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 of 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 applicant, 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 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 ratio 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 from 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. 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	☐	No	☐
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	☐	No	☐

Has the paper been peer-reviewed by the technical reviewers?	Yes	☐	No	☐
Will the paper be published as a full paper in indexed proceedings?	Yes	☐	No	☐

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 ☐ No ☐

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 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	☐	☐
2) Full text of the Conference Paper	☐	☐
3) Documentary evidence for applicable conference registration fee	☐	☐
4) Three quotations of Air, Train/Rail, Road Travel, indicating shortest route	☐	☐
5) Quotation regarding Accommodation	☐	☐
6) Turnitin report for the Paper to be presented	☐	☐
For Invited Talk (Please check relevant box)		
1) Invitation Letter	☐	☐

2) Conference Program highlighting the Invited Talk	☐	☐
3) Invitation Email from Conference Organizers	☐	☐
Date	Signature	

Campus HR (Please check relevant box)

Name of Faculty	In service	On leave	Retired/Terminated	On Long Leave (> Six months)
	☐	☐	☐	☐
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

	Recommended ☐	Not Recommended ☐
Remarks		
Name		
Date	Signature	

Campus Director

	Recommended ☐	Not Recommended ☐
Remarks		
Name		
Date	Signature	

NUCES-HQ

ORIC

Remarks by Manager (RM)	
Date	Signature
Remarks by Grants Management Officer (GMO)	
Date	Signature

Director ORIC	Recommended	☐	Not Recommended	☐
Date:	Signature			

Internal Auditor

Remarks	Recommended	☐	Not Recommended	☐
Name				
Date	Signature			

Treasurer

Remarks	Recommended	☐	Not Recommended	☐
Name				
Date	Signature			

Rector

Remarks	Approved	☐
	Not Approved	☐
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			
TOTAL Amount (in words)				

Attachments (Original)

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

Campus HR

Faculty	In service	On leave	Retired/Terminated	On Long Leave (> Six moths)
1	☐	☐	☐	☐
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	☐	Not Recommended	☐
Name				
Date		Signature		

Campus Director

Remarks	Recommended	☐	Not Recommended	☐
Name				
Date		Signature		

NUCES-HQ

ORIC

Remarks by Manager (RM)	
Date	Signature
Remarks by Grants Management Officer (GMO)	

Date	Signature			
Director ORIC	Recommended	☐	Not Recommended	☐
Date:	Signature			

Internal Auditor

Remarks	Recommended	☐	Not Recommended	☐
Name				
Date	Signature			

Treasurer

Remarks	Recommended	☐	Not Recommended	☐
Name				
Date	Signature			

Rector

Remarks	Approved	☐
	Not Approved	☐
Name		
Date	Signature	

Revision History

Revised on	Description	Approved by
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)