National University  
 of Computer and Emerging Sciences

**Pre-Approval**

**Grant of International Conference Travel (GICT) Form**

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Description automatically generated with low confidenceA picture containing font, graphics, symbol, electric blue

Description automatically generated

Note: No University funds are to be released before approval of the reimbursement claim

**Applicant Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Designation |  |
| Department | CNIC/Passport No. | |  |
| Emp ID |  | Campus |  |
| Highest Qualification | HEC Approved Supervisor | |  |
| Cell Number |  | NU Email ID |  |
| Date of Joining |  | Employment Status |  |

**Event Profile**

|  |  |
| --- | --- |
| Organizing Institution Name |  |
| Institution Level/ Type |  |
| Institution Category |  |
| Year of Establishment |  |
| Institution Mandate |  |

**Event Organizer / Focal Person Profile**

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| Department / Association |  |
| Email |  |
| Phone No. |  |

**Event Details**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Type | |  | | | | | | | | |
| Title | |  | | | | | | | | |
| Date (s) | | Start Date: |  | | | | End Date: | |  | |
| Venue | |  | | | | | | | | |
| Broad Discipline | |  | | | | | | | | |
| Major Subject | | Minor Subject | | | | |  | | | |
| Conference Brief | |  | | | | | | | | |
| Conference CORE Ranking (A\*/A) or approved by ORIC | | | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png Yes | | | No | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |
| Relevance & Scientific Significance | |  | | | | | | | | |
| Target Audience | |  | | | | | | Website Address | | |
| Is Event organized regularly? | |  | | | | | | Serial No (if any): | | |
| Are Conference Proceedings/Books of Abstract Archived | | | | | |  | | | | |
| **List of keynote / Invited Speakers** | | | | | | | | | | |
| S/N | Name | Designation | | | Institute/Country | | | | | Title of Presentation |
|  |  |  | | |  | | | | |  |
|  |  |  | | |  | | | | |  |
| **Collaborating Partners Details (if any)** | | | | | | | | | | |
| S/N | Institution Name | | | | Institution Type | | | | | Sponsorship |
|  |  |  | | |  | | | | |  |
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**Paper to be Presented**

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| --- | --- | --- | --- | --- | --- |
| **Paper Details** | | | | | |
| Paper Title |  | | | | |
| Applicant status as paper author | |  | | | |
| Applicant Primary affiliation on submitted paper | |  | | | |
| Similarity Index Report verified by the Librarian | |  | | | |
| Is the paper previously submitted to any Journal/ Conference or accepted/ published by any Journal/ Conference? | | | |  | |
| Is the paper previously funded by NUCES/HEC under any project/program or any other sponsoring agency? | | | |  | |
| **List of Other Authors (If any)** | | | | | |
| S/N | Name | Institution Affiliation | | Status | |
|  |  |  | |  | |
|  |  |  | |  | |
| **Invitation/Acceptance details by the Event Organizer** | | | | | |
| Is paper accepted by the event organizer for presentation? | | Yes | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | No | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Mode of Presentation (Only ORAL is allowed) | |  | | | |
| Tentative Date of Presentation | |  | | | |
| Mode of Participation (Must be physical) | |  | | | |
| Has the abstract/ paper been peer reviewed by the Technical/Editorial Committee? | | Yes | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | No | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Paper Acceptance Ratio | |  | | | |
| Will the paper be published in Conference  Proceedings/ Book of Abstract/ Journal? | | Yes | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | No | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |

**Availed Travel Grants (Internal or External) in last two years**

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

**Details of Journal Papers in last year**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Journal** | **Title of Paper** | **Impact Factor** | **Ranking as per HJRS** |
|  |  |  |  |
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**Budget / Financial Assistance Details**

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| --- | --- | --- |
| **Item** | **Amount in US$** | **Amount in PKR** |
| **Travel Cost** *(Economy class return airfare as per GICT zonal rates)* |  |  |
| **Registration Fee** *(As per actual or maximum of US$ 700 whichever is less)* |  |  |
| **Accommodation**  (*for max.3 days - @ max US 100 per night)* |  |  |
| **TOTAL** |  |  |
| **PKR equivalent to US$ on approval date:** |  | |

**Attachments**

|  |  |  |
| --- | --- | --- |
| **(Please check relevant box)** | **Provided** | **Not Provided** |
| 1. NOC from the Principal Author and other authors (in case the applicant is Co-Author) with justification (if applicable). | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Tentative Conference Program & Brochure containing aims, objectives. themes, Organizing Committee, sessions, Invited / Key note speakers, timeslots, title of presentations | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Full-text paper to be presented |  | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Duly verified copy of TURNITIN report for Similarity Index of Paper | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Documentary evidence from the Event Organizer regarding Peer review of papers. |  | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Letter of Acceptance/Invitation or email from the event organizer indicating the following:  * Mode of presentation (oral/poster) * Paper to be presented has been accepted based upon peer-review by the technical committee of the event * Abstract/paper would be published in Book of Abstracts/Proceedings/Journals * Papers Acceptance | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Documentary evidence from Event Organizer for applicable conference registration fee | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.pngC:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| 1. Three quotations of Air Travel, indicating shortest route |  |  |
| 1. Quotation regarding Accommodation | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |

**Declaration by Applicant**

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| I hereby undertake and affirm that:   * Funding being requested for presentation of the paper under various budget heads as mentioned in this Application, has not been previously funded by the NU or any other sponsoring agency. * The substance of the research paper being presented as provided in this Application is based on the original research conducted by me/us. * The paper mentioned in this Application has not been submitted/ presented in any Journal/ Conference nor published/ accepted by any Journal/ Conference. * In case any plagiarism or research misconduct is proved in relation to the paper being presented, I shall be bound to refund whole amount of the Grant to NU. * If funding is provided, the Applicant shall comply the Terms & Conditions of the Grant as per relevant policy. * All the information provided in this Application form and related documents are true to the best of my knowledge and belief. | | |
| Date: | Applicant Name: | Signature: |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Faculty** | **In service** | **On leave** | **Retired/Terminated** | | **On Long Leave (> Six moths)** |
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| Prepared & forwarded by |  | | | Designation |  |
| Date: |  | | | Signature |  |

**Campus Accounts**

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| --- | --- | --- | --- | --- |
| **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**

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| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | | Not Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
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| Name |  | | | | |
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**Campus Director**

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| Name |  | | | | |
| Date: |  | | Signature | |  |

**NUCES-HQ**

**ORIC**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Remarks by Manager (RM) |  | | | | |
| Date |  | | | Signature |  |
| Remarks by Grants Management Officer (GMO) |  | | | | |
| Date |  | | | Signature |  |
| **Director ORIC** | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Date: |  | | | Signature |  |

**Internal Auditor**

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|  | | | |
| Name |  | | | |
| Date |  | | Signature |  |

**Treasurer**

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| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
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| Name |  | | | |
| Date |  | | Signature |  |

**Rector**

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| Remarks | Approved | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |
| Not Approved | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |
| Name |  | | |
| Date |  | Signature |  |