RE/RS-TA-3

INDIAN INSTITUTE OF TECHNOLOGY DELHI
ACADEMIC SECTION

(ONLY FOR FULL-TIME / PART-TIME IN IRD/FITT(PROJECT) PH.D. RESEARCH SCHOLARS)

APPLICATION FORM FOR TRAVEL GRANT FOR PRESENTING A PAPER IN A CONFERENCE OUTSIDE /WITHIN THE COUNTRY

RESEARCH SCHOLAR TRAVEL AWARD (RSTA) OF Rs. 2,00,000/- (Rs. 20,000+ Rs. 1,80,000/-)
or
RESEARCH EXCELLENCE TRAVEL AWARD (RETA) OF Rs. 2,00,000/-
(To be used only if research scholar has already qualified in the RETA selection process of the concerned Department / Centre / School)

A. PERSONAL INFORMATION

Name _____ Entry No. _____

Deptt./ Centre/ School _____ Date of Joining _____

Date of completion of comprehensive Examination _____

How many times, you have availed travel grant from PMRF for international travels?
Enter Zero, if none ☐

(Refer guidelines (iv) of the consolidated RSTA guidelines/rules about eligibility criteria)

Fellowship Status (FIA/CSIR/UGC/FOA/DBT/FPA/OTHER:_____,
if other, please specify the source of fellowship_____

Email _____ Mobile No._____

B. CONFERENCE AND PAPER/ PUBLICATION DETAILS

Conference Name_____

Conference Dates(s)_____ Conference Venue_____

Conference Website:_____

Please enclose copy of accepted paper / abstract, copy of acceptance letter from Conference, and copy of conference invitation addressed to research scholar.

C. FINANCIAL SUPPORT DETAILS (IN RUPEES):

C1. Availed earlier (only in case of RSTA) YES ☐ NO ☐

If YES, details: Sanction Notification No. & Date_____ Amount utilized _____

C2. Have you been selected for RETA? _____

If YES, details: Sanction Notification No. & Date_____

C3. Estimated expenditure for the proposed conference travel (Please refer clause xi and xii of RSTA guidelines/rules for entitlements)

Expenditure For	**Estimated Amount (In Rupees)**
Airfare	
Registration Fee	
Hotel	
Local Travel, Food etc.	
Visa, Insurance etc.	
Total	

C4. Information about applying for award of travel grant to external agencies (at least two):

(**Only for RSTA**)

Please fill up the columns given below for the information about applying for award of travel grant to external agencies and enclose the proof thereof.

Organization	Date of Submission	Expected Amount (Rs.)

A list of external funding sources (not exhaustive) that support international travel can be seen at the following link: -
https://docs.google.com/spreadsheets/d/19BSz7_LxOOZt9heQeNKxG1ubPoZTs3FokLg4w8LZjRY/edit?usp=sharing

D. UNDERTAKING

1. Certified that the information given above by me is true in all respects. I would request for reimbursement from this grant only for those expenditure not covered from other grants.
2. The conference is of repute and will be useful for my professional growth.

Signature of the Research Scholar _____Date _____

(The documents required to be enclosed: 1. Invitation letter 2. Copy of abstract 3. Proof of applying for award of travel grants to 02 or more external agencies)

SUPERVISOR'S RECOMMENDATIONS/ REMARKS

1. I endorse the undertaking given above by the Research Scholar.
2. I certify that the conference is of repute.

Signature of the Supervisor(s)_____Date_____

E. RECOMMENDATIONS /REMARKS OF THE ACADEMIC UNIT:

_____

_____

Signature of the Head of Academic Unit in case of RSTA: _____Date _____

Signature of the Chairperson, AURC in case of RETA: _____Date _____

FOR OFFICE USE ONLY

Accounts Section (in case of RSTA availed earlier)

The amount availed earlier under RSTA	Rs.
Signatures of the Official	

Academic Section

Comprehensive completed	Yes	No
Remarks of dealing Assistant, if any, with signature		
Superintendent		
Assistant/ Deputy/ Joint Registrar/ Senior Consultant (Academics)		

Dean Academic's Approval

Dean/ Associate Dean, Academic's Recommendations & Signature	Approved/Not Approved	Remarks

Research Excellence Travel Award (RETA)

RETA is to be an exclusive award to be given only to highly meritorious scholars (Full Time, as well as Part Time working full-time on IRD/FITT projects). The details of the operation of this grant are as follows:

(i) RETA grant is to be made available annually only for the top 20% research scholars (Full-Time or Part-Time on IRD/FITT projects) of an Academic Unit. The scheme is operated by Dean R&D office on recommendation from Dean, Academics office.

(ii) Eligibility of RETA is same as in point (iv) of RSTA scheme. Research Scholar must have already availed the RSTA grant before availing the RETA grant.

(iii) Maximum expenditure from RETA grant per student is limited to Rs 2,00,000/-. The scheme can be availed for both international and national conferences to be held in the country and abroad.

(iv) RETA scheme can be availed only once during the period of registration as a Ph.D. Student.

(v) A candidate applying for this grant must establish through a suitable application form his/her excellence in research through previous publications, conference presentations, patents, awards etc., pertaining to the PhD research. **A candidate must have a minimum of 2 publications (published or accepted) in top-quality peer-reviewed SCI-indexed international journals/reputed conferences. Only those reputed conferences included in the faculty selection criteria of an Academic Unit will be considered.** Proof of the inclusion of this conference in the faculty selection criteria approved by the Faculty Board of the AU must be enclosed. Supervisor(s) must certify the candidate's excellence in research and provide justification for the same. Individual AURC may choose higher criteria for shortlisting the applications,

(vi) AURC will do an internal selection in each semester, i.e., twice a year, keeping in view of the impact and quality of the research publications of the candidate. Each semester, AURC will shortlist candidates who are eligible to avail RETA, with a total number not exceeding 10% of the number of research scholars (All Full-Time students and Part-Time students working in IRD/FITT projects) in the respective AU. Thus, over the calendar year, maximum 20% of research scholars would be selected (the list will be mutually exclusive).

(vii) The shortlist is to be forwarded by the AURC to the Dean, Academics office for consideration and appropriate action, latest by 31st October (10% of research scholars) and 30th April (10% of research scholars), for the 1st Semester and 2nd Semester of the academic year respectively.

(viii) Dean, Academic office will forward the eligible applications to the Dean, R&D, after checking the academic records of the students. After approval from Dean R&D, the consolidated list of students for the Institute will be announced.

(ix) Once selected, a research scholar will become eligible for RETA and may avail it anytime during his/her tenure as a PhD Student, subject to the conditions in point (iv) of RSTA scheme. He/she need not apply again to be eligible for the award.

(x) When planning for the travel, a student who is on the eligibility list of RETA, must route the ex-India leave application, application of availing the RETA travel award, as well as other relevant document through the AURC to the Academic Section and IRD. AURC must certify that the conference for which travel is proposed is a high standard well-recognised international/national conference in the area of research of the student.

(xi) RETA can be used only for a single conference travel (point (iv) of RSTA scheme is also relevant for RETA).

(xii) Processing of the travel bills under RETA will be done by IRD Unit/IRD Accounts.
(xiii) RETA and RSTA cannot be used together for travel to the same conference.
(xiv) The number of travel grants of Rs 2,00,000 per research scholar will be limited to a total provision of Rs. 3.75 Crores per year from the Research Promotion Fund of IRD.