

# Travel Grant Policy



## ORIC-IoBM

**Office of Research Innovation and Commercialization (ORIC) Institute of  
Business Management (IoBM), Karachi Korangi Creek, Karachi- 75190  
(+92-21)111-002-004, Ext: 720, 730  
Email: [oric@iobm.edu.pk](mailto:oric@iobm.edu.pk)**

# **Travel Grant Policy**

## **Institute of Business Management (IoBM)**

### **1. Introduction:**

For the purpose of dissemination of knowledge and nurturing the seeds of research, IoBM encourages research based activities at the Institute and believes on the development of research and training activities. IoBM believes that the financial sponsorship to these events is essential for professional grooming and growth of faculty and students in particular and overall economy of the country and society in general.

In this regard, the Travel Grant Committee (TGC) has been constituted to recommend matters related to the financial support for IoBM's faculty not only to enable them to present their research work nationally and internationally but also participate in training programs, workshop and seminars.

All Travel Grant requests shall be approved through the Travel Grant Committee (TGC) which will meet at least thrice in a year to formally take decisions on travel grant applications received from the IoBM's faculty members.

### **2. Scope of the Policy:**

The scope of this policy is to facilitate the faculty for the: presentation of their research contribution in conferences at national/international level and participation in workshop/training programs /seminars. The travel grant shall cover: registration fees, travelling expenses and accommodation and daily allowance.

### **3. Eligibility Criteria**

#### **a. Full Time Faculty Member**

A full time faculty member is eligible to apply for the travel grant provided that he/she is not on the probationary period.

#### **b. Past Experience of Travel Grants**

The number of times a faculty member has attended in the past will determine the approval of the Committee on the next travel grant request.

#### **c. Status/Quality of Conferences**

It is recommended that while sending the paper for conferences, the faculty should keep in mind that the conference is of high professional and professional standing. In this regard, the following quality parameters shall be considered for travel grant:

- i. The conference should meet the general standards of professional as well as academic standing in terms of invited resource persons and keynote speakers.
- ii. Conference proceedings should be published with ISSN number
- iii. Conference proceedings should be indexed in one of the following indexing agencies:
  - ISI Conference Proceedings Citation Index-Science (CPCI-S)
  - EI Engineering Index (Compendex and Inspec databases)
  - ACM Digital Library
  - DBLP
  - IO-Port
  - MathSciNet
  - Scopus/ Proceadia
  - Zentralblatt MATH
  - Any other reputed indexing

#### **d. Similarity Index and Plagiarism**

The applicant must submit Similarity Index report duly signed. In case of plagiarism being proven, the faculty member shall be penalized depending upon the severity of the case.

### **4. Application Procedure**

- a. All applications should be forwarded to the TGC through President's office

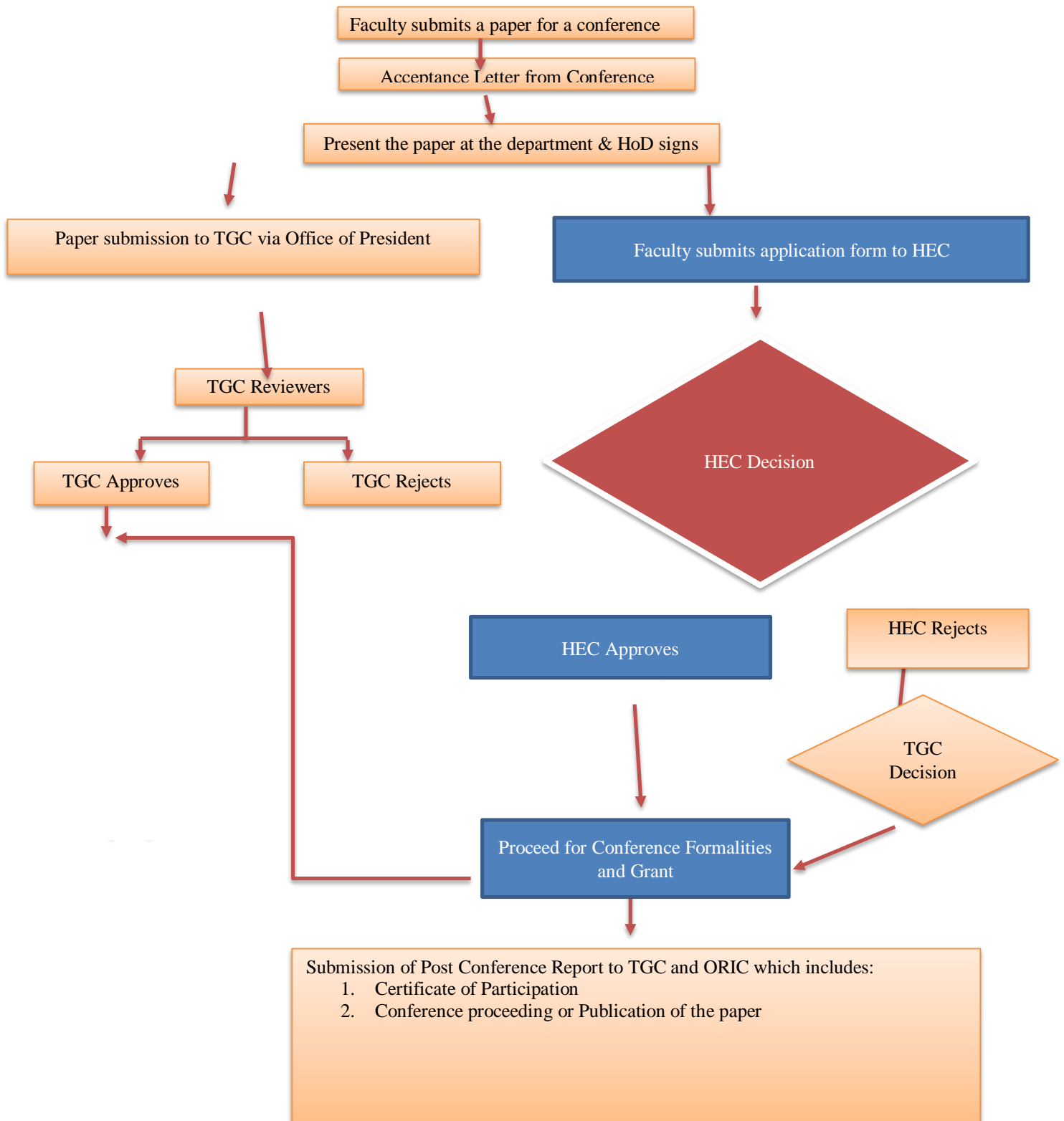
**Hard copy submission/Duly filled out Form (Annexure 1 Travel Grant Form to Ms. Uzma Ali and an email notification along with the research paper at [uzma.ali@iobm.edu.pk](mailto:uzma.ali@iobm.edu.pk), with a CC to [samra.javed@iobm.edu.pk](mailto:samra.javed@iobm.edu.pk), six weeks before the conference registration schedule.**

- b. Authors should be affiliated with IoBM in the proposed conference. In case of multiple authors with different institutional affiliations, the relevant details must be mentioned and the applicant must be the principal author.
- c. It is assumed that the faculty will select average residential facilities avoiding too expensive hotels.
- d. All participants are required to submit the conference proceedings/Post Visit report to the ORIC and Rector's Office upon their return.

Please note that the meeting of TRC will be held on the first Tuesday (next working day, in case of a holiday of first Tuesday).

# Travel Grant Committee Institute of Business Management (IoBM)

## Travel Grant Procedure to Apply



**Annexure1:**

**Travel Grant Form**

**Institute of Business Management (IoBM), Karachi**  
*(To be submitted to Travel Grant Committee)*

**1. Personal Details**

Name of Faculty	
Designation	
Department	
Employee ID	
Contact #	
E-mail	

**2. Conference Papers presented in last 05 years:**

<b>Number of Papers</b>	
<b>Details of Papers:</b>	
<b>i. Title</b>	
<b>ii. Venue</b>	
<b>iii. Date</b>	
<b>iv. Sponsored by IoBM or HEC</b>	

*Note: Please use additional sheets (if required)*

**3. Details of Research Paper applied for Travel Grant:**

Title of Research Paper	
Principal Author Name and Affiliation	
Author 2 Name and Affiliation	
Author 3 Name and Affiliation	
Similarity Index (less than 19 %)	_____ % <i>(Attach signed copy of the Turnitin report by the focal person)</i>

**4. Conference Details**

Name of the conference	
Theme of the Conference	
Complete address where conference will be held	
Website/URL Link of conference	
Conference contact details	Conference Secretary Name (if any): _____ Telephone: _____ Email: _____
Conference Date(s)	
Is the Paper Accepted?	Please Tick (✓) <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If YES, attach acceptance letter)</i>

<p>Will the conference proceeding be published with ISSN Publication?</p>	<p>Please Tick (✓)</p> <p style="text-align: right;"><input type="checkbox"/> No</p> <p>If yes, please mention the ISSN # <input type="text"/></p> <p>If Not, mention the date when it will be published with ISSN # _____</p>
<p>Will the Proceedings be Indexed in Well Reputed Indexing agencies such as?</p> <p><i>i. CPCI,</i> <i>ii. Proccedia/Scopus</i> <i>iii. EI etc.</i></p>	<p>Please Tick (✓)</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please mention the Indexing agencies</p> <p>1. .... 2. .... 3. ....</p>

#### 4. Travel Grant Details

<p>Application Submitted to HEC for Travel Grant?</p>	<p>Please Tick (✓)</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes: Date of submission: _____</p>												
<p>Approval Status of application submitted to the HEC</p>	<p>Please Tick</p> <p style="text-align: right;"><input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Awaiting</p> <p>If approved or rejected, please attach the award letter/regret letter</p>												
<p>Financial Assistance requested from IoBM</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: right;">Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>Registration Fee</td> <td></td> </tr> <tr> <td>Travelling expenses</td> <td></td> </tr> <tr> <td>Accommodation charges</td> <td></td> </tr> <tr> <td>Daily Allowance</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> </tr> </tbody> </table>		Amount (Rs.)	Registration Fee		Travelling expenses		Accommodation charges		Daily Allowance		<b>Total</b>	
	Amount (Rs.)												
Registration Fee													
Travelling expenses													
Accommodation charges													
Daily Allowance													
<b>Total</b>													

#### 5. Undertaking by the applicant

<ul style="list-style-type: none"> <li>▪ The contents presented in this research paper are based on my/our original research. In case any plagiarism is proved, in addition to penalties, I will refund the entire amount of grant.</li> <li>▪ The subject paper has not been presented earlier in any conference/ workshop etc. and has not been published.</li> <li>▪ I will furnish a report of visit on returning back from the conference/ workshop etc.</li> <li>▪ All the supporting documents attached are authenticated.</li> </ul>	
<p>_____ Signature of the applicant</p>	<p>_____ Signature of the HOD</p>

**FOR OFFICIAL USE ONLY**

The request of Dr/Mr./Ms. \_\_\_\_\_ for financial support to present research paper, entitled: \_\_\_\_\_ at (name of conference): \_\_\_\_\_

**Recommendation: (Please tick (✓) the relevant)**

Recommended for approval	
Not Recommended for approval	
Additional Information Required	

**Reasons for Not Recommending/ Additional Information Required (Please tick (✓))**

Application Form/documents incomplete .....	<input type="checkbox"/>
▪ Form Not filled properly .....	<input type="checkbox"/>
▪ Already availed the Grant .....	<input type="checkbox"/>
▪ Additional Information required (please mention): _____	
_____	
Any other reason (please mention): _____	
_____	

*The committee members are: Rector, all three Deans, Director ORIC and OGS, & Manager EMEC*

**Recommendation Committee**

<b><u>Member. 1</u></b>
Name: .....
Signature: .....

<b><u>Member. 2</u></b>
Name: .....
Signature: .....

<b><u>Member. 3</u></b>
Name: .....
Signature: .....

<b><u>Member. 4</u></b>
Name: .....
Signature: .....

<b><u>Member. 5</u></b>
Name: .....
Signature: .....
<i>Representative of President Secretariat/Nominee</i>

**Approval of Rector – IoBM**

Signature: .....

**Approval of President – IoBM**

Signature: .....