**APPLICATION FORM FOR CONFERENCE & PUBLISHING SUPPORT**

(SENATE RESEARCH COMMITTEE)

* *Maximum value of* ***Rs 250,000/= per calendar year****; can be accumulated for 2 calendar years.*
* *Applicants should be at or above* ***Lecturer***
* ***No*** *support can be given for travel fo****r Research Scholars or External Co-Workers***

**A. APPLICANT’S DETAILS**

**A1.** **Name**(*Underline surname; give title, if any)***:**

 **Age (years):**

 **Tel. No.:** Home: Office: Mobile:

 **Email:**

 **Home address:**

**A2. Department:**

**Present position/designation:**

**A3.** **Highest academic qualification and year obtained:**

**A4.** **Field of specialization:**

**B. FUNDING DETAILS**

**B.1 Calendar year for which funding is sought:**

**B.2 Total spent in previous calendar year (if any):**

**B.3** **Target for funding:**(tick the boxwith X)

* Refereed Conference
* Open Access Publishing in Refereed Journal

**B.4 If refereed conference**(give the name of the conference)**:**

 Is it a series and what is the position of the target conference in that (e.g. 5th, 10th etc)?

Does the indicated conference satisfy one or more of the following?

(i) A Scopus indexed conference: YES / NO

(ii) A conference listed in the top 20 sources under the Google Scholar Metrics subcategories: YES / NO (give subcategory if YES)

(iii) A conference series with an h-5 index of not less than 6: YES / NO

(iv) If your answers are NO for all of the above, is there any compelling case for you to be funded for this conference? (please use extra page if needed)

**B.5** **Ifrefereedjournal**, Give name, ISSN and impact factor of the journal.

Does it satisfy one or more of the following?

1. A Scopus indexed journal: YES / NO
2. A journal indexed in the Web of Science core collection (SCIE, SSCI, AHCI, ESCI): YES / NO
3. A journal listed in the top 20 sources under the Google Scholar Metrics subcategories: YES / NO

**B.6** Summary of financial support requested1:*in SL Rs*

 B.6.1 Open access publishing2:

 B.6.2 Conference registration:

 B.6.3 Cheapest economy airfare3:

B.6.4 accommodation costs for conference duration plus 2 days:

 (conference duration plus 2 days)

B.6.5 Travel insurance:

B.6.6 Out of pocket expenses @ USD 40 per day:

B.6.7 TOTAL

Note 1: Detailed documentation for all items must be provided, inclusive of authorship and

Acceptance and **full paper**. IN ADDITION,

Note 2: Please provide correspondence requesting fee reduction and publisher response

Note 3: Please provide 3 quotations for airfare

**C. ADMINSTRATIVE INFORMATION**

**C.1Details of any other funding application**

Has funding for the same conference/ journal been obtained OR expected from any other source?If so, give details:

**C.2 Declaration by applicant:**

I hereby declare that all information provided is accurate to the best of my knowledge.

Signature of Applicant& Date:

**C.3 Recommendation of the Head of Department:**

Publication / Funding / Both publication & funding **(choose one)** is/are recommended/NOT recommended

Reasons (if any):

Name of the Head of the Department:

Department:

Signature & Date:

**C.4 Recommendation of Co-Chair/SRC**

Recommended / NOT recommended

Reasons:

Signature & Date:

**C.5 Vice-Chancellor’s Approval**

Approved / NOT approved

Signature & Date:

**ANNEXE:**

**Scheme for using Generated funds for Conference Attendance and Open Access Publishing**

1. Attendance at International Conferences and Open Access Publishing are seen as essential aspects of developing a research culture. Funding for this however is not easily available from the consolidated fund. It appears however that generated funds can be used; and this is apparently being done in other state sector universities.

2. This proposal is therefore a guideline, requiring Council approval, for various entities within the university system to use such funds. These entities may be the University itself, a Faculty, Department, Centre or even Division or Group within a Department.

3. Within the resources and constraints in each entity, a limits of Rs**250,000/= per year** is proposed for **any permanent academic staff member**. The academic’s authorship of a conference or journal paper is a precondition for fund utilization by the academic. This entitlement can be carried forward over two years, but not beyond that.

4. In order to qualify for the funding a **conference** paper should have been accepted in (i) a Scopus indexed conference, or (ii) a conference listed in the top 20 sources under the Google Scholar Metrics subcategories or (iii) any conference with an h-5 index of not less than 6; while a **journal** paper should have been accepted in (i) a Scopus indexed journal, or (ii) a journal indexed in the Web of Science core collection (SCIE, SSCI, AHCI, ESCI), or (iii) a journal listed in the top 20 sources under the Google Scholar Metrics subcategories.

5. In the case of a specific conference or journal not included in the above but deemed by a Department of Study to be significant and worthy of support, a case by case approval system will need to operate, based on criteria set by the Senate Research Committee, such as years of existence of conference/journal etc.

6. Where conference attendance is concerned, only actuals will be paid (via advances and final re-imbursements) for the following cost items: (i) visa fees; (ii) cheapest economy airfare; (iii) conference registration fees; (iv) accommodation costs (lodging plus breakfast) for conference duration plus 2 days; (v) travel insurance; and (vi) out of pocket expenses and any meal costs not accounted for above at a total rate of USD 50 per day. A budget will need to be furnished. Note: workshops immediately before and/or after the conference can also be included within the above expenditure, subject to the total budget being within the above limit (Note 3).

7. Where open access publishing is concerned, every effort should be made to seek concessions from the publishers and correspondence in this regard should be furnished together with the invoice for publishing. Funding can be sought for papers published in the current and immediately preceding year.

8. Where both conference attendance and open access publishing are concerned, an academic may accumulate his/her allocation up to 2 years but not more. Allocations may also be pooled with another co-author academic.

9. Where the funding from the central university generated funds is concerned, this scheme will be operated by the Senate Research Committee, subject to overall funding limits set by the University Council. A minimum of Rs 10 million from generated funding has been identified initially. Generated funds from other entities can also be used, but the minimum criteria in Notes 4 and 5 will still be applicable (although they can be made stricter), as will the overall limits (irrespective of the source of funding); here too the Senate Research Committee will need to ensure that the criteria are met.