

PROFORMA VII

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

1. ABOUT THE SCHEME

The Department of Biotechnology (DBT) will consider proposals under the Travel Support Scheme for financial assistance from scientists/ researchers involved in Biotechnology 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 nearest airport to the place of work in India to the venue of the conference/symposium/seminar/workshop. 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/researcher 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.
- iii. The scientists should not have availed of *100%* financial assistance *for travel support from Govt.* in the last *three* 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. ***Documents should be properly tagged (No clips)***

- 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. *Certificate from co-authors (if any) that they are not attending the said conference. In this certificate they should also indicate the reasons for their not presenting the paper for oral/poster presentation.*
 - vi. *No objection from the co-authors (if any) for presentation of the paper by the applicant.*
 - vii. *In case, the applicant is not the lead author, a certificate from the lead author indicating the circumstances of deputing the applicant to present the paper.*
 - viii. *Certificate of fare from Air India/Indian Airlines.*
 - ix. 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. *A performa of the claim sheet for reimbursement of travel grant for participation in International conference/Seminar/Symposia etc. is placed at Appendix-I and the performa of the report on participation in International conference/Seminar etc as placed at Appendix-II.*
 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 :

 - a) America, Australia, Canada, South Africa Rs. 60,000/- for full ticket.
 - b) Europe, China and Russia Rs. 40,000/-
 - c) 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.
 9. The meetings of the departmental committee for Promotion & Popularization of Biotechnology will be held on second Monday of every month.

Note : The application **in duplicate (Two copies)** may be addressed to :

DBT - CTEP Management Cell
The Energy Research Institute
IHC Complex, Lodhi Road,
New Delhi - 110 003,
Tel: 011-24682100 and 41504900
Fax 011-24682144 and 2468 2145
Email: mailbox@teri.res.in

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.
- a) *(Deleted) Presenting oral paper or poster (please specific):*
 - b) *Presenting paper as:*
 - (i) *Single author* Yes/No
 - (ii) *Lead author* Yes/No
 - (iii) *Keynote Speaker* Yes/No
 - (iv) *Session 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. Amount of 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.**
- I. Title of the Conferences/Seminars/Symposia/Workshops attended.
 - II. Date
 - III. Venue
 - IV. Funding Agency
 - V. 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 :

Name of the Institution

1. *The application for travel support submitted by _____ is recommended. The cheque/demand draft may be sent to the authorized officer of the Institute (indicated in Column No. 13)*
2. *Information submitted by the applicant has been verified and found correct.*
3. *I am authorized to forward the application on behalf of the Institute.*

Recommendation of the Head of the Institute/Department/Designate

Signature :

Name :

Phone No. :

E-mail Id :

Seal of forwarding authority.

CHECK LIST

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

<i>S. No.</i>	<i>Items</i>	<i>Remarks</i>	<i>Page No.</i>
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	
6.	<i>Certificate from co-authors that they are not attending the said conference or the reasons of not presenting the paper by them.</i>	<i>Yes/ No</i>	
7.	<i>No objection from co-author</i>	<i>Yes/ No</i>	
8.	<i>Certificate from lead-author indicating the circumstances of deputing the applicant to present the paper in the said conference</i>	<i>Yes/ No</i>	

Signature of Applicant

Name:

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.

Name

**Department of Biotechnology
Ministry of Science & Technology
New Delhi**

**CLAIM SHEET FOR REIMBURSEMENT OF TRAVEL GRANT FOR PARTICIPATION
IN INTERNATIONAL CONFERENCES/SEMINAR/SYMPOSIA ETC.**

A. (To be filled by the Scientists) :

1. Name & Full Address :

2. DBT commitment letter No. and date :

3. Title of the Conference/Training Course :
etc. Venue & Date:

4. Details of Expenditure on Travel

Date	Departure From	Date	Arrival at	Mode & Class of Travel	Ticket Numbers	Fare Paid
1	2	3	4	5	6	7

5. Total expenditure on Travel :

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6. Amount received from all other sources for travel:
(Please enclose xerox copies of sanction letter/order)

7. Supporting documents of non availment/non grant of financial assistance(s) from agencies where applied for the same as indicated in the application

The following certificates are enclosed:

- (i) A Xerox copy of first coupon of Air India/Indian Airlines ticket.
- (ii) A certificate from Air India/Indian Airlines indicating the Air fare by the shortest route.
- (iii) Certificate of participation at the Conference.
- (iv) Report of tour in the attached format
- (v) Support towards travel
- (vi) Entitlement certificate for inland travel.

CERTIFICATE

Certified that I have attended the above Conference and the particulars furnished above are correct. Also certified that I have not received any financial assistance towards travel from Government of India or from any agency (ies) other than mentioned at 6 above.

Signature of the Applicant
with Designation and Seal

Forwarded by Head/Director/Registrar/Competent Authority:-

Signature
Designation & Address
Dated.....

Appendix-II

REPORT ON PARTICIPATION IN INTERNATIONAL CONFERENCES/ SEMINAR/ SYMPOSIA ETC. BY SCIENTISTS SUPPORTED BY DEPARTMENT OF BIOTECHNOLOGY UNDER PARTIAL TRAVEL SUPPORT SCHEME

- DBT Commitment letter No. & Date :
1. Name of the Scientists :
 2. Address :

 3. Name of the Conference :
 4. Place :
 5. Duration of Conference :
 6. Organization of Conference :
(No. of participating countries,
No. of sessions, No. of papers
present etc (Not more than
100 words).
 7. Academic highlights of the
conference, including major
recommendations and the
following. :
 - (i) New developments presented at
the conference :
 - (ii) New development resulting from
the conference (200 words) :
 - (iii) Name of the publication in case
your work is recommended for
publications. :
 8. Participant's contribution to the
conference (100 words) :

