Dated: 30th September 2019

Grant to Organize Seminar/Conference/Symposium or Training Workshop - Policy Brief

HEC provides financial grants to Universities in Pakistan to organize National and International Seminars, Workshops, Conferences and Symposia. Through this initiative, HEC intends to develop a culture of research and knowledge sharing between Higher Education Institutions, as well as establishment of linkages with relevant industrial and corporate sectors and to explore opportunities for national and international collaboration. So far, HEC has approved 1,074 grants of Rs. 0.79 billion (approx.) and reimbursed about Rs. 0.49 billion for 1,015 approved grants during 2014-2019.

The policy has been reviewed in light of the directions of the Commission for revision of R&D policies in its 33rd meeting, and has been revised following a long consultative process with eminent members of National Committee for R&D. The revised policy intends to strengthen autonomy of the universities as well as improve the efficiency and effectiveness of the program by allowing the applicant to apply for funding from his/her university, which in turn can seek funding from HEC up to a limit of 75% of the incurred expense, by applying for reimbursement. The highlights of the existing and the revised policy (Annex-I) are tabulated as under:

Existing Policy	Proposed Policy
Funding Mechanism: HEC will approve the Grant of the applicant and will reimburse the funds after the event to the awardees upon filing audited expenditure statement of utilized funds.	**Funding Mechanism:** ***** HEC will provide all public sector HEIs and eligible private-sector universities, special funds to support the expenses to organize the above-mentioned events at their University. * Each public sector HEI will get funds based on a formula with two criteria: HEC recurring grant (50% weight) and number of PhD faculty (50% weight). * During the subsequent years, the sanctioned amount will be reimbursed to the university/institution upon filing the audited expenditure statement of the utilized funds from previous year.

Existing Policy	Proposed Policy
Eligibility criteria for HEI: No prerequisites for HEIs for funding by HEC under the program	The Public sector HEIs and eligible private-sector universities will be eligible to fund Seminar/Conference/Symposium or Training workshop subject to fulfillment of prerequisites as outlined in the policy document.

The proposed revised Policy "Grant to organize seminar/conference/ symposium or training workshop" is place before the Commission for consideration and approval.

Decision:

The Commission approved the revised policy for Grant to organize seminar/conference/ symposium or training workshop.

Dated: 30th September 2019

Annex-I

Grant to Organize Seminar / Conference / Symposium or Training Workshop

Overview

Academic events are critical for sharing of knowledge and research among universities and scholars. The promotion of research culture in higher education institutions through such events is of highest priority to Higher Education Commission (HEC). To support the development of research culture, HEC provides financial grants to Public Sector Universities and eligible Private-Sector Universities in Pakistan to organize National and International Seminars, Workshops, Conferences and Symposia. Through this initiative, HEC intends to develop a culture of research and knowledge sharing between Higher Education Institutions, as well as establishment of linkages with relevant industrial and corporate sectors. The applicant will apply for funding from his/her academic institution and the academic institute will ultimately seek funding from HEC by applying for reimbursement.

Objectives

- Encourage Universities and Degree Awarding Institutes (DAIs) to organize academic events.
- Educate faculty and students with the latest developments in their relevant areas of research
- Provide platform for interaction and exposure to the academicians and researchers.
- Provide avenues for sharing of research and knowledge at national and international level events.
- Assess academic and research capabilities and achievements at par with the prevalent national and international practices.
- Share academic and research achievements with industrial and commercial establishments.
- Explore opportunities for domestic and international academic collaborations.

Event Categories/Provisions

This grant extends financial assistance for hosting the following four types of events:

a. Seminar
b. Conference
c. Symposium
d. Training Workshop

Dated: 30th September 2019

Eligibility Criteria

All Public Sector Universities/Degree Awarding Institutions and eligible Private-Sector Universities are eligible to fund the related activities as mentioned above from these funds provided the HEI comply with the following conditions:

- HEI must have well-established seminar series
- HEI must have well-established MPhil and PhD programs
- Hosting HEI should have at least 5-8 PhD faculty members
- Call for papers should be announced at least 4 months prior to conduct a conference
- Conference should have a peer review process (documentary record should be provided to HEC)

Funds Utilization Policy:

- HEC will provide all public sector HEIs and eligible private-sector universities, special funds to support up to 75% of the expenses incurred to organize the above-mentioned events at their university.
- Each public sector HEI will get funds based on a formula with two criteria: HEC recurring grant (50% weight) and number of PhD faculty (50% weight).
- During the subsequent years, the sanctioned amount will be reimbursed to the university/institution upon filing the audited expenditure statement of the utilized funds from previous year, duly signed by the applicant, university auditor, Director Finance/Accounts and head of institution (Rector/Vice Chancellor).
- Universities will be able to fund the following expenses as per policy:
  - Remuneration for Foreign Invited Speakers/Resource Persons
  - Remuneration for National Invited Speakers/Resource Persons
  - Accommodation for Foreign Invited Speakers/Resource Persons
  - Accommodation for National Invited Speakers/Resource Persons
  - Travel for Foreign Invited Speakers/Resource Persons
  - Travel for National Invited Speakers/Resource Persons
  - Catering (Food and Beverages)
  - Publication of proceedings
  - Stationery
  - Chemicals/Consumables (in case of Workshop)
  - Contingencies

Dated: 30th September 2019

Reimbursement Procedure:

Guidelines for Filling/Submission of Reimbursement Claim

- After making the expense, Universities will be able to submit and reimburse expenses as per HEC's Seminar Grants policy outlined above.
- Reimbursement claim should be filed within the same financial year as the event.
- The organizer of the event will bear Remuneration, Travel and Accommodation cost of any Invited Speaker/Resource Person if it is not duly approved by the authorized committee at University/DAIs level prior to the event date(s).
- The Grant will be released to the Head of the University/DAIs (Rector/Vice Chancellor/President).
- Any expense made against item(s) not explicitly desired at the time of application submission or considered but not approved by the authorized committee at University/DAIs shall not be reimbursed.
- A designated focal person (Principal Organizer) will be responsible for the proper utilization of the grant as per approved components.
- HEC expects that the universities considered for the grant will share the expenses for the organization of the event, and not completely rely on the grant from HEC itself.

Checklist for Filling/Submission of Reimbursement Claim

University must attach the following with the reimbursement forms:

- A copy of Recommendation Letter/Sanction Letter issued by the University/DAIs.
- Original duly filled expenditure reimbursement form (Single Pager) for Seminar/Conference (Annex - IV) or for Workshop (Annex - V). In case of two pages, reduce the font size to keep the matter within a single page.
- Event Program
- Abstract Book or Book of Proceedings.
- Payment Receipts for Remuneration from each Invited Speakers/Resource Persons. (Individually).
- Hotel Bills/Receipts for each Invited Speakers/Resource Persons. (Individually).
- For Travel charges, Ticket along-with Original Boarding Passes/Payment Receipts from each Invited Speakers/Resource Persons. (Individually).
- For Entertainment, Bills/Receipts of Entertainment mentioning number of person for which the budget has been allocated.
- For Publication items, Bills/Receipts of publication (items wise).
- For Stationery items, Bills/Receipts of stationery (items wise).

- In case of Workshop, for Chemical/Consumable items, Bills/Receipts of Chemicals/Consumables (items wise).

Application Requirements:

Duly filled claims are required to be submitted on relevant prescribed pro-forma i.e.:

- Application Form for Organizing Seminar, Conference, Symposium.
- Application Form for Organizing Training Workshop.
- Duly filled application pro-forma, along with supporting documents, should reach HEC at least 6 weeks (42 days) prior to the end of the financial year.

Note: Late and incomplete applications will not be considered.

Following Documents Should be enclosed with the Application Pro-forma:

1. **For Organizing Seminar/Conference/Symposium:**
   - **i.** A list of Foreign Invited Speakers
   - **ii.** Detailed CVs of Foreign Invited Speakers
   - **iii.** Abstracts of the Papers of Foreign Invited Speakers presented in the proposed event.
   - **iv.** A list of National Invited Speakers
   - **v.** Detailed CVs of National Invited Speakers
   - **vi.** Abstracts of the Papers of National Invited Speakers to be presented in the proposed event.
   - **vii.** Detailed CV of the Focal Person/Principal Organizer of the event.
   - **viii.** Complete Brochure of the Event containing Aims, Objectives, Themes and registration process.
   - **ix.** Number of participants and the Income from Registration must be indicated in the application form.
   - **x.** A copy of the Detailed and Updated Program of the event indicating the following:
   - **xi.** Sessions
     - **a.** Name of Presenter (Invited/Registered)
     - **b.** Title of Presentations
     - **c.** Allocated timeslots
   - **xii.** A list of Organizing Committee. A diversified Committee comprising of the professionals on the subject matter from different institutions is highly encouraged.
   - **xiii.** A detailed list of Stationery items (Only consumable items of stationery).

xiv. A detailed list of Publication items (Printing of Proceedings or Abstract Book, Printing of Banners and Brochures, without Bags, Shields, and Souvenirs).

2. **For Organizing Workshop:**

i. A list of Foreign/National Invited Resource Persons.
ii. Detailed CVs of Foreign/National Invited Resource Persons.
iii. Abstracts of Training Modules of Foreign/National Invited Resource Persons.
iv. Detailed CV of the Focal Person/Principal Organizer of the event.
v. Complete Brochure of the Event containing Aims, Objectives, Themes and registration process.
vi. Number of participants and the Income from Registration must be indicated in the application form.
vii. A copy of the Detailed and Updated Program of the event indicating the following:

a. Training Sessions
b. Name of Resource Person
c. Title of Training Module
d. Allocated timeslots

viii. A list of Organizing Committee. A diversified Committee comprising of the professionals on the subject matter from different institutions is highly encouraged.
ix. Complete Brochure of the Event containing Aims, Objectives, Themes and registration process.
x. A list of participants of the training workshop. A diversified group of participants from various institutions is encouraged.
xi. A detailed list of Stationery is required (Only consumable items of stationery).
xii. A detailed list of Laboratory Chemicals/Consumables for on-hand training sessions is required (Only consumable items) along-with their usage in training process.
xiii. A detailed list of Publication items (Printing of Proceedings or Abstract Book, Printing of Banners and Brochures, without Bags, Shields, and Souvenirs).

Financial Provision:

The Universities are requested to grant the budget as per following budgetary limits:

- Maximum budget limit for an International Level Event is Rs. 1.5 Million.
- Maximum budget limit for a National Level Event is Rs. 1.0 Million.

Budget Provisions for Foreign Invited Speakers/Resource Persons:

- A maximum of 5 Foreign Invited Speakers/Resource Persons are supported for an event.

- Maximum remuneration for one Invited Focal/Resource person is @ Rs.10,000/-.
- Maximum accommodation for an Invited Focal/Resource person is @ Rs.15,000/- per night. The accommodation may be extended for event days plus one extra night, up to maximum of 6 nights.
- Travel Charges as per HEC Rules.

Budget Provisions for National Invited Speakers/Resource Persons:

- A maximum of 10 Invited National Speaker/Resource person are supported for an event.
- Maximum Remuneration for an Invited National Speaker/Resource person is @ Rs.5,000/-.
- Maximum Accommodation for an Invited National Speaker/Resource person is @ Rs.6,000/- per night. The accommodation may be extended for event days plus one extra night, up to maximum of 6 nights.
- Travel for National Invited Speakers/Resource Person is as per Govt. of Pakistan's rules.

Catering

Lunch @ Rs.350 and Tea @ Rs.70 per person – maximum Rs.168,000/-.

Publication

Cost of printing of the Proceedings or Abstract Book, banners and brochures – maximum Rs.75,000/-, without cost of Bags, Shields, and Souvenirs (proposed limit).

Stationery

Only Consumable Items – maximum Rs.25,000/- (Proposed limit).

Chemicals/Consumables hands on practice in Workshop

Maximum Rs.50,000/- (proposed limit)

Contingencies

Unforeseen expenditures – maximum Rs.10,000/-