

**International Institute for Population Sciences**  
*Deemed to be University*  
**Mumbai – 400 088**

**Guidelines for Travel Grant to Foreign Countries for IIPS Faculty Members**

The IIPS encourages its faculty members to present their research papers in international conferences/ seminars. Subject to availability of funds and merit of the (unpublished) research paper, Institute may consider partial/ full support to participate in international conferences/ seminars. The broad guideline for the same are as follows:

1. Travel grant is permissible only for the faculty members who are currently serving in the Institute and not in any long term leave (more than six months) at the time of application.
2. Travel grant application will be considered only for those faculty members who are continuously serving in the Institute for two or more years.
3. Travel grant is permissible only for oral/ flash presentation of research paper (not for poster presentation).
4. Application for full travel grant will be preferred for oral presentation over flash presentation in seminars/ conferences/ workshops.
5. Faculty members must not avail full scholarship/ grant from elsewhere on same heading.
6. Travel grant will be awarded as per Institute's rules.
7. Travel grants are permissible broadly under two categories: (a) Partial grant (maximum up to US\$ 750 to support miscellaneous expenses); and (b) Full grant (support exceeding US\$ 750). Full grant will be permissible only once in two years.
8. Those who wish to avail the travel grant for conference/ seminar must submit their complete research paper along with an application in prescribed format (attached here).
9. Paper already presented/ published elsewhere should not be submitted for availing this grant.
10. Application must be submitted 30 days prior to the scheduled conference/ seminar/ workshop.
11. Those applying for full grant need to make a presentation of the research paper before IIPS faculty/ students.
12. Application must be submitted to Director's Office.
13. Institute reserves the right to consider/ dismiss any application.

The criteria of partial funding for foreign travel grant to faculty member was reviewed. All the committee member discussed at length and agreed on the following:

1. Definition of Partial: From 16<sup>th</sup> August 2023 onwards, the partial grant means the applicant must receive 50% or more of the actual total expenditure
2. In case of partial grant, IIPS will bear up to 50% of actual expenditure subject to a maximum of 750 US\$
3. Original receipt as a proof of actual total expenditure must be submitted to settle the claim
4. The partial funding from IIPS can be availed only once in two years

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**Performa for Travel Grant to Foreign Countries for IIPS Faculty Members**

1	Name of the faculty member	
2	Date of joining in the Institute	
3	Designation	
4	Title of paper selected ( <i>enclose full paper</i> )	
5	Type of presentation ( <i>attach letter of acceptance from the organizer for oral/ flash presentation</i> )	1. Oral 2. Flash
5	Whether part/ full paper has been presented / published elsewhere?	1. Yes 2. No 3. Under review
6	Details of the organizer of the conference/ seminar	
7	Scheduled date of conference/ seminar	1. Name of the organizer 2. Place 3. Date:
8	Type of grant sanctioned by organizer or other funding agencies, i.e., other than IIPS funding ( <i>enclose sanction letter</i> )	a. Travel (Yes/ No/ Partial) b. Accommodation (Yes/ No/ Partial) c. Registration fees (Yes/ No/ Partial) d. Incidental Expenses (Yes/ No/ Partial) e. Others (Specify).....
9	Amount of grant sanctioned by organizer or other funding agencies (i.e., other than IIPS funding)	Amount:
10	When was the travel grant availed last time from IIPS (month, year and amount) in last 3 years	Partial (up to 750US\$) * Full (> 750US\$):
10	Amount for current grant (Submit detailed estimates by heads)	1. Travel 2. Accommodation 3. Registration fees 4. Incidental Expenses 5. Total
11	Any other relevant information, please furnish	
<i>I certify that I have not availed foreign travel grant for last two years from the Institute.</i>		

Date of Submission:

Signature of Faculty Member

**Enclosures**

1. *Acceptance letter*
2. *Full paper*
3. *Grant awarded, if any*

<i>Accounts Section</i>	<i>The applicant has/has not availed foreign grant of over US\$ 500 last three financial years.</i>  <i>Signature : .....</i>
<i>Decision of the Committee</i>	
<i>Signatures of the Committee Members</i>	

- **Norms for Foreign Travel Partial funding:**

1. Definition of Partial: From 16<sup>th</sup> August 2023 onwards, the partial grant means the applicant must receive 50% or more of the actual total expenditure.
2. In case of partial grant, IIPS will bear up to 50% of actual expenditure subject to a maximum of 750 US\$.
3. Original receipt as a proof of actual total expenditure must be submitted to settle the claim.
4. The partial funding from IIPS can be availed only once in two years.