National University
 of Computer and Emerging Sciences

**Pre-Approval**

**Grant of International Conference Travel (GICT) Form**



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

**Applicant Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Designation |  |
| Department |  CNIC/Passport No. |  |
| Emp ID |  | Campus |  |
| Highest Qualification |  HEC Approved Supervisor |  |
| Cell Number |  | NU Email ID |  |
| Date of Joining |  | Employment Status |  |

**Event Profile**

|  |  |
| --- | --- |
| Organizing Institution Name |  |
| Institution Level/ Type |  |
| Institution Category |  |
| Year of Establishment |  |
| Institution Mandate |  |

**Event Organizer / Focal Person Profile**

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| Department / Association |  |
| Email |  |
| Phone No. |  |

**Event Details**

|  |  |
| --- | --- |
| Type |  |
| Title |  |
| Date (s) | Start Date: |  | End Date: |  |
| Venue |  |
| Broad Discipline |  |
| Major Subject | Minor Subject |  |
| Conference Brief |  |
| Conference CORE Ranking (A\*/A) or approved by ORIC | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png Yes | No | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Relevance & Scientific Significance |  |
| Target Audience |  | Website Address |
| Is Event organized regularly? |  | Serial No (if any): |
| Are Conference Proceedings/Books of Abstract Archived |  |
| **List of keynote / Invited Speakers** |
| S/N | Name | Designation | Institute/Country | Title of Presentation |
|  |  |  |  |  |
|  |  |  |  |  |
| **Collaborating Partners Details (if any)** |
| S/N | Institution Name | Institution Type | Sponsorship |
|  |  |  |  |  |
|  |  |  |  |  |

**Paper to be Presented**

|  |
| --- |
| **Paper Details** |
| Paper Title |  |
| Applicant status as paper author |  |
| Applicant Primary affiliation on submitted paper |  |
| Similarity Index Report verified by the Librarian |  |
| Is the paper previously submitted to any Journal/ Conference or accepted/ published by any Journal/ Conference? |  |
| Is the paper previously funded by NUCES/HEC under any project/program or any other sponsoring agency? |  |
| **List of Other Authors (If any)** |
| S/N | Name | Institution Affiliation | Status |
|  |  |  |  |
|  |  |  |  |
| **Invitation/Acceptance details by the Event Organizer** |
| Is paper accepted by the event organizer 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 |
| Mode of Presentation (Only ORAL is allowed) |  |
| Tentative Date of Presentation |  |
| Mode of Participation (Must be physical) |  |
| Has the abstract/ paper been peer reviewed by the Technical/Editorial Committee? | Yes | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | No | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Paper Acceptance Ratio |  |
| Will the paper be published in ConferenceProceedings/ Book of Abstract/ Journal? | Yes | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | No | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |

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

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

**Details of Journal Papers in last year**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Journal** | **Title of Paper** | **Impact Factor** | **Ranking as per HJRS** |
|  |  |  |  |
|  |  |  |  |

**Budget / Financial Assistance Details**

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| --- | --- | --- |
| **Item** | **Amount in US$** | **Amount in PKR** |
| **Travel Cost***(Economy class return airfare as per GICT zonal rates)* |  |  |
| **Registration Fee** *(As per actual or maximum of US$ 700 whichever is less)* |  |  |
| **Accommodation** (*for max.3 days - @ max US 100 per night)* |  |  |
| **TOTAL**  |  |  |
| **PKR equivalent to US$ on approval date:** |  |

**Attachments**

|  |  |  |
| --- | --- | --- |
| **(Please check relevant box)** | **Provided** | **Not Provided** |
| 1. NOC from the Principal Author and other authors (in case the applicant is Co-Author) with justification (if applicable).
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| 1. Tentative Conference Program & Brochure containing aims, objectives. themes, Organizing Committee, sessions, Invited / Key note speakers, timeslots, title of presentations
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| 1. Full-text paper to be presented
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| 1. Duly verified copy of TURNITIN report for Similarity Index of Paper
 | 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.png |
| 1. Documentary evidence from the Event Organizer regarding Peer review of papers.
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| 1. Letter of Acceptance/Invitation or email from the event organizer indicating the following:
* Mode of presentation (oral/poster)
* Paper to be presented has been accepted based upon peer-review by the technical committee of the event
* Abstract/paper would be published in Book of Abstracts/Proceedings/Journals
* Papers Acceptance
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| 1. Documentary evidence from Event Organizer for applicable conference registration fee
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| 1. Three quotations of Air Travel, indicating shortest route
 |  |  |
| 1. Quotation regarding Accommodation
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**Declaration by Applicant**

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| --- |
| I hereby undertake and affirm that:* Funding being requested for presentation of the paper under various budget heads as mentioned in this Application, has not been previously funded by the NU or any other sponsoring agency.
* The substance of the research paper being presented as provided in this Application is based on the original research conducted by me/us.
* The paper mentioned in this Application has not been submitted/ presented in any Journal/ Conference nor published/ accepted by any Journal/ Conference.
* In case any plagiarism or research misconduct is proved in relation to the paper being presented, I shall be bound to refund whole amount of the Grant to NU.
* If funding is provided, the Applicant shall comply the Terms & Conditions of the Grant as per relevant policy.
* All the information provided in this Application form and related documents are true to the best of my knowledge and belief.
 |
| Date: | Applicant Name: | Signature: |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Faculty** | **In service** | **On leave** | **Retired/Terminated** | **On Long Leave(> Six moths)** |
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| 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**

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| --- | --- | --- | --- | --- |
| 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**

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| --- | --- | --- | --- | --- |
| 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 |  |

**Internal Auditor**

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| 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 |  |

**Treasurer**

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| --- | --- | --- | --- | --- |
| 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 |
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| Name |  |
| Date |  | Signature |  |

**Rector**

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| --- | --- | --- |
| 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 |  |