

## Grant to Organize Seminar / Conference / Symposium or Training Workshop- Revised Policy 2021

### 1. 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 support to the Public Sector Universities and eligible Private-Sector Universities in Pakistan to organize Seminars, Workshops, Conferences and Symposium. 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.

### 2. Objectives

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

### 3. Event Categories

HEC extends financial assistance to HEIs for hosting the following four types of events:

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

### 4. Eligibility Criteria

- i. All Public Sector Universities/Degree Awarding Institutions and eligible private-sector universities<sup>1</sup> are eligible to seek funding to organize the above mentioned events, complying the following conditions:
  - HEI must have well-established seminar series

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<sup>1</sup>As per notified List of Private Universities eligible for HEC funding

- 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)
- ii. The event organizer/ focal person must be a faculty member of the University in the relevant discipline of the event theme.

### **5. Funding Mechanism**

- i. The focal person will submit application form to HEC for Grant to organize Seminar, Conference, Symposium or Workshop duly endorsed by the Head of the Department, Head of ORIC/ Research office and Head of the University.
- ii. The application must be submitted, in soft form via HEC online portal as well as hard copy in original, at least 60 days prior to the date of the event (s). Late and incomplete applications will not be considered.
- iii. The following documents must be enclosed with the Application form:
- a. Detailed CV of the Applicant/ Focal Person/Principal Organizer of the event
  - b. Copy of Appointment Letter of the Applicant
  - c. Detailed CVs of Foreign/National Invited Speakers/ Resource Persons
  - d. Consent letters from the Foreign/ National Invited Speakers to participate in the event
  - e. Abstracts of papers/ training modules of Foreign/National Invited Speakers/ Resource Persons
  - f. Three quotations from travel agent indicating the shortest route of travel of the Speakers/ Resource persons
  - g. Documentary evidence regarding Papers Acceptance Ratio and Peer review of papers (if applicable)
  - h. Complete Brochure of the Event containing Aims, Objectives, Themes, Key note speakers and registration process.
  - i. A copy of the tentative program of the event indicating the following:
    - Sessions
    - Name of the Invited Speakers/ Resource Persons & presenters
    - Title of Presentations/ training modules
    - Allocated timeslots
- iv. The application will be submitted to the HEC Expert Committee for evaluation and recommendations in accordance with the prescribed evaluation procedure.
- v. HEC will approve the Grant on recommendation of the HEC Expert Committee.
- i. The Grant will be reimbursed to the concerned University/ HEI after the event upon filing duly complete reimbursement claim within the prescribed time limit.
- vi. The University will be responsible for timely release of funds to the Applicant.

- vii. The Applicant and the University will be responsible for proper utilization of the Grant after fulfillment of all codal formalities and accounting procedures in accordance with the Government rules/ regulations and HEC relevant policy.
- viii. The Grant will be provided for the specified purpose as mentioned in the Award letter and cannot be utilized for any other purpose.
- ix. HEC funding support must be acknowledged in any news/ publications related to the event in electronic or print media and name and/or logo of HEC will be used for the purpose.
- x. In case of postponement or cancellation of the event, HEC must be informed in writing.
- xi. In case of change in the approved list of Foreign or National Invited Speakers/ Resource Persons, approval of HEC must be solicited in writing, prior to the event.
- xii. Any expense made against budget heads/ item(s)/ speaker(s) not explicitly desired in the Application form or not approved by HEC, will not be reimbursed.
- xiii. No reappropriation under the budget heads is allowed.
- xiv. HEC encourages the universities to co-fund the expenses for organizing of the event and not completely rely on the grant from HEC.

#### **6. Financial Provisions & Maximum Caps**

- i. Subject to the availability of funds, no more than 5 grants per University will be awarded in a financial year.
- ii. Maximum approval of funds under the program will not exceed the budget allocation for a financial year. The ED HEC, may allow approval of grants greater than the budgetary allocation in a FY, if required.
- iii. Funding limits for overall event and under various budget heads are as follow:

##### **a. Funding Limit for the Event**

- Maximum budget limit for an International Level Event (having foreign invited speakers) is Rs. 1.5 Million
- Maximum budget limit for a National Level Event is Rs. 1.0 Million

##### **b. Remuneration & Accommodation**

###### 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.

###### 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.
- c. Travel
- Travel Charges as per Government rules. Three quotation for each Foreign Invited Speaker from Travel Agent on route of Travel. The minimum quotation will be considered for release of funds
- d. Entertainment
- Lunch @ Rs.350 and Tea @ Rs.70 per person – maximum Rs.168,000/-.
- e. Publication
- Cost of printing of the Proceedings or Abstract Book, banners and brochures – maximum Rs.75,000/-
- f. Stationery
- Only Consumable Items – maximum Rs.25,000/-
- g. Chemicals/Consumables hands on practice in Workshop
- Maximum Rs.50,000/-
- h. Contingencies/ Others
- Unforeseen expenditures – maximum Rs.10,000/-

## **7. Reimbursement Procedure**

- i. The Applicant through the University must file reimbursement claim, comprising of Audited Statement of Expenditure and Feedback form (both in hard/ original and soft form) via HEC online portal.
- ii. The sanctioned amount will be reimbursed to the university/institution upon filing reimbursement claim duly signed by the Applicant, University Auditor, Director Finance and Head of institution (Vice Chancellor, Rector).
- iii. Reimbursement claim must be filed within three months from the date of event. In any case the reimbursement claims of one financial year must be filed maximum by the next financial year and HEC shall not entertain reimbursement claims older than one financial year.
- iv. The following documents must be attached with the reimbursement claim:
  - a. Final Program of the event showing names of Invited Speakers/ Resource Persons, time slot and title of presentations
  - b. Copy of Conference Proceedings/ Abstract Book/ Training Manual
  - c. Copy of List of Registered Participants/ Attendance Sheet
  - d. Copy of Award letter from HEC