



TRAVEL GRANT POLICY

SINDH HIGHER EDUCATION COMMISSION

Scope of Travel Grant

The research travel grant program aims at strengthening the research culture in province Sindh and Pakistan. The purpose of these grants is to promote scientific research in social and applied sciences to strengthen the indigenous capacity of faculty members of Public/Private sector Universities, officers of SHEC and other relevant individuals. The grant fund will provide financial assistance for presenting the research work, sharing academic experiences/achievements, exploring research collaborations, and scientific ideas in internationally acclaimed and ranked conferences/seminars/symposiums. The grant program will shape the professional development of researchers, scholars and individuals in social and applied science to expand their knowledge to drive, discover and innovate new ideas that can contribute to the growth and development of Pakistan and the human society.

Eligibility Criteria

Who can apply?

- VC/Pro-VCs/Rectors from provincially chartered public/private sector universities
- Faculty members from provincially chartered public/private sector universities
 - Regular teaching faculty.
 - Distinguished and Meritorious Professors
- Sindh HEC members/officers (Internationalization, MOU signing, seeking possible collaboration and presenting research work).

Funds Utilization Policy

Terms and Conditions

- Applicants already having foreign visa must apply at least 45 days before the event. Applicants not having foreign visa must apply at least 60 days before the event. It will be the responsibility of the applicant to ensure timely delivery of application at SHEC.
- The eligible applicant can avail a maximum of one (01) travel grant in 2 years.
- In case there is more than one applicant from 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 head of institution/University.

4. SHEC has the right to verify the Similarity Index (TURNITIN) of the publication at random.
5. In case the Similarity Index is higher than permissible limit, a clarification from the author will be sought before deciding the travel grant.
6. For approved cases, the sanctioned amount will be reimbursed to the university upon return/attending the event and upon filing the audited expenditure statement duly signed by the applicant, university/college auditor and head of institution (Vice-Chancellor, Rector, Principal etc.).
7. The reimbursement claims should be filed within two months after the visit. No claim will be entertained after 3 months from the award of travel grant.
8. No re-appropriation in the approved budget heads is allowed.
9. If the visit is not undertaken for any reason(s), the same should be notified to SHEC positively within 15 days after the conference dates.
10. SHEC will reimburse the registration fee to the applicant in case the applicant could not travel due to circumstances which were beyond control and subject to the condition that registration fee is paid after the issuance of award letter. The circumstances may include:
 - Refusal of visa by the concerned embassy
 - Issuance of visa after the event dates
 - Indefinite delay in issuance of visa and
 - Sickness or accident etc.
11. The applicant will have to submit justification if there is any change in title or contents of the paper submitted with application and published in the conference.
12. An applicant (faculty member) must have at least one publication in last 3 years in HEC recognized local or international journal in order to be eligible for the SHEC International Travel Grant.
13. There can only be three authors in conference paper and priority will be given to Principal Author.

After the approval, individuals will get the grant of up to Maximum of 1 Million or less.

Priority will be given on the importance of the conference/seminar/symposium in relevance and benefit to the society.

Reimbursement Procedure

1. After the approval of the international travel grant, SHEC will issue sanction letter indicating the approved amount against each component. The amount must be spent on specified heads.
2. For approved cases, the sanctioned amount will be reimbursed (in (PKR) after attending the event and upon filing the reimbursement claim consisting of original receipts of payments.
3. The reimbursement claim must accompany the:

- ii. Original boarding pass counterfoil
- iii. Original receipt for payment of registration fee of the event bearing the grantee's name and the actual amount
- iv. Original receipt of payment for accommodation bearing the grantee's name, duration of stay and the actual amount
- v. Copy of conference program indicating time slot for your presentation
- vi. A copy of passport
- vii. Visa stamped page of passport
- viii. Exit and entry stamped pages of passport.

4. No re-appropriation in subheads of the approved budget will be allowed.

Grant will only be released in favour of the Head of Institution (Vice Chancellor, Rector).

Application Requirements

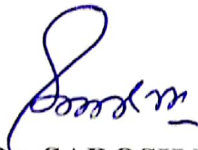
Step -1, Download application forms SHIEC website.

Step-2, Take print of downloaded form, must be duly filled and signed by the applicant, along with a cover letter to the following address:

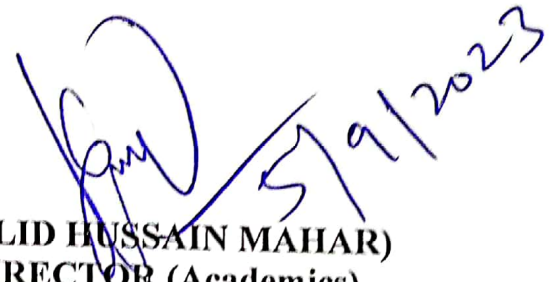
Director (Academics)

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(Dr. SAROSH H. LODI)
CHAIRMAN TG COMMITTEE



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MEMBER / SECRETARY
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