

National University
of Computer and Emerging Sciences

**Pre-Approval Local Conference/Travel Grant Form**

Note: No University funds are to be released before approval of the reimbursement claim

**Requisitioner**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Designation |  |
| Department |  |
| Emp ID |  | Campus |  |
| Highest Qualification |  |  |  |
| Student Roll # |  | NU Email ID |  |
| Cell Number |  |

**Conference Details**

|  |  |
| --- | --- |
| Title of the Conference |  |
| Conference Date(s) |  |
| Venue (City) |  |
| Is the Conference indexed in SCOPUS | Yes | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | No | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Event Organizer |  |
| Conference URL |  |
| Acceptance rate of the conference (Email from organizers/ letter should be attached) |  |
| Where be the proceedings of Conference published and indexed? |  |

**Accepted Paper Details**

|  |
| --- |
| (Only for applications requesting funding for accepted conference papers) |
| Title of the Research Paper  |  |
| Applicant Primary affiliation on the paper |  |
| The plagiarism percentage as per Turnitin report |  |
| Is the paper listed in the main conference program? | Yes | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | No | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Has the paper been peer-reviewed by the technical reviewers? | Yes | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | No | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Will the paper be published as full paper in indexed proceedings? | Yes | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | No | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |

**Invited Talk Details**

|  |
| --- |
| (Only for applications requesting funding for invited talks) |
| Title of the Talk |  |
| Abstract of the talk |  |
| Is the talk listed in the main conference program for presentation? | Yes | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | No | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |

**Requested Funds**

|  |  |
| --- | --- |
| **Items** | **Amount** |
| Travel Cost (*Air, Train/Rail, Road Travel)* |  |
| Registration Fee |  |
| Accommodation (*for max.2 days - @ max PKR 6,000 per night)* |  |
| **TOTAL** |  |

**Travel Grants (Internal or External) availed in the last two years**

|  |  |  |  |
| --- | --- | --- | --- |
| **Conference Name** | **Travel Dates** | **Funding Agency or Award Number** | **Amount of Grant (Rs.)** |
|  |  |  |  |
|  |  |  |  |

**Attachments**

|  |  |  |
| --- | --- | --- |
| **For Paper Presentation (Please check relevant box)** | **Provided** | **Not Provided** |
| 1. Letter of Acceptance/Invitation or Email from the Organizer
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Full text of the Conference Paper
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Acceptance Rate of the Conference
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Documentary evidence for applicable conference registration fee
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Three quotations of Air, Train/Rail, Road Travel, indicating shortest route
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Quotation regarding Accommodation
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Turnitin report for the Paper to be presented
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| **For Invited Talk (Please check relevant box)** |
| 1. Invitation Letter
 |  | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Conference Program highlighting the Invited Talk
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Invitation Email from Conference Organizers
 | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Date |  | Signature |  |  |

**Campus HR (Please check relevant box)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Faculty** | **In service** | **On leave** | **Retired/Terminated** | **On Long Leave(> Six months)** |
|  | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Prepared & forwarded by |  | Designation |  |
| Date |  | Signature |  |

**Campus Accounts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Head Name** | **Budgeted Amount** | **Requested Amount** | **Remaining Budget** |
| 730100001 | Research Travel Expenses |  |  |  |
| Total Research Budget |  |  |  |
| Prepared & forwarded by |  | Designation |  |
| Date |  | Signature |  |

**Head of Department**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  |
| Name |  |
| Date |  | Signature |  |

**Campus Director**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  |
| Name |  |
| Date |  | Signature |  |

**NUCES-HQ**

**ORIC**

|  |  |
| --- | --- |
| Remarks by Manager (RM) |  |
| Date |  | Signature |  |
| Remarks by Grants Management Officer (GMO) |  |
| Date |  | Signature |  |
| **Director ORIC** | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Date: |  | Signature |  |

**Director Finance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  |
| Name |  |
| Date |  | Signature |  |

**Rector**

|  |  |  |
| --- | --- | --- |
| Remarks | Approved | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Not Approved | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Name |  |
| Date |  | Signature |  |