

**PROFORMA APPLICATION TO SEEK FUNDS UNDER TRAVEL GRANT
SERVICES OF SRDB FOR SCIENTISTS TO ATTEND INTERNATIONAL
CONFERENCES/ SEMINARS/ WORKSHOP etc.**

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| 1 | Name of the Scientist | |
| 2 | E-mail address and contact/mobile phone No. | |
| 3 | Designation /BPS/category | |
| 4 | Date of Birth/Age on date of presentation | |
| 5 | Organization | |
| 6 | Name of the Conference to be attended. | |
| 7 | Date(s) of the Conference | |
| 8 | Country of conference | |
| 9 | Total cost of attending the conference | |
| 10 | Funds demanded from the SRDB | |
| 11 | Title of the paper to be presented. | |
| 12 | Is your paper accepted for oral or poster presentation? (please attach evidence) | |
| 13 | Are you 1 st , 2 nd , 3 rd author or other than these in this paper? (please attach evidence) | |
| 14 | If you are not 1 st author, have you got NOC from the other authors ?(please attach evidence) | |
| 15 | Are you or any other author is presenting or ever presented this paper in any other conference? | |
| 16 | Will you chair any session of the conference? (please attach evidence) | |
| 17 | Will you be a key note speaker? (please attach evidence) | |
| 18 | Will you be partly funded by any other agency? (please attach evidence) | |
| 19 | Did you attend any Conference/Seminar/Workshop/Symposia/Training etc abroad? | |
| 20 | Are you employed in a public sector Research or Education institution? | |
| 21 | Is your request recommended by your controlling officer? | |
| 22 | Is this conference related to your work or field of specialization? What is the national importance of Conference/Seminar/Workshop/Symposia etc. and its relevance with your job/field of specialization | |
| 23 | Have you attached copy of the Abstract to be presented with this application? | |

Note: Your application must reach SRDB office at least 45 days before the conference starts. Expenditures without SRDB approval will not be entertained.

Signature of the Candidate

Sign & Stamp of Controlling Authority

PROPOSED TRAVELLING GRANT CRITERIA OF SRDB

1) ELIGIBILITY CRITERIA:

- a) The scientist must be working on sugar crops for a public or private sector agriculture research or educational institution of the Punjab.
- b) The recommendation of Head of the Institution of the applicant shall be a pre-requisite for funding.
- c) He/she must have not availed such facility during the last one year with SRDB funds.
- d) The applicant/delegation recommended by Administrative Department related to specialized areas of research to bring new technology and develop international collaboration shall be funded on priority basis.
- e) In future Travel Grants should be approved for the conferences organized by well-known international professional societies and international reputed universities. The applicants from all departments shall be given 10 % more weightage compared to the applicants of other institutions while evaluating the applicants.
- f) The scientist/researcher on return from overseas should give a presentation to their respective Department/Institute/Faculty to disseminate the knowledge and awareness.

1) FUNDING CRITERIA;

- a) He must be visiting to present an accepted sugar crops research paper or poster presentation in an announced international conference/seminar/workshop/symposium etc.,
 - b) The conference/seminar/workshop/symposia etc. must relate to his job and his field of specialization
 - c) Funding shall be approved by the Executive Committee.
 - d) Funding shall be made according to the monthly share out of the total allocation for the year. Funding of a month shall be utilized only for the applications received during the month. However, unutilized funds of a month shall be added to the funds of the next month. Executive Committee meeting shall be held in the last week of every month to consider the applications received during that month.
- 2) The funding shall cover the following expenditures of the scientist only:**
- a) Economy class, direct route (quick & most economical), return air ticket
 - b) Per diem and boarding charges (if not provided by the organizers) as per Govt. Rules for the travelling and conference days only.
 - c) Registration fee, if any
 - d) Visa fee, if any
 - e) No funding for the items funded by any other source

3) MERIT CRITERIA; (Maximum marks for section (a) is 40)

- a) Paper accepted as oral presentation and the applicant is 1st author = 40
 - i) Paper accepted as oral presentation and the applicant is 2nd author provided that NOC from 1st author and a certificate to the effect that no other author of the same paper will present the paper in any other conference, are produced = 30
 - ii) Paper accepted as oral presentation and the applicant is 3rd author provided that NOC from 1st and 2nd authors and a certificate to the effect that no other author of the same paper will present the paper in any other conference, are produced. = 25
 - iii) Paper accepted as oral presentation and the applicant is not among the first three authors provided that NOC from all other authors and a certificate to the effect that no other author of the same paper will present the paper in any other conference, are produced = 20
- b) Paper accepted as poster presentation and the applicant is 1st author = 30
 - i) Paper accepted as poster presentation and the applicant is 2nd author provided that NOC from the 1st author and a certificate to the effect that no other author of the same paper will present the paper in any other conference, are produced = 20
 - ii) Paper accepted as poster presentation and the applicant is other than the first two authors provided that NOC from all other authors and a certificate to the effect that no other author of the same paper will present the paper in any other conference, are produced = 10
- c) Simple invitation to attend the conference = 20
- d) Invited to chair a session = 30
- e) Invited for a key note address = 40
- f) Funding shared by some other agency (at least boarding, lodging and Local transport or travelling expenses (air ticket etc) by other agency) = 20

Qualifying marks shall be forty (40). Candidate with highest marks will qualify. In case of tie, preference shall be given to the candidates as under:

- a. Applicant from research institution
- b. Oral presenter.
- c. Lower funding demand.

CHIEF EXECUTIVE OFFICER