

University of Delhi
Research Council

Guidelines for international travel grant to students for International Conference/Workshop/Summer School/Short term training

1. The scheme is open to the students of the University of Delhi, once in three financial years.
2. The application form should be accompanied by justification for attending the Seminar/Workshop and relevance to the subject area.
3. The application shall be submitted at least two months in advance of the actual conference/workshop and shall have to be recommended by the Supervisor and forwarded by the Head of the Institution/Department or the Principal of the college with leave and permission granted for the period. No Department shall forward more than two applications for the same conference.
4. The applicant shall have to produce documentary evidence that his/her research paper/poster has been accepted for presentation or invitation letter has been received for conference/workshop/school etc.
5. The applicant shall certify that the work being presented is original and has not been published/presented elsewhere.
6. The applicant shall give full details of funding from other sources in last three financial years.
7. The applicant shall be eligible for a maximum amount of Rs 50,000/- including registration fee up to a maximum of Rs. 10,000 or actual whichever is less.
8. The amount sanctioned shall be reimbursed after the applicant submits a report on the conference to the Research Council and the bills to the Finance Branch within one month of return from the conference.
9. Mere submitting the application does not guarantee the award of the grant. It is subject to scrutiny of the Committee constituted for the purpose.
10. The application shall be received by the office of the **Research Council, Convention Hall Courtyard, Viceregal Lodge, University of Delhi, Delhi - 110007**. Any queries can be addressed to research-council@du.ac.in

RESEARCH COUNCIL, UNIVERSITY OF DELHI
Application for travel grant to students for International Conference/ Workshop/
Summer School/ Short term Training.(To be submitted Two months in advance)

1. Name.....Course/Dept.....

2a. Name of the International Conference

2b. Title of the paper

2c. Dates, Venue, address

2d. Organizer

3. Have you availed financial support from the University/UGC/DST etc. in the last 3 years? Please mention the funding agency, conference details and funds received. Any part funding received from any other agency?

.....

4. Are you getting any support for accommodation/registration from organizing committee of the conference? Give details.

.....

5. Participation in the conference: /Talk/Paper Presentation/Poster session. Tick the relevant one. Please attach the invitation letter.

6. Approximate Airfare (by Air India/Partner carrier) by Economy Class and by Shortest Route (in Indian Currency) Attach details.

.....

7. Do you require Registration fee? If so, mention the amount (in Indian Currency)

.....

8. Relevance to the subject area of the Study (Please attach a separate sheet if required)

10. Necessary Enclosures: a. Invitation/Acceptance letter b. Abstract c. Proof of Airfare d. Full paper e. CV

I certify that the work is original & not presented or published elsewhere.

Signature of the Applicant

Residential address/email/mobile no.

**Recommendation of the
HOD/Principal**