**Punjab higher education commission**

10th Floor, Arfa Software Technology Park,

346-B, Ferozepur Road, Lahore

Ph. No. 042-99262209

**Funding for Conferences/Seminars/Symposium**

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

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|  | |  | | **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.* |
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|  | |  | | | **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.* | |
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| **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)* | | | |

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| **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* |

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| **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 |  |  |

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| **VIII. Conference Website Link** | |
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| **IX. Detail of Publication of Conference Proceedings** | |
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| **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.* |

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| **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 conferences  Rs. 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.)

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

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**Format of Requisite Details**

**Please read and understand the following requirements**

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| **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.**

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| **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](mailto:feroze.alam@punjabhec.gov.pk) Muhammad Ali, Assistant Director, PHEC through email [qazi.muhammad@punjabhec.gov.pk](mailto: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