

**Working Paper # 70**  
**NUST Sponsorship for Paper Presentation**  
**in International Conferences**  
**Sponsored by Research Dte**

**Introduction and Rationale Behind the Policy**

1. NUST takes pride in encouraging and facilitating faculty members to participate and represent their scholarly work on international forums including reputed conferences and prestigious venues across the world. For this facilitation, NUST is striving to improve its policies while keeping in line with HEC policies. For sharing and nurturing the seeds of research, NUST sends its faculty members abroad to participate in international conferences, seminars, and symposiums. These activities foster research and intellectual exchange of information between academia, industry, and other participants. Sponsorship to these events are essential for professional grooming and growth of faculty. Under this policy, an academician selected to present his/her research work at a national or international academic event is eligible to get a loan from NUST upon HEC's or PSF's approval of full funding for the travel grant.

**Pre-Amble of the Policy**

2. The policy of paper presentation has been in-vogue since 2015 and it is required to amend the policy because of the new HEC travel grant policy.

3. **Rules for Paper Presentation in International Conference**

a. **Successful HEC travel grant from External Funding Agencies**

- (1) A faculty member before applying for NUST sponsorship must first apply to HEC Travel Grant online at least 60 days before the event: (HEC Policy Link: <https://bit.ly/2Xuq6AT>). The application will be signed by the Pro-Rector (RIC), uploaded onto HEC portal, and endorsed by Research Directorate, ORIC. The HEC Travel Grant Policy is attached at **Appendix 1**.
- (2) Duly filled application forms for alternate/external sources of funding like PSF must also be submitted to Research Dte at least 60 days before the event for endorsement by Pro-Rector (RIC) along with HEC travel grant form for maximum success of external funding by other sources.



- (3) Once the HEC has awarded the amount mentioned on the letter, the applicant can apply for a loan/advance from NUST via e-minute sheet based on HEC approval letter/allocated amount.
  - (4) Primary professional affiliation of the author/applicant with NUST must be shown on the research paper.
  - (5) Applicants which are partly funded by HEC will be eligible for sponsorship of remaining funding from NUST.
- b. **Unsuccessful HEC travel grant from External Funding Agencies.** If an application could not qualify for HEC travel grant & other external agencies such as PSF, then the case will be considered for NUST sponsorship via e-minute sheet on a case-to-case basis based on the following rules:
- (1) A regular Faculty member or PhD student who successfully submits the results of his/her research work in an international refereed conference of repute, will be sponsored by NUST on acceptance by the conference organizers to present his/her work/paper in that conference.
  - (2) Sponsorship for conferences held within the country will be approved by the institutional heads out of NUST Schools/College's budget.
  - (3) Faculty member/ PhD student may request for sponsoring of the registration fee only for paper(s) to be published in the proceedings of refereed international conference(s).
  - (4) The applicant should be a regular faculty member and must have completed six months service at NUST, has a valid contract to continue with NUST. In case of MS student, he/she will only be sponsored for conference registration fee for online participation.
  - (5) The Faculty member has to be currently serving at NUST Campus. NUST faculty already abroad on a sponsored program or on leave (EOL, Study Leave, ex-Pakistan Leave) will not be considered for sponsorship.
  - (6) A faculty with a related funded project containing the sub-head of **“international travel for conference”** within the project whose topic is related to the conference will not be sponsored for the NUST travel and must avail the travel funding from the project itself.

- (7) The standing of the conference will be determined by the acceptance i.e. acceptance of full-length paper after peer review etc. If the acceptance of papers is without a peer review or for poster presentation, the request for NUST sponsorship will not be entertained.
- (8) In case of a multi-authored paper, the travel request to present paper will only be applicable for the first author unless the first author is not eligible or unable to present due to exceptional circumstances beyond his/her control. In such case, supervisor of the 1<sup>st</sup> author or corresponding author can be sponsored for paper presentation in the conference.
- (9) Primary professional affiliation of the author/applicant with NUST must be shown on the research paper.
- (10) All such requests must be forwarded to Research Dte, Main Office NUST at least 65 days in advance so that HEC/PSF policy can be ensured. The request for sponsoring visit/registration fee in a conference is to be submitted on a prescribed form, attached as **Appendix 2**.
- (11) Any sponsorship request received to the Research Dte less than 65 days in advance would be evaluated on a case-to-case basis for further processing. In case, the conference notification is received less than 60 days then the case will be processed accordingly from the date of receipt of notification.
- (12) The quality of the conference will be evaluated based on HEC revised policy / NUST own criteria as follows:
- (a) **Hosting/Organizers:** Top international conferences organized/co-hosted/technically sponsored by leading professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.)
  - (b) **Maturity level of the conference:** Cardinality of the conference should not be less than the 10<sup>th</sup> conference
  - (c) **Acceptance rate:**
    - 1) Acceptance rate of the conference less than 25 % will receive 100% sponsorship ceiling if the cardinality of the conference is greater than 10<sup>th</sup>.



- 2) Acceptance rate of the conference between 25 – 40 % will receive 75 % of sponsorship ceiling if the cardinality of the conference is greater than 10<sup>th</sup>.
- 3) Acceptance rate of the conference between 40 – 50 % will receive 50 % of sponsorship ceiling if the cardinality of the conference is greater than 10<sup>th</sup>.
- (d) **For All Schools Only:** In case of non-availability of acceptance rate **Core Rankings (A/A\*) / ABS (4/4\*) / ABDC (A/A\*) Rankings**" will be considered in place of acceptance rate for NUST sponsorship
- (e) **Indexing of the proceedings:** Current or previous proceedings of the conference must be indexed in Scopus / Web of Science (WoS)-Conference Proceeding Citation Index (CPCI) or will be published in a WoS/Scopus Indexed Journal.
- (f) **Avoiding Predatory Conference Organizers:** Case for sponsorship for conferences organized by the Predatory Conference organizers such as; Conferences Series LLC, BIT Congress / BIT Life Sciences Organizers, SAI, OMICS, WASET and ISER will be not considered. Beall's List of Predatory Conference must be consulted with Research Dte prior submission of the research paper(s).
- (g) **For Online Conference Registrations:** USD \$ 1000 registration fee will be funded.
- (h) **Oral Presentations:** Attending conferences with oral presentation or abstract submission only will be based upon the standing of the conference as mentioned in the paragraphs above.
- (i) Besides HEC sponsored travel rejection, only one NUST conference travel sponsorship can be availed in a fiscal year. Request for second time sponsored visit to a conference in the same fiscal year would only be entertained if subsequent to the conference, a researcher has published 2x Quartile 1 Impact Factor Articles or 1x Quartile 1 Impact Factor Article and one approved PKR 2.0 million sponsored research project.

- (j) **Best Performers:** As an acknowledgment to support our outperforming Faculty members, the following best performer categories for the fiscal year would be subject to a waiver from the requirements mentioned in paragraph k (iii) if they wish to travel for a conference sponsored by NUST:
- 1) University Best Researcher
  - 2) University Best Innovator
  - 3) University Best Teacher
- (k) **Sponsorship Ceiling:** University will be able to fund the expenses as per the policy mentioned under the financial provisions as follows:
- 1) Airfare (as per HEC country-wise ceiling provided on HEC Web portal).
  - 2) Registration Fee (USD \$ 500 fixed for all points in paragraph k (iii))
  - 3) TA/DA (as per the Government Rules) for maximum of 05 Days.
  - 4) Visa Fee for single entry (as per actual).
- (l) If more than one conference travel application is sent by Schools/Colleges for the same conference, then only common author within the publication will be funded to present all papers in the conference.
- (m) Any exceptional case will be considered by Pro-Rector (RIC) on a case-to-case basis.
- (n) Subjects matter experts' opinion will be taken into account regarding the standing of the conference for any exceptional cases.

c. **Post-Travel Requirements**

- (1) Sponsored participants are required to submit the Post Visit report (**Appendix 3**) through their respective institution for perusal of the Research Directorate and Pro-Rector (RIC).
- (2) Schools/Colleges are to ensure submission of duly filled in HEC/PSF Reimbursement Claim to Research Dte, within 1 week after return, along with original supporting documents including original boarding passes (counterfoil), receipt of registration fee, receipt of payment for accommodation etc.



d. **General Requirements**

- (1) The Commandant / Principal of the institution is to ensure that only those requests are recommended for sponsorship which have high value and a strong chance of getting the revised / modified research paper published in a reputed refereed journal.
- (2) Sponsorship cases may be initiated on e-office (e-Minute), as per the procedure in vogue.
- (3) All International travels will be approved by Rector NUST whereas online conference registration fee will be approved by Pro-Rector (RIC).

**Benefits to NUST with the Proposed Policy**

4. This policy is going to be advantageous in the following ways:
  - a. Increased exposure of NUST Faculty Member towards research being conducted in foreign countries.
  - b. Quality of conference will lead to citation, networking and through this networking will lead to international research collaborations which will lead to international publications.
  - c. Increased contacts in foreign countries leading to increased research collaborations.
  - d. Faculty members being exposed to a culture of research in foreign countries as well as interacting with Professors for future collaboration.
  - e. Reduce the expense on the NUST budget by outsourcing the expense to National Funding Agencies.

**Approval from ACM**

5. The working paper was recommended for approval by 09<sup>th</sup> UCRIP held on 30 December 2022, and duly approved by 64<sup>th</sup> ACM held on 23<sup>rd</sup> January 2023.

**Comments of Research Directorate**

6. The proposal was deliberated and endorsed by UCRIP held on 30 Dec 2022.

**Recommendation of Research Directorate**

7. Proposed NUST Sponsorship for Paper Presentation in International Conferences is recommended for approval with immediate effect.
8. Academic council is requested for the decision.

### Travel Grant for Pakistani Researchers (TGPR) – Revised Policy

#### Overview

Academic events are significant for professional development of researchers and scholars. They serve as a source for guidance, exposure, knowledge sharing, developing linkages, and problem solving. Academic Conferences, Seminars and Symposia provide opportunities for academicians to help understand the latest developments in their field and validate research findings, while creating opportunities for future academic collaborations.

Such events are the cornerstone of the academic environment. To cultivate this environment, the Higher Education Commission has set up a special Research Travel Grant Fund for University faculty, PhD scholars, and MS students at Pakistani Universities. Under this program, an academician or student selected to present research work at a national or international academic event is eligible to get funding from his/her academic institution and the academic institute will ultimately seek funding from HEC by applying for reimbursement.

#### Program Objectives

- To extend financial assistance to faculty and researchers to present their research work at national and international events.
- To share academic and research experiences and achievements at national as well as international level.
- To share scientific ideas with national/international researchers, get exposure to latest trends and techniques in research.
- To explore opportunities for national and international collaborations.

#### Travel Grant Categories

Travel grant is extended for following purpose:

- Presentation of research paper in National or International Conferences / Workshops.

#### Eligibility Criteria

- The principal author (could be either first or the corresponding author) of the presented paper will be eligible, except under extraordinary circumstances (**such as non-issuance of visa to the first author**), whose reasoning should be provided during the reimbursement claim.
- All citizens of Pakistan
- Presentation of a research paper in qualifying national and international conferences/workshops (Faculty Members, PhD Scholars, and MS students)
  - Each person can avail at most one travel grant per year.
  - Non-faculty staff travel expenses should be borne by the university from their own resources
  - Qualifying national and international conferences include:



### **International Conference/Workshop:**

- Top International conference / workshop directly organized leading professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) and whose papers are peer reviewed, archived AND have an acceptance ratio of less than 25%, – **75% reimbursement**.
- 2<sup>nd</sup> Tier International conference / workshop supported by leading professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) AND whose papers are peer reviewed and archived, AND have an acceptance ratio between 25–40%, – **75% reimbursement**.
- 2<sup>nd</sup> Tier International conference / workshop supported by leading professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) AND whose papers are peer reviewed and archived, – **50% reimbursement**

### **National conference/workshop:**

- Top National conference / workshop directly organized by leading national professional body OR supported by leading international professional body of the relevant discipline (such as IEEE, ACM, AAAS, AEA, etc.) AND whose papers are peer reviewed archived and have an acceptance ratio of less than 25%, – **75% reimbursement**.
- 2<sup>nd</sup> Tier national conference / workshop supported by leading national professional body OR supported by leading international professional body of the relevant discipline (such as IEEE, ACM, AAAS, AEA, etc.) AND whose papers are peer reviewed have an acceptance ratio between 25–40% and archived, – **75% reimbursement**.
- 2<sup>nd</sup> Tier national conference / workshop supported by leading international professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) and whose papers are peer reviewed and archived – **50% reimbursement**.

### **Funds Utilization Policy**

- HEC will provide all public sector HEIs and eligible private-sector universities <sup>1</sup>, special funds to support travel related expenses of their respective scholars and faculty members.
- Each public sector HEI will get travel funds based on a formula with two criteria: HEC recurring grant (50% weight) and number of PhD faculty (50% weight).
- During the subsequent years, the sanctioned amount will be **reimbursed** to the university/institution upon filing the audited expenditure statement of the utilized funds from previous year, duly signed by the applicant, university auditor and head of institution (Vice Chancellor, Rector).
- Universities will be able to fund the expenses as per policy mentioned under the financial provisions.

### **Reimbursement Procedure:**

- After making the expense, Universities will be able to submit and reimburse expenses as per HEC's travel grants policy outlined above.
- Reimbursement claim should be filed within the same financial year as the event.
- University must attach the following with the reimbursement forms:
  - Used air ticket/e-ticket bearing the cost of the ticket,
  - Original boarding pass counterfoil,
  - Original receipt for payment of registration fee of the event bearing the grantee's name and the actual amount,



<sup>1</sup> Initially, HEC is providing these funds to public sector HEIs and eligible private-sector universities and academicians from the non-eligible private sector HEIs will be able to support their travel expenses through their acquired open project research grants.

- o Original receipt of payment for accommodation bearing the grantee's name, duration of stay and the actual amount.

#### **Application Requirements:**

Duly filled applications are required to be submitted on relevant prescribed pro-forma i.e.:

Travel Grant Application Form for Paper Presentation (in seminar, conference, workshop and symposium):

- Duly filled application pro-forma, along with supporting documents, should reach HEC at least 6 weeks (42 days) prior to the end of the financial year.

**Note: Late and incomplete applications will not be considered.**

Following documents should be enclosed with the Application Pro-forma:

#### **For Oral Presentation of Paper:**

- i. Letter of Acceptance/Invitation or email from the organizer in which the mode of presentation (oral/poster) has been clearly mentioned.
- ii. Documentary evidence indicating that your abstract/paper has been accepted based upon peer-review by the technical committee of the event.
- iii. Documentary evidence indicating that abstract / paper would be published in Book of Abstracts/ Proceedings/Journals for the conference etc.
- iv. Copy of conference brochure containing aims, objectives and themes, charges of registration and accommodation etc.
- v. Full-text paper (both hard and soft copies).
- vi. NOC from the principal author (in case the applicant is co-author).
- vii. CV of the applicant along with the list of recent publications (2-3 pages)

Additional documents required for poster presentation:

- List of applicant's publications indicating previous publication record.

Additional documents required in case of non-teaching staff of university/DAI:

- Copy of job certificate indicating applicant's designation, department, job description and date of appointment / posting along with Copy of MS/MPhil/PhD Degree

#### **Financial Provision:**

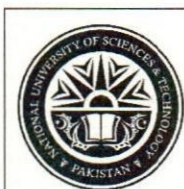
International Travel:

- Airfare (as per HEC policy)
- Registration Fee (up to a maximum of USD 500)
- Accommodation (up to \$100 per night) as per number of days of the conference+1 day

#### **Daily Allowance (as per HEC policy) National Travel:**

- Conference fee, if applicable
- TA/DA as admissible in Govt. rules as per number of days of the conference+1 day.





## National University of Sciences and Technology

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### CHECK LIST FOR ORAL PRESENTATION OF RESEARCH PAPER IN INTERNATIONAL CONFERENCE/SEMINAR/WORKSHOP/ SYMPOSIUM ETC

Please attach copies of relevant documents/correspondences and tick the relevant box.

1.	Sponsorship case has been prepared on revised NUST, HEC and PSF Application Forms.	
2.	Research paper under full nomenclature of "National University of Sciences and Technology, Islamabad, Pakistan"	
3.	"Originality Report", of the research paper/work to be presented, generated through "Turnitin" is attached.	
4.	Reviewers comments on the quality of the research paper provided by the conference organizers is attached.	
5.	In case of already fully sponsored, copy of published research paper in journal of international repute has been attached with the case	
6.	Full length camera ready research paper to be presented is attached.	
7.	Acceptance as "oral presentation" after peer review of full paper in the respective conference.(original preferred; photocopy must be attested by Head of Department or Dean	
8.	Attached conference brochure containing aims, objectives and themes with schedule of charges of registration fee and accommodation etc.	
9.	Attached Economy class airfare certificate by the shortest route.	
10.	In case of co-author, please attach NOC from preceding author(s).	
11.	Brief CV (2-3 pages) including research contribution and S&T achievements	
12.	Duly filled in revised HEC and PSF sponsorship application forms, which can be downloaded from their respective websites; <a href="http://www.hec.gov.pk">www.hec.gov.pk</a> & <a href="http://www.psf.gov.pk">www.psf.gov.pk</a> alongwith requisite documents i.e. airfare invoice, complete papers, conference information and CV are to be submitted for onward submission to HEC.	

(Complete application should be received at least 08 weeks before the conference date at NUST. Late or incomplete applications will not be entertained.)





## National University of Sciences and Technology

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### **APPLICATION FORM FOR SPONSORING PRESENTATION OF RESEARCH WORK/PAPER IN REPUTED NATIONAL/ INTERNATIONAL REFEREED CONFERENCES/ SEMINARS/WORKSHOPS**

(Note: The case is to be submitted to Research Dte, Main Office NUST at least 65 days in advance so that HEC/PSF policy can be ensured.)

**1. Applicant's Profile:**

Name:

Registration No. /Date of Joining

NIC #

Highest qualification

Designation

Institution

E-mail

Mobile #

Details of Previous Sponsorship for Conference by NUST/HEC/other funding agencies

**2. Title of Research Work/Paper:**

(Please attaché the copy of Research Work/Paper)

**3. Authors Details:**

1<sup>st</sup> Author Name

Designation

Organization

2<sup>nd</sup> Author Name

Designation

Organization

(To be continued depending upon number of authors)

**4. Conference Title:**

**5. Main Theme of the conference:**

**6. Conference Hosting Agencies:**

**7. Schedule/Date of Conference:**

8. **Venue of Conference:**
9. **Details of invitation and acceptance by the organisers:**  
(Attach on separate sheet and refer here)
10. **Papers Acceptance Rate of the Conference:**
11. **Website/E-mail of Conference/Organisers:**
12. **Requirement of finances (attach supporting documents)** **Total:**
  - a. *Airfare with Invoice :*
  - b. *Registration Fee :*
  - c. *Visa Fee:*
  - d. *Others Expenditures :*
13. **Details of sponsorship/funding by organisers/other agencies:**
14. **It is certified that:** (To be answered in Yes or No)
  - a. Research work to be presented is original.
  - b. Original contribution by a researcher is accepted only after a blind peer review or review by editorial board having substantial academic repute.
  - c. The hosting agency of conference (i.e. academic institution, professional society or industry) is of considerable repute.
  - d. The subject of the conference is pertaining to the disciplines, which are related to specialties covered by NUST.
  - e. The hosting agency of conference hosts such a conference regularly and each conference is numbered e.g. 39<sup>th</sup> AIAA conference or 10<sup>th</sup> ASME conference.
  - f. The hosting agency of conference publishes the conference proceedings and each paper presented is fully published and not just the abstract.
  - g. The proceedings of the conference bear an ISSN number, which ensures wide circulation and unique identification of the proceedings. It is indexed in Institute of Scientific Information (ISI) and Scopus.
  - h. The camera ready research paper carries the full name of "National University of Sciences and Technology (NUST), Islamabad, Pakistan".
15. **Undertaking by the Authors:**  
I (we) undertake that:
  - a. The paper has significant new work as compared to my (our) papers that have already been published or are under consideration to be published elsewhere. No sentence, equation, diagram, table, paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duly referenced. A copy of originality report (duly verified by HoD) checked through "Turnitin" software is attached.
  - b. The work presented is my (our) own work (i.e. there is no plagiarism). There is no fabrication of data or results. No ideas, processes, results, or words of others have been presented as Authors (s) own work. Where material has



been used from other sources it has been properly acknowledged, with verbatim copies of such material being placed under quotation marks.

- c. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant.
- d. If the grant is provided, I shall solely be responsible for its proper utilization and adjustment with used air ticket and other receipts of expenditure and refund in case of cancellation of visit.
- e. I shall also furnish a Post Visit Report within 10 days after the visit. In case of non-utilization of sponsorship, I will inform Research Dte accordingly.
- f. All the supporting documents submitted are authenticated.
- g. If above undertaking is untrue I (we) acknowledge that I (we) will have committed a Research Misconduct Offence and am/are liable to receive severe penalties.

**16. Previous Contributions**

- a. Attach details of earlier sponsored participation on conferences, and their status for publishing in a journal of repute.
- b. Attach details of papers of the author already published in the journal of repute.
- c. Attach details of other contributions

And refer these here.

\_\_\_\_\_  
**Signature of Applicant**

**17. Recommendations (to include the following) :**

- a. Comments on the value of Paper:
- b. Comments on the quality of Conference:
- c. Benefits expected for college/institute/centre by attending the conference :
- d. Recommended amount of total Funds:

\_\_\_\_\_  
**Signature of Dean/HoD**

**18. By Commandant/Principal of College/School/Institute/Centre:**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_


**Designation:** \_\_\_\_\_

**Proforma for Post Visit Report – Paper Presentation in Conference Abroad**

1.	<b>Visitor Details</b>	
	Name:	
	Designation:	
	Department:	
2.	<b>Conference Details</b>	
	Title of the Paper	
	Title of the Event	
	Date(s) of the Event	
	Venue (City & County)	
3.	<b>Focus of the conference:</b>	
4.	<b>Brief description about exposure to latest trends and techniques in research of other countries:</b>	
5.	<b>Research opportunities sought during the visit:</b>	
6.	<b>Possible potential new connections / research collaborations /funding opportunities identified.</b>	
7.	<b>Steps taken to promote NUST Internship Program for International Students (NIPIS) at host organization/university and other universities whose reps were present:</b>	
8.	<b>Possibilities for publishing joint papers / projects with Professors present at the venue:</b>	
9.	<b>Engagement with NUST Alumni in the visiting country:</b>	
10.	<b>Plans of research collaboration/knowledge sharing with institutions, fellows and peers:</b>	
11.	<b>Any other significant area:</b>	

Signature of visitor

Signature of Dean/HoD

  
**DR. HAMID UR RAHMAN, SI (M)**  
 Director (Research)  
 National University of Sciences  
 & Technology H-12, Islamabad