

**PROFORMA FOR SUBMISSION OF APPLICATION FOR TRAVEL SUPPORT
FOR ATTENDING INTERNATIONAL CONFERENCES/SEMINARS/ SYMPOSIA
/WORKSHOPS**

(2 Copies to be submitted)

1. ABOUT THE SCHEME

The Department of Biotechnology (DBT) will consider proposals under the Travel Support Scheme for financial assistance from scientists involved in DBT funded programmes/projects for participation in international conferences/seminars/symposia /workshops relevant to their areas of interests and the projects/programmes of the Department. The scheme provides upto full reimbursement of the actual return air fare in economy / excursion class by Air India/Indian Airlines to applicants from the place of work in India to the venue of the conference/symposium/seminar/workshop. Assistance towards registration fee can also be considered only in respect of Research Scholars. The event should be of international nature sponsored by foreign governments, international organizations or institutions under the aegis of multilateral, regional or bilateral arrangements.

2. ELIGIBILITY

- i. Applicant should be an active scientist engaged in research and development and promotion of biotechnology. **Scientists below the age of 50 years would be accorded preference.**
- ii. Investigators/Co-Investigators of DBT supported projects/programmes, Chairmen and Expert Members of the various Task Forces, Biotechnology Research Promotion Committee, SAC-DBT are eligible to apply. In exceptional circumstances young scientists working in different areas of Biotechnology (not PIs or Co-PIs) can also be considered.
- iii. The scientists should not have availed of financial assistance in the last therein financial years.
- iv. Scientist should have an accepted paper for presentation as a single or lead author or as a Keynote speaker or should have been invited as a Sessional Chairperson.

3. ENCLOSURES

The following documents will be required to be submitted along with the prescribed application.

- i. One copy of the completed Application in the prescribed format and Bio-Data.
- ii. Letter of Invitation from organizers giving particulars such as acceptance of paper for a oral presentation; as a key note speaker/chairperson etc.
- iii. Details of the announcement of the Conference/Symposium/Seminar/Workshop (Please attach photocopy of the announcement).
- iv. Abstract of the paper accepted for presentation along with the letter of its acceptance by the organizers.

- v. A copy of letter regarding commitment from any other national or international agency for any financial assistance, full or partial for travel, registration, per diem etc.
4. The Department upon selection will initially issue a sanction letter indicating the amount of the grant. The sanctioned amount subject to actuals will be released to the scientist only on his/her return to India after participation in the conference and on submitting a detailed report, vouchers for the expenditure incurred within one month from the date of conference.
5. The successful applicant will be informed about two weeks before the commencement of the conference. **No interim correspondence will be entertained and canvassing in any form would lead to disqualification of the applicant.**
6. The application completed in all respects together with documents as indicated at para 3 above must reach the Department of Biotechnology at least 8 weeks prior to the commencement of the conference duly forwarded by the Head of the Institution. Application not received in time and not received through proper channel will not be considered.
7. Incomplete application shall be rejected.
- NOTE :** The air passages are to be booked directly on a National Carrier, i.e., Air India/Indian Airlines, as the case may be. **EVEN TO PLACES WHERE AIR INDIA/INDIAN AIRLINES FLIGHTS DO NOT OPERATE**, the passage is to be booked **THROUGH AIR INDIA/INDIAN AIRLINES** only. If the tickets are not purchased from Air India/Indian Airlines, the grant will be restricted to the following slabs :
- America, Australia, Canada, South Africa Rs. 60,000/- for full ticket.
 - Europe, China and Russia Rs. 40,000/-
 - South Asian Countries Rs. 30,000/-
8. The amounts are indicative, department would consider some change based on the situation at that point of time.

Note : The application may be addressed to :

**Director
Human Resource Development,
Department of Biotechnology,
Block -2, 6th Floor,
CGO Complex, Lodhi Road,
New Delhi—110 003**

Envelop may please be super scribed : **Application for International Travel Support.**

**APPLICATION FORM FOR INTERNATIONAL TRAVEL SUPPORT FOR ATTENDING
INTERNATIONAL CONFERENCES/SEMINARS/SYMPOSIA/WORKSHOPS.**

1. Name, Designation and address including Fax/Telephone/e-mail/

2. Age _____ Sex _____ Date of Birth: _____

3. Whether the applicant is involved in
Implementation of DBT funded projects
or other Programmes, if so following details :

DBT project Reference Number :

Project Title :

Name of PI & Co-PI :

Status : Ongoing/completed :

4 Name, venue and date of the international
Conference/Seminar/Symposium/Workshop
and its organizers.

5. Broad area of the Conference/Seminar/Symposium/Workshop.

- i. Agricultural and Marine Biotechnology ()
- ii. Animal Biotechnology ()
- iii. Bioinformatics ()
- iv. Environmental Biotechnology ()
- v. Plant Molecular Biology ()
- vi. Medical Biotechnology ()
- vii. Industrial Biotechnology and Biochemical Engineering ()
- viii. Microbial Biotechnology ()
- ix. Agricultural Biotechnology ()
- x. Genetics ()
- xi. Food Biotechnology ()

6. Nature of participation.

- i. Presenting oral paper as a single author or lead author (Please specify) Yes/No

ii. Keynote Speaker Yes/No

iii. Sessional Chairman Yes/No

7. Title of the research paper to be presented (*Attach abstract of the paper*)

8. Particulars of financial assistance the applicant is applying for/receiving from other National sources/Organizers towards travels, registration & per diem etc. for attending the Conference/Seminar/Symposium/Workshop.

(i) Nature of the funding agency.

(ii) Sanctioned/Committed amount (give particulars)

9. Total air-fare by shortest route in Excursion/Economy Class (Bothways).

10. Grant requested from DBT towards air fare.

11. Details of financial assistance for travel availed from DST, CSIR, INSA, DBT for attending International Conferences/Seminars/Symposia/Workshops attended in the last three financial years, if any.

1. Title of the Conferences/Seminars/Symposia/Workshops attended.

2. Date

3. Venue

4. Funding Agency

5. Amount received

12. (i) Whether the findings being presented are results of DBT project/programme Yes/No

If answer to (i) is Yes, the details of the project from which findings have been derived :-

i. DBT's project reference number :

ii. Project Title :

iii. Date of start and completion of the Project :

iv. Name of Principal Investigator/Co-PI .:

13. Designation and address of authorized officer (Registrar/Finance Officer etc.) for receiving cheques/Demand Drafts

14. State clearly, the benefit (*Attach separate sheet-not expected to be derived by more than 100 words*) attending the Conference.

15. Any other information which you may like to furnish in support of your application.

DECLARATION :

I hereby declare that the information furnished above is correct and complete.

Signature of Applicant
:

Place
Date :

Recommendation of the Head of the Institute/Department.

Signature and Official
Seal of forwarding authority.

CHECK LIST
FOLLOWING DOCUMENTS ARE ENCLOSED (STRIKE OFF WHATEVER IS NOT
APPLICABLE)

- | | | |
|----|---|----------|
| 1. | Prior acceptance of paper(s) at the Conference | Yes / No |
| 2. | Copy of abstract of paper(s) accepted | Yes / No |
| 3. | Certificate from Air India/Indian Airlines Indicating the cost of return air fare (Excursion/Economy class) | Yes / No |
| 4. | Brochure/Announcement of the conference | Yes / No |
| 5. | Technical programme of the Conference | Yes/ No |

PROFORMA FOR BIO-DATA OF APPLICANT

1. Name & Designation : _____
2. Date of Birth _____
3. Institution _____
4. Whether belongs to SC/ST _____
5. Academic Qualification : (Degree onwards).

Degree	Year	Univ/Instt	Subject	Div.	Remarks
1. Positions held : From To i. Past ii. Present 2. Research Experience (Particulars of current area of research)					

6. Award/Prize/Certificate etc., if any.

7. Publications (Numbers only) (enclose list of papers published during the last three years)

Books	Research Papers	Reports	General Articles	Patents Others (Please specify)

Signature of the applicant.

CONDITIONS OF DBT GRANT
(For Seminar/Symposium/Conference/ Workshop)

1. A Utilisation certificate (in the proforma enclosed) to the effect that the grant has been actually spent for the purpose for which it was sanctioned should reach this Department in duplicate, as early as possible but not later than 6 months from the date of sanction of the grant.
2. Two copies of the Statement of total income from all the sources and expenditure of the seminar etc. duly signed by the Convenor, Head of the Institute and Accounts Officer of the institute if the organizing institute is a Govt. institute or audited by the Chartered Accountants in case of Society, NGO etc. showing that the grant has been taken into account for the purposes of both receipt and expenditure may reach DBT not later than 6 months from the date of sanction of the grant.
3. Any unspent balance out of the total income & expenditure of the seminar etc. to the extent the grant from this department is to be refunded to the Deptt. by way of Demand Draft drawn in favour of Drawing and Disbursing Officer, Deptt. of Biotechnology, New Delhi alongwith UC/SE.
4. The accounts of the organization will be open to test-check by the Comptroller & Auditor General of India at his discretion.
5. The grant in question should be spent for the purpose for which it has been sanctioned and if any grant/assistance has also been received for the same purpose/items of expenditure from other source, the details of the same should be furnished.
6. The diversion of funds to another institution for the same purpose or the diversion of funds by the grantee for another purpose without specific approval of the Govt. of India is prohibited.
7. A detailed report on the Seminar etc. alongwith copy of the publication(s) for which the grant has been sanctioned may please be made available to this department as early as possible and one copy of each issue of the publication(s) may also be supplied regularly to the Library, Department of Biotechnology, Block-2, CGO Complex, Lodi Road, New Delhi – 110 003.
8. Support of the Government may be acknowledged in the reports, folders, stationery, banners etc. of the seminar/Symposium/Conference/ Workshop.