholarly networks and collaborations, enhance professional development, and improve UMT's national and international research visibility.

a. Facilitate participation in reputable conferences, seminars and symposia for knowledge exchange, research dissemination and collaboration.

b. Enhance UMT's institutional reputation and research visibility through national and international research presentations.

c. Encourage high-quality research and scholarly engagement aligned with institutional research priorities and standards.

d. Promote equitable access to travel opportunities, with appropriate consideration for early-career researchers and applicants who have not recently availed institutional travel support.

2 Scope

This Travel Grants Policy applies to regular full-time UMT faculty members and eligible research staff of Schools and Institutes who have completed at least one year of continuous service at UMT, effective from the date of approval.

3 Policy

This policy applies to both local (within Pakistan) and international (outside Pakistan) travel grants. Eligible expenses may include approved registration, travel, boarding/lodging and daily allowance, as applicable under UMT HR/Finance rules and within the amount sanctioned by the competent authority. The Research Grant Committee (RGC) will evaluate each application on merit and make recommendations by majority decision. The following factors will be considered while evaluating a case:

a. Academic scope, relevance and quality of the conference/event

b. Reputation and credibility of the organizers/organizing body

c. Professional and academic standing of invited resource persons, keynote speakers and participating institutions

d. Scholarly standing of the event, including peer-review practices, proceedings/abstract publication and other verifiable research outputs, where applicable

3.1 Eligibility Criteria

a. Regular full-time UMT faculty members and eligible research staff who have completed at least one year of continuous service at UMT may apply for a travel grant.

b. The research work to be presented by the applicant must be formally accepted for an oral, keynote or invited presentation at a reputable conference/seminar/symposium. A competitive poster presentation may be considered on a case-to-case basis for a highly reputable event, subject to RGC recommendation.

c. The applicant shall provide a copy of the full research paper/extended abstract, as applicable to the event, together with a similarity report. Where a full paper is submitted, the Similarity Index should be less than 19%, subject to applicable institutional research-integrity requirements.

d. The applicant shall provide a valid acceptance/invitation letter clearly indicating the presentation status and verifiable contact details of the event organizers.

e. The research being presented must include a substantive contribution by the applicant, and the applicant's UMT affiliation must be appropriately reflected in the submitted/accepted work.

f. The presenting author shall obtain the consent of co-authors, where required, for presentation of the research work.

g. Applicants who secure partial funding from HEC/PHEC, the host institution, organizers or other credible external funding agencies may be given preference, subject to merit and availability of funds.

h. The conference/seminar/symposium must be organized by a reputable professional society, university, R&D organization or other credible academic/research body with verifiable scholarly standing.

3.2 Terms of Ineligibility

a. Predatory, deceptive, non-academic or commercially driven conferences/events lacking credible academic oversight, peer review, recognized professional sponsorship or verifiable scholarly standing.

b. Research work already presented at another conference in substantially the same form, or already published prior to the proposed presentation, unless the RGC determines that the presentation has clear additional scholarly value.

c. Applications where the UMT applicant is neither the first author nor corresponding author, or is not the designated presenting author, except where the RGC approves a justified case based on documented substantive contribution and disciplinary authorship norms.

d. Travel undertaken solely for attending routine meetings/forums without an academic presentation or clearly documented institutional/research purpose, unless specifically approved by the competent authority.

e. Incomplete applications will not be entertained.

f. Poster presentations will ordinarily not be funded. However, a competitive poster presentation at a highly reputable conference may be considered on a case-to-case basis where the RGC is satisfied with the quality of the research, standing of the event and institutional benefit.

g. Reimbursement cases without prior approval, except local conference claims expressly permitted under this policy after prior RGC/competent-authority approval.

h. Students/alumni are ineligible to apply.

i. Visiting faculty members, part-time faculty, contract/ad hoc employees and other categories not covered under Section 2.0 are ineligible unless specifically approved as an exceptional institutional case by the competent authority on RGC recommendation.

j. UMT employees on study leave or any other long leave are ineligible to apply.

3.3 Policy Rules

a. For an international travel grant, the researcher shall first apply to HEC or another relevant external funding source where an applicable scheme is available. Evidence of application/decision shall be provided to RGC, unless the RGC records that no relevant external funding opportunity was available or the external timeline was incompatible with the conference schedule.

b. Before applying for a subsequent UMT travel grant, the recipient must have completed all reporting and financial-settlement requirements of the previous grant and demonstrate appropriate research output/progress arising from the previously supported activity, where applicable. The RGC may also consider the applicant's publication record and responsible utilization of previous support.

c. Applications for UMT travel support should be submitted on the prescribed form available at (https://www.umt.edu.pk/ohr/Downloads.aspx) at least 60 calendar days before the conference/event date. Late applications may be considered only in exceptional, duly justified cases where adequate processing time remains.

d. Where HEC/PHEC/international or other external funding is approved but does not cover the full eligible cost, the researcher may apply to RGC, prior to travel, for the approved funding shortfall in accordance with this policy.

e. Where more than one UMT applicant seeks funding for the same conference, selection shall be made on merit and institutional benefit rather than on a first-come-first-served basis. The RGC may

consider the quality of presentation, authorship/contribution, conference standing, prior travel-grant utilization, career stage, external funding secured and available budget. Registration support for additional participants may be recommended by RGC subject to competent-authority approval and budget availability.

f. Where more than one applicant from the same department is otherwise comparable on merit, preference may be given to a faculty member who has not availed a UMT travel grant during the preceding two years. Any remaining tie shall be decided by the RGC with reasons recorded in the minutes.

g. Where reimbursement from HEC/PHEC or another approved external funding agency is expected after travel, an advance may be provided by UMT as a recoverable/adjustable amount in accordance with applicable Finance rules. The amount shall be settled immediately upon receipt of external reimbursement or within the timeline prescribed by UMT Finance.

h. Subject to availability of budget, a researcher may be supported for up to one local and one international conference in a financial year, in accordance with this policy, on RGC recommendation and approval of the competent authority. Approval is not an entitlement and will remain subject to merit, prior utilization and institutional priorities.

i. For local conferences, the registration fee shall not exceed PKR 25,000 unless an exceptional case is specifically approved by the competent authority on RGC recommendation. TA/DA and boarding/lodging, where admissible, shall be governed by applicable UMT HR/Finance rules. Reimbursement for an approved local conference may be claimed after participation, subject to fulfillment of presentation and documentation requirements under this policy.

j. For international conferences, eligible travel and registration costs shall be considered by the RGC. Accommodation and daily allowance shall be governed by applicable UMT HR/Finance rules. Economy-class travel shall normally be permitted. Air travel/procurement shall be processed through the designated UMT office in accordance with prevailing procurement/quotation requirements, ordinarily considering the most economical reasonable itinerary.

k. UMT shall cover only those international conference expenses that are specifically approved, within applicable institutional limits, sanctioned budget and prevailing HR/Finance rules. Any cost exceeding the approved amount shall require separate prior approval and shall not create an automatic liability for UMT.

l. For international conferences, prior recommendation of the RGC and approval of the competent authority are mandatory before incurring any expense. Post-event reimbursement of international expenses without such prior approval shall not be admissible.

m. All applicants shall disclose funding received or expected from the conference organizer, host institution, HEC/PHEC, project grants or any other source. Duplicate reimbursement of the same expense is strictly prohibited, and any excess/duplicate amount shall be recoverable by UMT.

n. Within 15 working days of return, the recipient shall submit evidence of participation/presentation, relevant certificates, travel/boarding documents and financial records required by UMT, together with a brief conference/outcome report highlighting research dissemination, networking/collaboration and institutional benefits.

o. Any advance or approved expenditure shall be recoverable where the recipient does not attend or does not make the approved presentation without a justified reason accepted by the RGC/competent authority. Non-refundable costs arising from visa refusal, event cancellation, medical emergency or other circumstances beyond the applicant's control shall be dealt with on a case-to-case basis on documented evidence.

p. Travel support is subject to availability of institutional budget and does not constitute an automatic entitlement. The RGC may prioritize applications according to conference quality, research merit, strategic relevance to UMT, applicant contribution, external co-funding, prior utilization and equitable opportunity.

q. The RGC may require additional evidence to verify conference legitimacy, acceptance status, costs, authorship/contribution or external funding. Misrepresentation, concealment of funding or submission of false documentation may result in cancellation/recovery of the grant and referral under applicable UMT rules.

4 Process

The researcher will apply through the online form available on the web page of the Research Grant Committee (RGC) and submit the required signed/verified documents to the Secretary RGC. Endorsement of the CoD and Dean is mandatory. The RGC Secretariat/OTR shall undertake initial scrutiny, followed by financial vetting where required. Travel-grant applications shall be processed on a rolling basis through scheduled RGC meetings, circulation, or special meetings as appropriate so that eligible cases can be decided before the event date. The RGC recommendation shall be submitted to the competent authority for final approval. After travel, the applicant shall complete reporting and financial settlement requirements within the prescribed timeline.

5 Implementation and Compliance

The Research Grant Committee (RGC), through its Secretariat/OTR and in coordination with the concerned School/Institute, HR, Finance and other relevant offices, shall be responsible for implementation, monitoring and compliance of this policy. The competent authority shall retain final approval authority for cases requiring institutional financial support.

6 Distribution

The policy will be shared with all UMT faculty and relevant administrative offices and will be made available through the appropriate institutional platform.

7 Process Flow Chart - Travel Grant Policy

