



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>)	
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	<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"/>
For Invited Talk (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	
Director ORIC	Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Date:			Signature	

Internal Auditor

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

Treasurer

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	