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| File:Pakistan Academy Sciences.jpg | ***PAKISTAN ACADEMY OF SCIENCES****3- Constitution Avenue, G-5/2, Islamabad, Ph: (92-51) 9204843**Email:* *sec.gen@paspk.org* |

**Grants for Organizing Seminars, Conferences, Symposiums, Workshops etc.**

**Salient Features**

**OBJECTIVE:**

* to provide effective floor to researchers for presenting their research findings and share their knowledge and experience with each other.

**FUNDS PROVISIONS:**

* funding is provided to PAS Fellows for organizing Conferences Seminars, Workshops and Symposia etc. on important scientific topics, having relevance to the national problems.
* fellows are eligible to avail one Conference grants during a financial year.
* present upper limit of the grant is Rs. 0.75 million.
* PAS-HEC Joint Committee considers the requests and takes decision regarding the approval and the amount of funds to be released.

**APPLICATION PROCEDURE:**

* PAS Fellow is required to submit application on the prescribed application form with all relevant information, **3 months** before the proposed dates of holding the event.
* No box should be left empty.
* Number of participants and resource persons
* Lists of participants and resource persons.
* Affiliations of foreign participants and resource persons must be attached.
* Title of talks to be delivered by local and foreign participants be attached.
* Event schedule with brochure should be annexed.
* Full budget of the conference should be furnished with detailed break-up under each sub-head
* Details of the other source of funding must also be provided
* Budget requested from PAS should not exceed **Rs. 0.75 million.**
* Applications complete in all respects, forwarded by the respective VC/Rector or Director (in case of Degree Awarding Institutes and Centers) should reach to PAS three months before the proposed dates of holding the event.

**Application Summary**

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| **Name, Designation and Organization of the Principal Organizer**  |  |
| **Title of the proposed seminar/conference/ workshop/symposium** |  |
| **Date and Venue of the Event** |  |
| **Expected Number of the:**  |
| 1. Foreign Participants
 |  |
| 1. Local Participants
 |  |
| **Total budget estimates of the event** |  |
| **Budget requested from PAS** |  |
| **Other Sources of Funding** |  |
| **Program (Attach a copy)** |  |

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**Application Form**

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| 1. **Data of organizer:**

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| --- | --- |
| Organizing agency: |  |
| Name of the Principal Organizer: |  |
| Designation: |  |
| Department/Institute: |  |
| University: |  |
| Postal address |  |
| Phone and fax | Phone: Fax:  |
| E-mail |  |

1. **Data of proposed seminar/conference/workshop/symposium etc:**

|  |  |
| --- | --- |
| Title: |  |
| Venue: |  |
| Date(s). |  |
| Collaboration I: |  |
| Collaboration II: |  |
| No. of local participants:  |  | Provide list under Annexure I |
| No. of foreign invited speakers:(attach list) |  | Provide list under Annexure II |
| No. of national invited speakers: (attach list) |  | Provide list under Annexure III |
| No. Organizing committees: (attach list)  |  | Provide list under Annexure IV |
| Aims and objectives: | Annexure V |
| Benefits to Pakistan | Annexure VI |

1. **Budget of the event:** (Budget sub-heads can be changed with the event requirements)

|  |  |  |
| --- | --- | --- |
| **Heads of expenditure** | **Amount** | **Details/justification** |
| Travel expenses: (attach details) |  | Annexure VII |
| Stationery: (attach details) |  | Annexure VIII |
| Boarding & lodging: (attach details) |  | Annexure IX |
| Entertainment: (attach details) |  | Annexure X |
| Publications: (attach details) |  | Annexure XI |
| Contingencies:  |  |  |
| **TOTAL:** |  |  |

1. **Grant desired from PAS:**

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| --- | --- | --- |
| Heads of expenditure | Amount | Annex breakdown |
|  |  |  |
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1. **Details of funding from other sources:**

|  |  |  |
| --- | --- | --- |
| **Names of other funding agencies** | **Amount** | **Status** |
| Income from Registration fee:International participants @ Rs.\_\_\_\_\_\_\_National participants @ Rs.\_\_\_\_\_\_\_\_\_\_ |  |  |
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1. **Undertaking by the Principal Organizer:**

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| On behalf of the Organizing Agency and Working Committees, I hereby undertake and affirm that:* If the grant is provided, I shall be responsible for its proper utilization and submitting the accounts of expenditure against the grant for its adjustment, duly audited by the university audit, (within two months) immediately after concluding the event.
* I shall ensure the acknowledgement of PAS contribution in the proceedings of the event.
* In case of cancellation, postponement, I shall be responsible for timely intimating PAS and will arrange for immediate refund of the grant provided.

SIGNATURES OF PRINCIPAL ORGANIZERWITH OFFICE STAMP AND DATE |

1. **Recommendations from Vice Chancellor (or Director in case of Degree Awarding Institute and Centers):**

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| I agree and support the event to be convened and strongly recommend the quantum of financial assistance, as requested though this form. SIGNATURES OF VICE CHANCELLOROR DIRECTOR, IN CASE OF DEGREE AWARDING INSTITUTIONS AND CENTERSWITH OFFICE STAMP AND DATE: |

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| 1. **Check list (*All applicants must complete this section*):**

|  |  |
| --- | --- |
| Have you completed all sections / columns of the form? |  |
| Have you entered the exact number of participants, resource persons and organizing Committees and appended the relevant lists? |  |
| Have you attached the Affiliations of resource persons and foreign participants? |  |
| Have you provided the Titles of presentations of the event?  |  |
| Have you prepared breakup of each sub-budget head in the relevant annexure? |  |
| Have you attached the schedule and brochure of the event? |  |
| Have you and the recommending authority signed the application form with office stamps and inserted dated? |  |
| Have you indicated registration fee of the event with anticipated income? |  |
| **I have ticked all the boxes.** |  |

***Signature of* PRINCIPAL ORGANIZER** |

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| **FINANCIAL ASSISTANCE FOR HOLDING OF CONFERENCES, SYMPOSIA ETC.** |
| **Item** | **Rate (Rs.)** | **Quantity** |
| Remuneration for Foreign Resource Persons | *Rs. 10,000 per person* | *maximum 5 persons* |
| Remuneration for National Resource Persons | *Rs.5,000 per person* | *maximum 10 Persons)* |
| Accommodation for Foreign Resource Persons | *Rs. 15,000 per night per person* | *maximum 5 Persons)* |
| Accommodation for National Resource Persons | *Rs.6,000 per night per person* | *maximum 10 Persons* |
| Travel for Foreign Resource Persons*)* |  | *maximum 5 Persons* |
| Travel for National Resource Persons*)* |  | *maximum 10 Persons* |
| Entertainment  | *Lunch @ Rs. 350 and Tea @ Rs. 70 per person* | *maximum Rs. 200,000* |
| Publication | *Including cost of publishing the manual, banners, brochures etc (*not exceeding Rs. 200,000/- (as per the PAS HEC Committee decision Sept 21, 2016) |
| Stationery | *Only consumable items* |
| Contingencies*unforeseen expenses*  |  | *maximum Rs. 10,000)* |