**Punjab higher education commission**

10th Floor, Arfa Software Technology Park,

346-B, Ferozepur Road, Lahore

Ph. No. 042-99262209

**Funding for Conferences/Seminars/Symposium**

|  |  |
| --- | --- |
| **I. Event Details** | **Instructions** |
| Event Type | Conference  | Seminar | Symposium | *i) Please attach an* ***event brochure*** *with PHEC Logo/branding and mention PHEC collaboration for the event.**ii) Please attach specific time table for the event; clearly allotting time slots for each session/parallel sessions, speakers, and other activities with time. (Provide a* ***copy of the time table*** *with PHEC logo/branding)**iii) Please attach a copy of* ***invitation card*** *that you intend to circulate to invite guests for the event. (With PHEC logo/branding)* *iv) Please attach a* ***copy of the event backdrop and banners****. (With PHEC logo/branding)****Important Note:***All the above-mentioned copies are required on A4 size paper. (Even if not finalized, attached tentative documents) Kindly note that Rs. 50,000/- have been allocated for publication of above materials for Conferences and Rs. 25,000/- for Seminars/Symposium.**If any of the above document is missing; the proposal will not be processed for funding any may be returned for fulfilling the requirements.**Partnership between universities is highly encouraged, especially private universities organizing conferences are desired to have collaboration with public sector universities. |
| Major Discipline(Please tick the appropriate option) | Social Sciences, Arts & Humanities | Business & Management | Medical Sciences | Biological Sciences |
|  | Physical Sciences | Engineering & Technology | Agriculture | IT& Computer Sciences |
|  | Chemical Sciences | Animal Sciences | Any other (Specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title of Event |  |
| Venue |  |
| Dates |  |
| Time |  |
| Is the Conference Peer Reviewed? | Yes(Please attach peer review committee notification along with its TORs) | No |
| Scope of the Event |  |
| Objectives |  |
| Impact on Society  |  |
| Expected outcomes of the event |  |
| Relevance to the faculty and student’s needs Scientific significance of the event with reference to existing provincial needs |  |
| Detail of previous conferences organized by the relevant department (if any) |  |
| **Role of Collaborative Institution** |
| Collaborating Institutions | 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

|  |
| --- |
| **II. Coordinator/Focal Person** |
| Name: | Designation | University & Department | Mobile No. | Contact no. (office) |
|  |  |  |  |  |
| E-mail address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **III. Details of Foreign Speakers (If Any)** | **Instructions** |
|  |  | Number of Foreign Invited Speakers: \_\_\_\_\_\_\_\_\_\_\_ | *PHEC supports up to 05 Foreign Speakers within the funding limits.* |
|  |  | **Details of Foreign Speakers** |  |
| S# | Name | Designation | Institution and Country | No. of publications | Total Impact Factor | H-Index | Title of Presentation/ Paper | *Please attach a copy of abstract of the paper/ presentation for each speaker and CVs.**Important Note:**Funding will be approved for speakers who submit an abstract of academic quality.**The case of such speakers may be rejected whose abstract is found missing.* |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **IV. Details of National Speakers (If Any)** | **Instructions** |
|  |  | Number of National Invited Speakers:\_\_\_\_\_\_\_\_\_\_\_\_ | *PHEC supports up to 05 National Speakers within the funding limits.* |
|  |  | **Details of National Speakers** |  |
| S# | Name | Designation | Institution | No. of publications | Total Impact Factor | H-Index | Title of Presentation/ Paper | *Please attach a copy of abstract of the paper/ presentation for each speaker.**Important Note:**Funding will be approved for speakers who submit an abstract of academic quality.**The case of such speakers may be rejected whose abstract is found missing.* |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| **V. Details of the Event Audience**  |  | **Instructions** |
| No. of participants from host institution |  |  |  | *No. of audience to be decided rationally as per the format of the event* *Only relevant faculty and students should be invited.* |
| No. of participants from other institutions |  |  |  | *Participation from other institutions is encouraged.* |
| Chief Guest &/or Guest of Honour of the Event |  |  |  | *Please give full name and details for opening and closing ceremonies. (Proposed/Tentative)* |

|  |  |
| --- | --- |
| **VI. Funding Details and Sponsorship form other Sources for the Event**  | **Instructions** |
| **S#** | **Subject** | **Amount (Rs.)** |  |
| 1 | Total Estimated cost of the Event |  |  |
| 2 | Financial Assistance from Other Sponsors |  | *Please provide details of financial assistance from other sponsors in Table-VII below where applicable* |
| 3 | Expected Income from Registration (if applicable) |  |  |
| 4 | Host Institution Contribution |  | *Please provide details of host institution contribution in Table-VII below where applicable* |

|  |  |
| --- | --- |
| **VII. Financial Assistance from Other Sponsors** | **Instruction** |
| **Funding budget heads**  | **Amount (Rs.)** | **Sponsor / Host Institution**  | *Financial assistance from other agencies/ organizations is encouraged, but the host institution may request funding only in such heads or for such speakers who are not covered by other funding sources.* |
| Travel of Invited Speakers |  |  |
| Accommodation for Invited Speakers |  |  |
| Entertainment |  |  |
| Publication/ Stationery |  |  |
| Remuneration for Speakers or staff |  |  |
| Any Other  |  |  |
| Total |  |  |

|  |
| --- |
| **VIII. Conference Website Link** |
|  |  |

|  |
| --- |
| **IX. Detail of Publication of Conference Proceedings** |
|  |  |

|  |  |
| --- | --- |
| **X. Mode of Funding From PHEC** | **Instructions** |
| **S#** | **Mode** | **Check One Box** |  |
| 1 | PHEC-Host Institution Partnership  |  | *Partnership mode requires active involvement of PHEC in the conference by:*1. *Attending conference planning meetings with the host institution*
2. *Deciding invited Speakers, inviting guests, audience- jointly with PHEC*
3. *Working out funding details with PHEC*
4. *Advertisement and media coverage, social, electronic and though other sources with PHEC*
5. *PHEC active presence in the conference*
6. *Other involvement in academic, administrative, logistics related decision making*

***Imp Note:****This option will be considered on case to case basis.**Prior discussion and consent of PHEC is required to opt for the partnership mode.**If approved by PHEC, the host institution will be responsible to invite PHEC representation in conference committee meetings, and actively engage PHEC**The vouched accounts and other laid down instructions shall be followed as per rules.* |
| 2 | PHEC As Sponsor |  | *PHEC grant is available as sponsoring/funding agency; after fulfilling laid down instructions.* |

|  |  |  |
| --- | --- | --- |
| **IX. Financial Assistance Required From PHEC** |  | **Instructions** |
| **S#** | **Item** | **Rate (Rs.)** | **Quantity** | **Total Amount (Rs.)** | **PHEC Approved Amount**(Please do not fill this column) |  |
| 1 | Accommodation for Foreign Invited Speakers  | Rs. 15,000/- per night per speaker Max. 5 speakers Max 3 nights |  |  |  | *Only room rent covered, other costs will not be supported.*  |
| 2 | Accommodation for National Invited Speakers  | Rs.6,000 per night per person – Max. 5 speakers Max 3 nights |  |  |  | *Only room rent covered, other costs will not be supported.* |
| 3 | Travel for Foreign Invited Speakers (Max. for 05 Speakers) | Economy class airfare- upto the following limit max:North/South America: Rs. 300,000/-Australia and Europe: Rs. 250,000/-Rest of the World: Rs. 200,000/- |  |  |  | *As per actual economy class airfare upto funding limit where applicable.* *Keep original boarding passes and ticket with amount mentioned on it is mandatory for payment processing.* |
| 4 | Travel for National Invited Speakers (Max for 05 Speakers) | As per govt. rules |  |  |  |  |
| 5 | Publication  |  |  |   |  |  |
|  | Event brochure  | Rs. 50,000 for conferencesRs. 25,000 for seminar/symposium |  | *Payment as per actual (max upto the ceiling given in the rates column) will be reimbursed on provisioning of duly audited and verified receipts.*  |
|  | Invitation Cards |  |
|  | Backdrop & Banners |  |  |  |
|  | Abstract book | Rs. 20,000/- only for conferences |  |  |  |
|  | Conference Proceedings |  |  |  |
| 6 | Stationery (Only consumable items) | Lump sum |  |  |  | *Payment will be reimbursed subject to provision of stock entry and stock utilization of the bought stationery* |
| 7 | Contingencies | (Max. Rs. 10,000) |  |  |  |  |
|  | Total |  |  |  |  |  |

\*Tax deductions must be applied on **all payments** as per the Govt. rules

(Note: The funding is strictly limited to Rs. 200,000/- for holding Seminar/Symposium and Rs. 1,000,000/- for Conference. Funding in heads other than the above ones will not be supported.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature & Stamp of the Coordinator/focal person Signature & Stamp of the Head of the Institution

|  |  |
| --- | --- |
|  |  |
|  |  |

**Format of Requisite Details**

**Please read and understand the following requirements**

|  |  |  |
| --- | --- | --- |
| **S#** | **Item** | **Response** |
| 1 | Are you submitting the application form at least 42 days before the event | Yes | No |
| 2 | Have you carefully read the instructions and filled the form? | Yes | No |
| 3 | Will you publish the conference proceedings? | Yes | No |
| 4 | Will you publish the book of abstract? | Yes | No |
| 5 | Do you understand that the PHEC will give financial approval at this time and the funding will be reimbursed upon provisioning of vouched accounts as per the prescribed rules? | Yes | No |
| 6 | University/HEIs must also contribute reasonably in the event in terms of finance | Yes | No |
| 7 | Collaborators needs also contribute financially to organize the event  | Yes | No |
| 8 | Do you understand that apart from financial documents duly verified by resident auditor and treasurer, PHEC will require copies of the pre/post event coverage in the media, pictures of the event, event report on the prescribed format? | Yes | No |
| 9 | Do you understand that the reimbursement claims should be filed within 6 weeks after the event, failing which the grant may be withdrawn? | Yes | No |

**Please ensure that relevant documents are attached with the Application Form according to the sequence below with proper page numbering.**

|  |  |  |
| --- | --- | --- |
| **S#** | **Item** | **Page No(s).** |
| 1 | Have you attached peer review committee notification? |  |
| 2 | Have you attached a copy of brochure of the event? |  |
| 3 | Have you attached the time table of the event? |  |
| 4 | Have you attached the invitation cards of the event? |  |
| 5 | Have you attached a copy of the backdrop and banners? |  |
| 6 | Have you attached CV of Foreign Invited Speakers? |  |
| 7 | Have you attached abstracts of presentation of Foreign Invited Speakers? |  |
| 8 | Have you attached CV of National Invited Speakers? |  |
| 9 | Have you attached abstracts of presentation of National Invited Speakers? |  |
| 10 | Have you attached the item wise details of the stationery items along with quantity and rate? |  |
| 11 | Talk time and abstract of the foreign and national speakers along with application |  |
| 12 | Consent letter of the foreign and national speakers that they will participate in the conference/seminar |  |

Signature of the Focal Person

The soft copy of the proposal form with approval from head of your institution should reach to Qazi Muhammad Ali, Assistant Director, PHEC through email qazi.muhammad@punjabhec.gov.pk and original funding proposal in hard form **(one original copy only)** should be posted to PHEC at least 06 week prior to the event on the following address:

**Dr. Muhammad Mumtaz Ali Khan**

Director (Human Resource Development)

Punjab Higher Education Commission,

10th Floor, Arfa Software Technology Park,

346-B, Ferozepur Road, Lahore