



HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD (PAKISTAN)

APPLICATION FORM
GRANT FOR ORGANIZING WORKSHOP

1	DETAILS OF EVENT			
	Major Discipline <i>(Please tick the appropriate option)</i>	Agriculture	Biological Sciences	Chemical Sciences
		Engineering	Medical Sciences	Physical Sciences
		Social Sciences	Any other <i>(Please specify)</i>	
	Title of the Workshop			
	Venue of the Workshop			
	Date(s) of the Workshop			
	Scope of the Workshop <i>(Please also indicate the target audience/participants)</i>			
Relevance and Scientific Significance of the Workshop with Reference to Existing National Needs <i>(If necessary please attached additional sheet)</i>				

	Collaborating Institutions <i>(HEC encourages collaboration among institutions working in similar disciplines)</i>			
	Previous Conference/ Seminar/Symposium/Workshop organized by the Department during last 2 years - If any			
	Title	Date	Sponsor	Cost (Rs.)
2	Details of the Organizer(s)			
	Organizing University/DAI			
	Name of Focal Person			
	Designation			
	Department/Institute			
	Correspondence Address			
	Contact Details	Phone:	Fax:	
		Cell:	Email:	
<i>(Please attach a 2-page CV of the focal person mentioning the major scientific contributions relevant to the topic of the event)</i>				
3	DETAILS OF THE RESOURCE PERSONS			
	Number of Foreign Resource Persons			
	Number of National Resource Persons			
	Expected Number of Participants from Host University/Institution			
	Expected Number of Participants from Other University/Institution			
<i>Please attach a list of Foreign and National Resource Persons with their designation, Area of Specialization and Institution.</i>				
4	TOTAL ESTIMATED COST OF WORKSHOP			
	Item	Amount (Rs.)		
	Remuneration for Resources Person			
	Accommodation for Resources Person			
	Air Travel for Resources Person			
	Entertainment			
	Publication/ Stationery			
	Any Other			
	Total			

5	FINANCIAL ASSISTANCE PROVIDED BY OTHER SPONSORS			
	Item	Amount (Rs.)	Sponsor	
	Remuneration for Resources Person			
	Accommodation for Resources Person			
	Air Travel for Resources Person			
	Entertainment			
	Publication/ Stationery			
	Any Other			
Total				
6	FINANCIAL ASSISTANCE REQUESTED FROM HEC			
	Item	Rate (Rs.)	Quantity	Total Amount (Rs.)
	Remuneration for Foreign Resource Persons <i>(@ of Rs. 10,000 per person – maximum persons)</i>			
	Remuneration for National Resource Persons <i>(@ of Rs.5,000 per person – maximum 10 Persons)</i>			
	Accommodation for Foreign Resource Persons <i>(@ of Rs. 15,000 per night per person – maximum 5 Persons)</i>			
	Accommodation for National Resource Persons <i>(@ of Rs.6,000 per night per person – maximum 10 Persons)</i>			
	Travel for Foreign Resource Persons <i>(maximum 5 Persons)</i>			
	Travel for National Resource Persons <i>(maximum 10 Persons)</i>			
	Entertainment <i>(Lunch @ Rs. 350 and Tea @ Rs. 70 per person – maximum Rs. 200,000)</i>			
	Publication <i>(Including cost of publishing the manual, banners, brochures etc.)</i>	Please attach the detailed break up		
	Stationery <i>(Only consumable items)</i>	Please attach the detailed break up		
	Chemical/Consumables for Workshop	Please attach the detailed break up		
	Remuneration for Focal Person and Support Staff <i>(@ 10% of HEC approved grant – min. Rs. 30,000 and max. Rs. 100,000)</i>	Please attach the detailed break up		
	Contingencies <i>(unforeseen expenses – maximum Rs. 10,000)</i>			
	Total			

7	Registration Fee		
	Number of participants	Registration Fee/ Participant (Rs.)	Total Expected Income from Registration (Rs.)
	<i>A reasonable Registration fee needs to be charged from participants.</i>		
8	UNDERTAKING BY THE APPLICANT		
<p>I hereby undertake and affirm that:</p> <ul style="list-style-type: none"> • 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, adjustment with used air ticket and other receipts of expenditure. • All the supporting documents submitted are authenticated. <p style="margin-top: 20px;">SIGNATURES OF THE FOCAL PERSON</p> <p style="margin-top: 100px; display: flex; justify-content: space-between;"> OFFICE STAMP WITH DATE SIGNATURE OF RECTOR/VICE CHNACELLOR/DIRECTOR </p>			

CHECK LIST OF ATTACHMENTS

Please ensure that relevant documents are attached with the Application Form.

1.	Have you attached the list of Foreign Resource Persons?	Yes	No
2.	Have you attached CV of Foreign Resource Persons?	Yes	No
3.	Have you attached abstracts of presentation of Foreign Resource Persons?	Yes	No
4.	Have you attached the list of National Resource Persons?	Yes	No
5.	Have you attached CV of National Resource Persons?	Yes	No
6.	Have you attached abstracts of presentation of National Resource Persons?	Yes	No
7.	Have you attached your brief CV (2-3 pages)?	Yes	No
8.	Have you attached the brochure of the event along with the program of the event?	Yes	No
9.	Have you attached the list of Organizing Committee?	Yes	No
10.	Have you attached the item wise details of the publication and stationery items along with quantity and rate?	Yes	No

Signature of the Focal Person