|  |  |
| --- | --- |
| cid:image001.jpg@01CD118B.A255F100 | **HIGHER EDUCATION COMMISSION****H-9, ISLAMABAD (PAKISTAN)** |

**APPLICATION FORM**

**GRANT FOR ORGANIZING CONFERENCE/SEMINAR/SYMPOSIUM**

|  |  |
| --- | --- |
| **1** | **DETAILS OF EVENT** |
| Event Type*(Please tick the appropriate option)* | Conference | Seminar | Symposium |
| Major Discipline*(Please tick the appropriate option)* | Agriculture | Biological Sciences | Chemical Sciences |
| Engineering  | Medical Sciences | Physical Sciences |
| Social Sciences | Any other *(Please specify)* |
| Title Event  |  |
| Venue of the Event |  |
| Date(s) of the Event |  |
| Scope of the Event*(Please also indicate the target audience/participants)* |  |
| Relevance and Scientific Significance of the Event with Reference to Existing National Needs  *(If necessary please attached additional sheet)* |  |

|  |  |  |
| --- | --- | --- |
|  | Collaborating Institutions*(HEC encourages collaborations among institutions working in similar disciplines)*  |  |
| Previous Conference/ Seminar/Symposium organized by the Department during last 2 years - If any |
| Title | Date | Sponsors | Cost (Rs.) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **2** | **Details of the Organizer(s)** |
| Organizing University/DAI |  |
| Name of Focal Person |  |
| Designation |  |
| Department/Institute |  |
| Correspondence Address |  |
| Contact Details | Phone: Fax: |
| Cell: Email: |
| *(Please attach a 2-page CV of the focal person mentioning the major scientific contributions relevant to the topic of the event)* |
| **3** | **DETAILS OF THE INVITED SPEAKERS** |
| Number of Foreign Invited Speakers |  |
| Number of National Invited Speakers |  |
| Expected Number of Participants from Host University/Institution |  |
| Expected Number of Participants from Other Universities/Institutions |  |
| *Please attach a list of Foreign and National Invited Speakers, their CVs, Abstract of Presentation.*  |
| **4** | **TOTAL ESTIMATED COST OF THE EVENT**  |
| **Item** | **Amount (Rs.)** |  |
| Remuneration for Invited Speakers |  |  |
| Accommodation for Invited Speakers |  |  |
| Air Travel for Invited Speakers |  |  |
| Entertainment  |  |  |
| Publication  |  |  |
| Stationery |  |  |
| Any Other |  |  |
| Total |  |  |
| **5** | **FINANCIAL ASSISTANCE PROVIDED BY OTHER SPONSORS** |
| **Item** | **Amount (Rs.)** | **Sponsor** |
| Remuneration for Invited Speakers |  |  |
| Accommodation for Invited Speakers |  |  |
| Air Travel for Invited Speakers |  |  |
| Entertainment  |  |  |
| Publication/ Stationery |  |  |
| Any Other |  |  |
| Total |  |  |
| **6** | **FINANCIAL ASSISTANCE REQUESTED FROM HEC** |
| **Item** | **Rate (Rs.)** | **Quantity** | **Total Amount (Rs.)** |
| Remuneration for Foreign Invited Speakers *(@Rs. 10,000 per person – maximum 5 Speakers)* |  |  |  |
| Remuneration for National Invited Speakers *(@ Rs.5,000 per person – maximum 10 Speakers)* |  |  |  |
| Accommodation for Foreign Invited Speakers *(@ Rs. 15,000 per night per person – maximum 5 Speakers)* |  |  |  |
| Accommodation for National Invited Speakers *(@ Rs.6,000 per night per person – maximum 10 Speakers)* |  |  |  |
| Travel for Foreign Invited Speakers *(maximum 5 Speakers)* | Please provide details as per attached format |  |
| Travel for National Invited Speakers *(maximum 10 Speakers)* | Please provide details as per attached format |  |
| Entertainment *(Lunch @ Rs. 350 and Tea @ Rs. 70 per person – maximum Rs. 200,000)* | Please provide details as per attached format |  |
| Publication *(Including cost of publishing the proceedings, banners, brochures etc.)* | Please provide details as per attached format |  |
| Stationery *(Only consumable items)* | Please provide details as per attached format |  |
| Remuneration for Focal Person and Support Staff *(@ 10% of HEC approved grant – min. Rs. 30,000 and max. Rs. 100,000)* | Please provide details as per attached format |  |
| Contingencies*(unforeseen expenses – maximum Rs. 10,000)* | Please provide details as per attached format |  |
| Total |  |  |  |

|  |  |
| --- | --- |
| **7** | **Registration Fee** |
| Number of participants | Registration Fee/ Participant (Rs.) | Total Expected Income from Registration (Rs.) |
|  |  |  |
| *A reasonable Registration fee needs to be charged from participants.*  |
| **8** | **UNDERTAKING BY THE APPLICANT** |
|  | I hereby undertake and affirm that:* All the information provided above is true to the best of my knowledge and belief.
* If the grant is provided, I shall solely be responsible for its proper utilization, adjustment with used air ticket and other receipts of expenditure.
* All the supporting documents submitted are authenticated.

SIGNATURES OF THE FOCAL PERSONOFFICE STAMP WITH DATE SIGNATURE OF RECTOR/VICE CHANCELLOR/DIRECTOR |

**Format of Requisite Details**

1. **Travel for Foreign Invited Speakers**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Name of the Foreign Speaker | Traveling From (name of the country) | Estimates cost of Air Ticket (Rs.) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
|  | Total |  |  |

1. **Travel for National Invited Speakers**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Name of the National Speaker | Traveling From (name of the city) | Estimates cost of Air Ticket (Rs.) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
|  | Total |  |  |

1. **Publications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Item | Quantity | Rate (Rs.) | Amount (Rs) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Publications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Item | Quantity | Rate (Rs.) | Amount (Rs) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Stationery**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Item | Quantity | Rate (Rs.) | Amount (Rs) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Remuneration**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Name of Person | Role in Event Management | Amount (Rs) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**CHECK LIST OF ATTACHMENTS**

**Please ensure that relevant documents are attached with the Application Form.**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Have you attached the list of Foreign Invited Speakers? | Yes | No |
| 2. | Have you attached CV of Foreign Invited Speakers? | Yes | No |
| 3. | Have you attached abstracts of presentation of Foreign Invited Speakers? | Yes | No |
| 4. | Have you attached the list of National Invited Speakers? | Yes | No |
| 5. | Have you attached CV of National Invited Speakers? | Yes | No |
| 6. | Have you attached abstracts of presentation of National Invited Speakers? | Yes | No |
| 7. | Have you attached your brief CV (2-3 pages)? | Yes | No |
| 8. | Have you attached the brochure of the event along with the program of the event? | Yes | No |
| 9. | Have you attached the list of Organizing Committee? | Yes | No |
| 10. | Have you attached the item wise details of the publication and stationery items along with quantity and rate? | Yes | No |

Signature of the Focal Person