**REQUEST FOR THE TRAVEL GRANT TO ATTEND INTERNATNIONAL SCIENCE CONFERENCE, SEMINAR, WORKSHOP AND TRAINING ABROAD**

**PROFORMA ECOSF-TG1**

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| **1** | **APPLICANT’S PROFILE***(please attach 2-3 page CV with the application form highlighting your research publications in peer review journals)* |
| **Name:** |  |
| **Nationality**(Only the nationals of ECO member countries can apply) |  |
| **Passport No.** |  |
| **Highest Qualification:** |  |
| **Designation/Appointment:** |  |
| **Department/Institute:** |  |
| **Organization/University:** |  |
| **Correspondence Address:** |  |
| **Contact Details:** | Cellphone: .............................................................. Other Phones: ......................................................... Email Address: ........................................................ |
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| **2** | **DETAILS OF CONFERENCE/WORKSHOP** |
| **Title of the Event:** |  |
| **Event Date**(s): |  |
| **Venue** (City & Country): |  |
| **Organizer of the Event:***(Name of institution/university/society)* |  |
| **Website address of the event:** |  |
| *Please attach information regarding aims, objectives, themes, organizing committee and keynote speakers of the event (Conference Brochure etc.).* |

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| **3** | **DETAILS OF PAPER TO BE PRESENTED** |
| **Title of the Research Paper***(soft copies of the paper are required)* |  |
| **Mode of Presentation** (please tick one)*(Letter of acceptance/invitation should clearly indicate the mode of presentation)*  | Oral | Poster |
| **Has the abstract/paper been reviewed by the technical reviewers (as required by organizers)?***(Documentary evidence that paper has been peer-reviewed must be attached)* | Yes | No |
| **Will the abstract/paper be published in Book of Abstracts/Proceedings/Journals of Conference etc.?** *(Documentary evidence that abstract/paper will be published as an outcome of the conference)* | Yes | No |
| *Please note that an email from organizer clarifying the mode of presentation, peer review and publication would also be acceptable.* |
| **4** | **FINANCIAL ASSISTANCE PROVIDED BY EVENT ORGANIZERS OR OTHER SPONSORS** |
| **Item** | **Amount (US$)** | **Sponsor** |
| Travel Cost |  |  |
| Registration Fee |  |  |
| Accommodation Charges |  |  |
| Daily Allowance |  |  |
| Any Other |  |  |
| Total |  |  |
| **5** | **FINANCIAL ASSISTANCE REQUESTED FROM ECOSF**  |
| **Item** | **Amount (US$)** | **Documents Required** |
| **Travel Cost***(Economy class return airfare from origin to destination)* |  | Quotation from travel agentfor the shortest route (optional) |
| **Registration Fee***(as per actual or maximum of US$ 500 whichever is less)* |  | Attach documentary evidence (mandatory) |
| **Accommodation**(*for event days plus one day –max. 6 days - @ US$100 (actual) per night)* |  | Attach documentary evidence (optional) |
| **Total (In US$)** |  |  |

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| **6** | **DETAILS OF PREVIOUSLY AVAILED TRAVEL GRANTS FROM ECOSF**  |
| **Date of Event** | **Country Visited** | **Amount of Grant(US$)** |
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| **7** | **UNDERTAKING BY THE APPLICANT** |
|  | I hereby undertake and affirm that:* The substance of the research paper being presented (as indicated above) is based on the original research conducted by me / him. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant.
* The above paper has not been presented/submitted in any other conference/workshop etc. and also has not been published elsewhere.
* All the information provided above is true to the best of my knowledge and belief.
* If the grant is provided, I shall solely be responsible for its proper utilization.
* All the supporting documents submitted are genuine and authentic.
* I shall submit travel report, receipts, boarding passes and documents for adjustment of accounts within one month after attending the conference.

**SIGNATURES OF THE APPLICANT SIGNATURE & STAMP OF HEAD OF DEPARTMENT** |
| **9** | **VERIFICATION BY THE HEAD OF INSTITUTION/VICE CHANCELLOR OF THE UNIVERSITY** |
|  | I strongly recommend the application and certify that the applicant is bonafide faculty member of the university/researcher of the Institution and has not/partially received a grant from parent institution |
| **OFFICE STAMP WITH DATE** | **SIGNATURE OF THE HEAD OF ORGANIZATION** **(President/Rector/Vice Chancellor/Director General)** |