

INTERNATIONAL TRAVEL GRANT SCHEME

GUIDELINES AND APPLICATION FORMAT



**Research and Development Section
M.P. Council of Science & Technology
Vigyan Bhawan, Science Hills, Nehru Nagar,
Bhopal – 462003**

RULES FOR INTERNATIONAL TRAVEL GRANT ASSISTANCE

The rules of application and the scheme of International Travel Grant Assistance are as under:-

1. The assistance will be provided for participation in the following Science and Technology related activities to be held abroad:-
 - i. Invitation for Chairing a Session.
 - ii. Invitation for Keynote Address/Invited Lecture
 - iii. Invitation to present Research Paper (Oral and/or Poster Presentation).
 - iv. Invitation for attending Advanced Training Program.
 - v. Invitation for attending science/technology Olympiads/Competition.
2. The applicant should apply on the format prescribed by the Council for the purpose through the Head of his/her Institution.
3. The application should be fully complete in all respect and be submitted to the Council ordinarily two months prior to the date of proposed international travel.
4. The incomplete application will be summarily rejected and no further correspondence will be entertained in this regard.
5. The applicant should furnish the following documents along with the application:-
 - i. Copy of the invitation/acceptance letter issued by the organizers.
 - ii. Four copies of the full length paper to be presented. (Keynote/Invited Lecture; Oral/ Poster presentation, as the case may be)
 - iii. Four copies of the Bio-data along with list of publications.
 - iv. Certificate from Air India indicating the actual fare (economy class) for the proposed travel sector.
 - v. Detailed announcement along with technical program of the proposed event.
6. The applicant must be either employee or research scholar (with ordinarily two years research experience) working in an institution recognized by State/Central agency and situated in Madhya Pradesh. The condition may be relaxed in case of international research trainings etc.
7. The applicant should not have availed of assistance from this scheme of Council during the last three years.
8. The application for International Travel Grant will be considered only when the proposed research paper has relevance to the development of Madhya Pradesh. The applicants are advised to ensure before sending the application for consideration.

9. The applicant shall give information regarding source(s) and extent of support available for attending the present program from organizers and/or from any other agencies.
10. The assistance will be awarded based on the existing rules and procedures at the Council.
11. For a single paper only one author (preferably first author) will be awarded the assistance.
12. For any given single event the number of assistance awarded will be normally limited to three candidates.
13. The financial support under this program will be limited to Rs. 40,000/- (maximum to an extent of 50% of the travel fare and/or 50% of Registration fee but in total not exceeding Rs. 40,000/-). This will also include to and fro domestic travel fare from the place of the Institution where he/she works, to the place from where international travel starts.
14. The Council, in the case of selection, will initially issue a Sanction Order. Based on the Council's Sanction Order, the applicant's institution may consider advancing necessary funds to enable them to attend the above program.
15. If he/she is not able to avail this assistance, the applicant will intimate the Council before the start date of proposed international program.
16. The assistance will be reimbursed to the applicant only after his/her return to India after participation in the program.
17. For reimbursement of grants, the selected applicant shall furnish the following documents on his/her return to India within a period of one month,:
 - i. Original Air Ticket clearly reflecting the amount of fare on the ticket.
 - ii. Original Boarding Passes.
 - iii. Original Rail/Bus Tickets, if any.
 - iv. Receipt of Registration fee with currency conversation rate as on date of payment.
 - v. Copy of the certificate of participation issued by organizers.
 - vi. Brief Report of his/her participation
 - vii. Documents showing receipt of financial support received/committed from other sources, if any.
 - viii. A cancel cheque bearing the Account Name, Account No., Bank & Branch Name and IFSC code.
18. The applicant shall send all his papers to the Council through his/her employer or Head of the Institution (as the case may be).
19. In case of any dispute, the decision of Director General of the Council shall be final and binding.

Application for International Travel Grant

To
The Director General
M.P. Council of Science and Technology
Vigyan Bhawan, Nehru Nagar
Bhopal – 462003 (M.P.)

Dear Sir,

I wish to apply for financial assistance under the scheme “International Travel Grant” of MPCST for attending Conference/ Congress/Seminar/Symposium/Workshop etc. (specify title) -----
to be held at (City) ----- (State/Country)-----
organized by (Name of the Organization/Institution) ----- during
(dd/mm/yy) ----- .

I am furnishing the information sought in this regard and appending the documents as per check list given below:

- i. One copy of the complete Application form.
- ii. Copy of the invitation/acceptance letter issued by the organizers.
- iii. Four copies of the full length paper to be presented. (Keynote/Invited Lecture; Oral/ Poster presentation, as the case may be)
- iv. Four copies of the Bio-data along with list of publications.
- v. Certificate from Air India indicating the actual fare (economy class) for the proposed travel sector.
- vi. Detailed announcement along with technical program of the proposed event.

Yours faithfully

(Signature)

Name in Block Letters: -----
Designation: -----
Intitutional Address: -----

Place:
Date:

APPLICATION FORM

NOTE: COMMITMENT FOR FUNDING MAY BE WITHDRAWN IF ANY OF THE INFORMATION FURNISHED BY THE APPLICANT IS FOUND TO BE FALSE AND THE CANDIDATE MAY BE DEBARRED FOR FUTURE SUPPORT FROM THE COUNCIL.

1. Applicant details

a) Name of the applicant :

b) Designation :

c) Department :

d) Name of the Univ. / Institution/ :

e) Full Address :

f) City : g) Pin :

h) Tel. No. i) Office :

ii) Fax :

iii) Mob. :

iv) Res. :

v) e-mail :

i) Age: (j) Date of birth: k) Sex: M/F ()

2. Whether belong to SC [] ST [] OBC [] GENERAL [] PH []

3. A. Name of the International Event (Conference/Seminar/Symposium/Workshop/
Training Programme etc.):

B. Name of the ORGANISER(S) :

C. Venue

D. Country :

E. Duration of the event :

4. Broad Area of the event: (please tick $\sqrt{\quad}$)

Life Sciences () Physical Sciences ()

Chemical Sciences () Engineering Sciences ()

Earth & Atmosphere Sciences () Mathematical Sciences ()

Agricultural Sciences () Medical Sciences ()

Any other S&T Area; please specify ----- ()

5. Purpose of visit.
 - A. (i) Presenting Paper (Oral/Poster) :
 - (ii) No. of papers to be presented :
 - (iii) Whether single author /one of the authors:
 - (iv) Title of the Paper (s) :
 - B. Chairing a session (YES/NO)
(if yes, attach the details of session) :
 - C. Keynote speaker (YES/NO) :
(if yes, attach the full text of the lecture/talk)
 - D. Other (Please Specify & attach the evidence):

6. Are the findings being presented as result out of MPCST project :
 - If Yes, then :
 - (a) MPCST Project's reference number :
 - (b) Project Title :
 - (c) Duration of Project :
 - (d) Name of Principal Investigator :
 - (e) Status (Ongoing/Completed) :

7. Particulars of financial assistance the applicant is applying for/receiving from other sources/ Organizers for attending the international event:
 - (i) Name of the funding agency:
 - (ii) Sanctioned/committed amount:

8. Anticipated Expenses :
 - (i) Total Air-fare by shortest route in economy class (both ways):
 - (ii) Amount of registration fee:

9. Details of International events attended during the last three years, (name of the event, dates, venue in chronological order). If the event is sponsored by MPCST, the reference number may also be indicated. (Attach separate sheet, if necessary):

S/N	Name & Date of Event	Venue and Country	Sponsor Agency(s)

10. Details of the Bank Accounts of the Candidate for Electronic Transactions of Funds:
 - (i) Title/Name of the Account :
 - (ii) Bank Name and Branch :
 - (iii) Account Number (All digit) :
 - (iv) IFSC Code

:

11. Proposed date of leaving India for the event and the likely date of return:
Departure from India :
Arrival in India :
12. Indicate in 200 words the relevance of your research work with development of Madhya Pradesh State.
13. Indicate the help or benefit extended to the State by your visit and research paper presentation.
14. Any other information which you may like to furnish in support of your application:
15. **I declare that the information furnished above is correct and I have not availed support from MPCST during the last three years under this scheme.**

Date:

Signature of applicant

Place:

Signature of the Head of the Institution
& Official Seal of forwarding authority

BIO-DATA

- A. Name and full address:
- B. Institution :
- C. Date of Birth :
- D. Age as on Date of Conference:
- E. Whether belongs to SC/ST/OBC/PH:
- F. Academic Qualification (in chronological order):

S/N	Degree	Subject	University	Year	% of Marks

- G. Work experience (in chronological order).

S/N	Position held	Name of the Institute	Period From To	Scale of pay (Rs.)	Nature of Work

- H. Total Research Experience :
- I. Award/Prize/Certificate etc. won by the applicant :
- J. Publications (*enclose list of papers published in chronological order*):
- K. List of patents :
- L. Books/Reports/General articles etc. :

Date:

Signature of applicant

Place:

CHECK LIST FOR REIMBURSEMENT OF INTERNATIONAL TRAVEL GRANTS

For reimbursement of grants, the selected applicant must furnish the following self attested documents in two set (one original and one xerox) on his/her return to India within a period of one month,:

- i. Report in prescribed format.
- ii. Reimbursement Sheet
- iii. Original Economy Class Air Ticket clearly reflecting the amount of fare on the ticket.
- iv. Original Boarding Passes.
- v. Original Rail/Bus Tickets, if any.
- vi. Receipt of Registration fee with currency conversation rate as on date of payment.
- vii. Copy of the certificate of participation issued by organizers.
- viii. Documents showing receipt of financial support received/committed from other sources, if any.
- ix. A cancel cheque bearing the Account Name, Account No., Bank & Branch Name and IFSC code

**REPORT ON PARTICIPATION IN INTERNATIONAL CONFERENCE/SEMINAR
ETC. BY SCIENTISTS SUPPORTED BY M.P. COUNCIL OF SCIENCE AND
TECHNOLOGY UNDER INTERNATIONAL TRAVEL GRANT SCHEME**

1. **MPCST Commitment letter No. & date:**

2. Applicant details

a) Name of the applicant :

b) Designation :

c) Department :

d) Name of the Univ. / Institution/ :

e) Full Address :

f) City : g) Pin :

h) Tel. No. i) Office :

ii) Fax :

iii) Mob. :

iv) Res. :

v) e-mail :

2. A. Name of the International Event (Conference/Seminar/Symposium/Workshop/
Training Programme etc.):

B. Name of the ORGANISER(S) :

C. Venue

D. Country :

E. Duration of the event :

3. Academic Highlights including new development presented at the Event (300
words):

4. Participant's contribution to the Event (100 words):

5. Indicate in 200 words how your visit has helped / will help the State:

6. Feedback:

7. Acknowledgement:

Signature of the applicant

Date:

Signature of the Head of the Institution
& Official Seal of forwarding authority

CLAIM SHEET FOR REIMBURSEMENT OF INTERNATIONAL TRAVEL GRANT FOR PARTICIPTION IN INTERNATIONAL CONFERENCE/SEMINAR ETC.

A. (To be filled by Applicant)

1. Name of the Applicant
2. Designation
3. Full Address of the Univ./Inst. with Dept.
4. MPCST Commitment letter No. & date:
5. Details of International Event
 - (a) Name of the Conference/Seminar/Symp.Workshop/Training Programme etc.):
 - (b) Name of the ORGANISER(S) :
 - (c) Venue: _____ (d) Country _____ :
 - (e) Duration of the event _____ :

6. Details of Expenditure of Travel:

Date	Departure from	Date	Arrival at	Mode & Class of Travel	Name of Airlines/Train	Ticket Nos.	Fare Paid (Actual in Rs.)
Total (in Rs.)							

7. Expenditure on
 - (a) Economy Cass Air Fare (To & Fro): _____ Rs.
 - (b) Train Fare _____ : _____ Rs.
 - (c) Registration Fee _____ Rs.

Total: _____ Rs.
8. Head-wise Details of amount received from all other sources: _____ Rs.
Total Amount Claim from MPCST _____ Rs.

Certificate:

Certified that I have attended the above international scientific event and the particulars furnished above are correct. I also certify that I have not received travel grants from MPCST during last three years.

Signature of the applicant

Date:

Forwarded by the Director/Registrar/Competent Authority:-

Date:

Signature of the Head of the Institution
& Official Seal of forwarding authority