

## **SOP for Local Conference Publication and Travel Grant**

### **1. Purpose**

- 1.1. Following is the SOP for award of Conference Travel Grant to full-time faculty members and students at the National University of Computer and Emerging Sciences (NUCES). The grant will be provided from the research and development funds of the university.
- 1.2. The amount approved will be reimbursed to the applicant on submission of HEC travel reimbursement form, the completed reimbursement claim form and the required original documents.

### **2. Scope**

- 2.1. This policy covers local conference author registration fee, and travel grant funded by NUCES for presenting at local conferences. This policy defines eligibility criteria for applicants, paper, and conference and also provides procedural details for application and reimbursement of grant.

### **3. Objectives**

- 3.1. To encourage graduate students to publish their research work
- 3.2. To encourage faculty members to give keynote and invited talks at local conferences
- 3.3. To increase visibility of researchers and the university in research communities, which will lead to increased citations and h-indexes
- 3.4. To improve university research ranking

### **4. Student Eligibility Criteria**

- 4.1. The student is either currently enrolled at the university or has recently graduated (within the last six months) and the work is directly related to his/her MS thesis
- 4.2. The student is the first author of the conference paper. In exceptional situations, a student who is not the first author may also be eligible for the funding
- 4.3. The student must not have availed this grant from the university in the current fiscal year

### **5. Faculty Eligibility Criteria**

- 5.1. Faculty member should be a 'full-time' faculty member at the university
- 5.2. The faculty member is invited to give a keynote/invited talk at the conference
- 5.3. The invited talk is listed in the main program of the conference
- 5.4. The faculty member is the first author of the conference paper or is one of the authors and the first author is unable to present due to some exceptional circumstances.

### **6. Paper/Conference Eligibility Criteria**

- 6.1. The paper is preferably accepted at a conference Indexed by SCOPUS
- 6.2. The primary affiliation of the author on the paper is of the NUCES
- 6.3. The paper is peer-reviewed
- 6.4. The paper is accepted for presentation in the main conference program
- 6.5. The paper will be included in the proceedings of the conference
- 6.6. Is not a poster paper or abstract only
- 6.7. Is not plagiarized and following are provided
  - 6.7.1. The plagiarism report showing that the content is within the allowed percentages set by HEC. If such a report is not possible, a declaration by the applicant is required
- 6.8. The conference should be one of the top National conference / workshop directly organized by leading national professional body OR supported by leading international professional body of the relevant discipline (such as IEEE, ACM, AAAS, AEA, etc.) The conference papers should be peer reviewed, archived and have an acceptance rate of less than 25%, are eligible (Tier 1 Local conferences defined by HEC).

### **7. Admissible Funding Heads**

- 7.1. Travel by air, train, car, or coach to and from the conference location is admissible
- 7.2. Registration fees for the conference
- 7.3. Maximum of three days of accommodation within the budget limit
- 7.4. Any exception must be pre-approved by the competent authority

## 8. Procedure for Submission and Evaluation of Application

- 8.1. After the receipt of acceptance email, applicant submits the application on the prescribed 'Application Form' to ORIC
- 8.2. The application is received at least **two weeks** prior to the intended travel date, and at least **one week** before the early registration deadline
- 8.3. ORIC reviews the application and if all the criteria are met, the application will be presented to the Rector for final decision
- 8.4. In case the application is accepted, the applicant receives a duly signed 'Award Letter' from the ORIC

## 9. Procedure for Reimbursement

- 9.1. Awardee submits a reimbursement claim on the prescribed 'Reimbursement claim form' (Annex III) verified by the respective Account Offices of the campuses within **three weeks** of conference date. The following documents are required with the claim form:
  - 9.1.1. Copy of award letter
  - 9.1.2. Original tickets or proof of travel
  - 9.1.3. Original receipt of registration payment
  - 9.1.4. Original accommodation invoice
  - 9.1.5. Completed HEC travel reimbursement form with all required documents
- 9.2. After the receipt the ORIC office reviews the application
- 9.3. If the criteria are met, the application is forwarded to the Treasurer's office
- 9.4. If the criteria are not met, the application is rejected
- 9.5. The decision is communicated to the applicant

## 10. Other Terms and Conditions

- 10.1. The application must include all the documents mentioned in the checklist
- 10.2. Only one author of the paper may apply for a grant against one paper
- 10.3. The approval of grant will be subject to availability of funds. Priority will be given to applicants that have not availed the grant in the current fiscal year. Similarly, papers in Tier-1 conferences, and those indexed in SCOPUS will be given priority
- 10.4. In case a partial amount of the approved travel grant (e.g., only registration fees) is used, it will still be counted as a grant in the current fiscal year
- 10.5. The amount approved will be reimbursed to the applicant on submission of HEC travel reimbursement form, post-conference report, the completed Reimbursement claim form and the original documents
- 10.6. The reimbursement claim cannot exceed the approved amount.

## Annex I – Budget Limit of Admissible Heads

S#	Head	Budget Limit	
1	Travel	Road Travel (by bus)	As per university rules
		Road Travel (by personal car)	As per university rules
		Train Travel / Air travel	On Actual
2	Registration Fees	Actual	
3	Accommodation	Up to PKR 6,000/- per night for two nights	

## Annex II – Application Form for Pre-Approval



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 <input type="checkbox"/>		No <input type="checkbox"/>
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 <input type="checkbox"/>		No <input type="checkbox"/>

Has the paper been peer-reviewed by the technical reviewers?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Will the paper be published as a full paper in indexed proceedings?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

### 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	<input type="checkbox"/>	No	<input type="checkbox"/>

### Requested Funds

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

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

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

### Attachments

	Provided	Not Provided
<b>For Paper Presentation</b> (Please check relevant box)		
1) Letter of Acceptance/Invitation or Email from the Organizer	<input type="checkbox"/>	<input type="checkbox"/>
2) Full text of the Conference Paper	<input type="checkbox"/>	<input type="checkbox"/>
3) Documentary evidence for applicable conference registration fee	<input type="checkbox"/>	<input type="checkbox"/>
4) Three quotations of Air, Train/Rail, Road Travel, indicating shortest route	<input type="checkbox"/>	<input type="checkbox"/>
5) Quotation regarding Accommodation	<input type="checkbox"/>	<input type="checkbox"/>
6) Turnitin report for the Paper to be presented	<input type="checkbox"/>	<input type="checkbox"/>
<b>For Invited Talk</b> (Please check relevant box)		
1) Invitation Letter	<input type="checkbox"/>	<input type="checkbox"/>
2) Conference Program highlighting the Invited Talk	<input type="checkbox"/>	<input type="checkbox"/>

3) Invitation Email from Conference Organizers		<input type="checkbox"/>	<input type="checkbox"/>
Date		Signature	

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

Name of Faculty	In service	On leave	Retired/Terminated	On Long Leave (> Six months)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
Name		
Date	Signature	

**Campus Director**

Remarks	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
Name		
Date	Signature	

## NUCES-HQ

### ORIC

Remarks by Manager (RM)			
Date	Signature		
Remarks by Grants Management Officer (GMO)			
Date	Signature		
<b>Director ORIC</b>	Recommended <input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Date:	Signature		

### Director Finance

Remarks	Recommended <input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Name			
Date	Signature		

### Rector

Remarks	Approved <input type="checkbox"/>	
	Not Approved	<input type="checkbox"/>
Name		
Date	Signature	

**ANNEX III – NUCES Reimbursement Claim Form**

National University  
of Computer and Emerging Sciences

**Local Conference Publication & Travel Grant  
Reimbursement Form**

**Requisitioner**

Name	Designation
Emp ID	Campus
Grant Award Number	Student degree level
Paper Title	
Conference name	Date(s)
Departure date	Arrival date

**Expense Details (in actual)**

Head	Budget Limit	Approved Amount	Original Amount	Refund Claim
Travel				
Registration fee				
Accommodation	Upto Rs 6,000 per night			
<b>TOTAL Amount (in words)</b>				

**Attachments (Original)**

Description (Please check relevant box)	Provided	Not Provided
1) Duly filled Reimbursement Claim Form	<input type="checkbox"/>	<input type="checkbox"/>
2) Letter of Pre-approval	<input type="checkbox"/>	<input type="checkbox"/>
3) Ticket or invoice indicating the actual travel amount	<input type="checkbox"/>	<input type="checkbox"/>
4) Original ticket	<input type="checkbox"/>	<input type="checkbox"/>
5) Original invoice of registration	<input type="checkbox"/>	<input type="checkbox"/>
6) Original invoice for hotel accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Date	Signature	

**Campus HR**

Faculty	In service	On leave	Retired/Terminated	On Long Leave (> Six moths)
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2				
Student	Reg No.	Enrolled	Graduated	Date of Graduation
1				
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	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Name				
Date				Signature

**Campus Director**

Remarks	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Name				
Date				Signature



## NUCES-HQ

### ORIC

Remarks by Manager (RM)				
Date	Signature			
Remarks by Grants Management Officer (GMO)				
Date	Signature			
<b>Director ORIC</b>	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Date:	Signature			

### Director Finance

Remarks	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Name				
Date	Signature			

### Rector

Remarks	Approved	<input type="checkbox"/>
	Not Approved	<input type="checkbox"/>
Name		
Date	Signature	

### Revision History

<b>Revised on</b>	<b>Description</b>	<b>Approved by</b>
September 14, 2021	Minute Sheet floated	Director ORIC Manager Research Management
September 14, 2021	Approval	Rector
September 17, 2021	Approved SOPs issued vide ORIC IOM No. 15-ORIC/21 dated September 17, 2021	Director ORIC Manager Research Management
May 30, 2023	Two revised forms are incorporated Annex II – Application Form for Pre-Approval Annex III – NUCES Reimbursement Claim Form Removal of the HEC Reimbursement Form as it has to be printed from the HEC R&D portal	Director ORIC Manager Research Management RO (ORIC)
January 30, 2025	Removal of Internal Auditor and Treasurer replaced with Director Finance in the forms	Director ORIC Manager Research Management RO (ORIC)