



ALMA-MATER OF QAUID-E-AZAM MOHAMMAD ALI JINNAH
SINDH MADRESSATUL ISLAM (SMI) UNIVERSITY

Application Form for Travel Grant to Present Paper
 (As per SMIU Research Policy)

1	APPLICANT'S PROFILE <i>(please attach CV with the application form highlighting your research publications in HEC Recognized Journals)</i>		
	Name		
	CNIC/Passport No.		
	Employee ID		
	Designation		
	Department		
	Correspondence Address		
	Email:		
	Cell Phone:		
2	DETAILS OF CONFERENCE/SEMINAR/WORKSHOP		
	Title of the Event <i>(as per Acceptance Letter/Brochure of event)</i>		
	Event Date(s) <i>(as per Acceptance Letter/Brochure of event)</i>		
	Venue (City & Country)		
	Organizer of the Event <i>(name of university/society)</i>		
	Website address of the event		
	Note: Please attach Event's Brochure containing aims, objectives, themes, organizing committee, scientific committee, keynote speakers and Charges of registration of the event and accommodation etc.		

3	Note : The Applicant should have published at least two research papers published in HEC recognizes journals prior to applying for grant			
	S. NO	Title of Journal with URL:	Category	Attached Proof

4	DETAILS OF PAPER		
	Title of the Research Paper (as per acceptance letter) <i>(both hard and soft copies of the paper are required)</i>		
	Mode of Presentation (please tick one) <i>(Letter of acceptance/invitation should clearly indicate the mode of presentation)</i>		Oral Poster
	Has the abstract/paper been reviewed by the technical reviewers? <i>(Documentary evidence that paper has been peer-reviewed must be attached)</i>		Yes No
	Will the abstract/paper be published in Book of Abstracts/Proceedings/Journals of Conference etc.? <i>(Documentary evidence that abstract/paper will be published as an outcome of the conference)</i>		Yes No
<i>Please note that an email from organizer clarifying the mode of presentation, peer review and publication would also be acceptable.</i>			
5	FINANCIAL ASSISTANCE PROVIDED BY EVENT ORGANIZERS OR OTHER SPONSORS		
	Item	Amount (Rs.)	Sponsor
	Travel Cost		
	Registration Fee		
	Accommodation Charges		
	Daily Allowance		
	Any Other		
Total			
6	FINANCIAL ASSISTANCE REQUESTED FROM SMIU		
	Item	Amount (Rs./ PKR/ US\$)	Documents Required
	Travel Cost		Attach Documentary evidence
	Registration Fee		Attach documentary evidence
	Accommodation		Attach documentary evidence
	Daily Allowance		
	Other		Attach documentary evidence
Total			
7	DETAILS OF PREVIOUSLY AVAILED TRAVEL GRANTS FROM SMIU, HEC or OTHERS		
	Date of Event	Country Visited	Name of Funding Agency

8	UNDERTAKING BY THE APPLICANT
	<p>I hereby undertake and affirm that:</p> <ul style="list-style-type: none"> • The substance of the research paper being presented (as indicated above) is based on the original research conducted by me / us. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant. • The above paper has not been presented /submitted in any other conference/workshop etc. and also has not been published elsewhere. • All the information provided above is true to the best of my knowledge and belief. • If the grant is provided, I shall solely be responsible for its proper utilization. • All the supporting documents submitted are authenticated. <p style="text-align: right;">SIGNATURE OF THE APPLICANT</p>
9	COMMENTS AND SIGNATURE OF THE CHAIRPERSON <p style="text-align: right;">SIGNATURE</p>
10	COMMENTS AND SIGNATURE OF THE DEAN <p style="text-align: right;">SIGNATURE</p>
11	VERIFICATION OF DIRECTOR ORIC
	<p>I hereby undertake and affirm that:</p> <ul style="list-style-type: none"> • The paper has been checked for Similarity Index using TURNITIN software and the Similarity Index of the paper is_____... <p>(As per HEC policy, papers under consideration must be checked using TURNITIN software for Similarities Index. Please exclude the 'References' while checking the Similarity Index. Overall similarity index should be within acceptable range i.e. 19 %. The maximum limit of Similarity Index in case of 'Quotation' from a single source should not be less than 5 %: A copy of TURNITIN report is required along with Application.)</p> <p style="text-align: right;">SIGNATURE OF DIRECTOR ORIC</p>

Check List of Attachments with Application Form

Please ensure that relevant documents are attached with the Application Form

1.	Letter of Acceptance/Invitation or email from the organizer <i>in the name of applicant</i> (if it is not in the name of applicant, please obtain it from the organizer)	Yes	No
2.	Mode of presentation (<i>oral/poster</i>) has been clearly mentioned (if there is no mention in the letter or email, please obtain such specific email from the organizer)?	Yes	No
3.	Documentary evidence indicating that your abstract/paper has been accepted based upon <i>peer-review</i> by the technical committee of the event (if there is no mention in the letter or email, please obtain such specific email from the organizer).	Yes	No
4.	Documentary evidence indicating that your <i>abstract/paper would be published in Book of Abstracts/Proceedings/Journals</i> etc. (if there is no mention in the letter or email, please obtain such specific email from the organizer).	Yes	No
5.	Event's Brochure containing aims, objectives, themes, organizing committee, scientific committee, keynote speakers and Charges of registration of the event and accommodation etc.	Yes	No
6.	Full-text paper to be presented (both hard and soft copies will be required).	Yes	No
7.	In case you are co-author, attach NOC from the principal author.	Yes	No
8.	A statement justifying the relevance of the conference and the research paper with your current job description	Yes	No

IMPORTANT

The application must be submitted to the research committee, along with the above documents, at least 08 weeks prior to the event date. Early submission of application is encouraged. The documents must be attached in above sequence and must be properly tagged. The application must be in proper (spiral/hard/tape) binding to avoid detachment of any document. INCOMPLETE AND LATE APPLICATIONS WILL NOT BE ENTERTAINED

Signature of Applicant