

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

Application Form for Travel Support to attend International Conferences/Workshops/Symposia

1. Name of Student & Enrolment No. _____
Mobile: _____ Email: _____

 2. Name of Course: _____ Year of Course: _____ School: _____

 3. Name of Supervisor: _____
Date of joining: _____ Area of Research _____

 4. Conference Details (Enclose announcement/brochure/details of Conference):
 - (a) Conference Title: _____
 - (b) Place & Name of Country: _____
 - (c) Website of the Conference: _____
 - (d) Dates & duration of Proposed visit: _____

 5. Paper accepted for: Oral presentation / In poster session (Please put a tick ✓):
(Please enclose a copy of acceptance letter for the paper/poster presentation in the Event)

 6. Title of paper/poster: _____
Names of Authors/Coauthors: _____

 7. Has any other co-author of this paper/poster applied for funding from IACS? (if yes, give details)

- Total no. of papers published till the date of application: Journals _____ Conf. Proceedings _____

(Please attach a list along with the first page of the reprint, showing the author name(s) and journal details)

8. Have you applied for and/or received financial assistance for attending this Event from any other source, if yes, please give details (attach a list, if necessary): _____

9. Details of Bank Account:

Name as in Account: _____ Account Number _____

Bank's Name & Branch: _____ IFSC Code: _____

10. Estimated Financial expenditure:

(i) Air fare: _____ (ii) Travel insurance: _____ (iii) Visa fee: _____

(iv) Accommodation: _____ (v) Registration fee: _____

Total funding available from other sources: _____

Total amount of financial assistance requested: _____

11. I declare that the information furnished above is correct.

Date: _____

Signature of Student _____

12. Certification and Recommendation of a faculty / supervisor and Chair of the School:

This is certified that the paper/poster of the above student accepted in the conference is based on his/her work carried out at IACS and his/her application is recommended for financial assistance.

Faculty/Supervisor's Signature with date

Signature & Seal of School Chair with date:

For Office Use:

Ref. No. _____

i) Application received on _____

ii) Meeting held on _____

iii) Decision _____

Chairman, International Travel Committee

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

INTERNATIONAL TRAVEL CLAIM FORM

Important:

- (i) Claim should be submitted as soon as the event is over and in any case not later than 3 months after the last date of the event.

A. Personal Details

- a. Applicant Name:
- b. Designation
- c. Supervisor's Name
- d. Designation and School:
- e. Full Name of Event:
- f. Date of Leaving India:
- g. Date of Return to India:
- h. Venue and Duration of the Event:
- i. Passport No:

B. Tour Technical Details

- a. Academic Highlights including new development presented at the Event (200 words)
- b. Participant Contribution to the Event (200 words)
- c. Visits to other Scientific Institutions and Universities during participation in the Event (200 words):

C. Account Details where the reimbursement will be sent

- a. Bank Name:
- b. Branch Name with Code:
- c. City:
- d. State:
- e. PIN Code:
- f. Bank Account Number:
- g. IFSC Code of Bank

D. Expenditure Incurred

Item Type (in Rs.)	Mode of Transport (Air/Train/Bus/Other)	Class of Travel	Ticket Number	Amount
Fare1....				
Fare2...				
Total Fare				
Visa Fees				
Registration Fees (For Young Scientist)				
	Total			

E. Amount received from all other Sources:

Agency Name	Travel (Rs.)	Visa	Registration Fees (For Young Scientist)
Agency 1..			
Agency 2..			
Total			

F. Details of the Travel:

From date	From Place	To Date	To Place	Ticket Number	Details of Travel (to include Mode of Transport, Class of Travel and Name of Airline)

G. Attachments Required:

- a. Air tickets and Rail tickets
- b. Boarding Passes (Original)
- c. Cash Receipt of Air Ticket:
- d. Visa Charges
- e. Registration Receipt (only for Young Scientists)
- f. Partial Support Expenses from other Agencies (if Applicable)
- g. Certificate of Participation
- h. Any other Document

H. Certified that I have attended the above international scientific event and the particular furnished above are correct. I also certify that I have not received travel grants from the Institute earlier.

Date:

Place:

Signature of Applicant

Signature of Supervisor with Date

Signature of School Chair with Date

Signature of Assistant Registrar (Students Matters)
with Date

Signature of Dean (PhD)

FAO

IAO

Registrar

Director

Objectives:

1. To encourage IACS students to submit papers at good International conferences.
2. To enhance the visibility of IACS at international forums.
3. To promote quality research by providing opportunities to deserving students to interact with leading experts.

Guidelines:

1. It can be given to any student of the institute for presenting a paper in a good international conference provided the paper is based on work done at IACS only, and also for doing research, including experiments that is not possible in the Institute.
2. Travel support will be available only once during each of his/her academic programs at IACS
3. Since support is provided for selected applicants only, the following conditions must be satisfied:
 - 3.1. The conference should be organized by a reputed professional society/ organization/ institution.**
 - 3.2. The title of the conference should not be generic; it must reflect a specialization within a broad discipline.**
 - 3.3. All the papers of the conference should be available online for at least its last five editions.**
4. The funding would be available only for meeting the gap between the total expenditure and the total funds available from other sources such as the conference itself, other funding agencies etc.
5. If there are two or more student co-authors who seek financial assistance for the same paper, the available assistance will be shared equally between them.
6. The funding would be available only for Air Travel, Travel Insurance, Visa Charges, Accommodation, and Registration Fees.
7. Applications may be sent in the attached format along with a brief CV of the applicant.
8. The allotted funds may be claimed by submitting the attached format through proper channel.
9. The following committee will meet once in every 3 months (February 25, May 25, August 25, November 25 every year) to consider all applications received and make its recommendations to the Director:

Professor Amlan J Pal, Chairman
Professor Sourov Roy
Professor Somdatta Ghosh Dey

Maximum Funding Available:

1. Within India: Up to Rs. 25000/-
2. Outside India: Up to Rs. 100,000/-

The following documents are to be attached along with the Application Form:

1. Letter of invitation from the organizer
2. Acceptance letter of paper
3. Full research paper (word file)
4. The technical program of the conference along with the necessary documents that satisfy the conditions/criteria of good conferences.
5. Application duly recommended by Supervisor & Head of the Department/Centre.

Process after Financial Support is approved:

1. A student may apply for 50% advance of the financial support available.
2. A support letter may also be given by the Dean for the purpose of obtaining VISA.
3. After the journey, the claim form and TA form may be collected from the Dean office.
4. The completed forms need to be submitted to the Dean office along with the following documents:
 - (i) The original tickets, boarding passes etc.
 - (ii) Participation Certificate
 - (iii) A statement giving particulars of amounts received from other sources, and amount spent under various heads, e.g., Travel, Visa fees, Registration fees, etc. along with receipts.
5. After processing, the International Travel Committee will send the recommendation to the Office of the Director for onward transmission to FAO for payment.

Contact:

Office of the Director
