

UTTARAKHAND COUNCIL FOR BIOTECHNOLOGY (UCB), HALDI-263146

**APPLICATION FOR TRAVEL SUPPORT FOR ATTENDING NATIONAL/ INTERNATIONAL
CONFERENCE/SEMINAR/SYMPOSIUM/WORKSHOP ETC**

(To be Submitted in 2 copies)

1. ABOUT THE SCHEME

The Council has a scheme under which, financial assistance towards travel cost, is considered for participation in National/ International conference/ Seminar/ Symposium/ Workshop. **The scheme does not provide assistance towards maintenance, registration fee, airport tax, taxi fare and other cost. Only 50% of International airfare (ceiling of Rs 25000/-) will be given** by the Department. However, in exceptional cases some relaxation can be considered.

2. ELIGIBILITY

- (a) Scientists working in Educational/Academic Institutions and Research Laboratories in the State of Uttarakhand are eligible for travel support to participate in conferences etc. on selective basis.
- (b) The applicant has an accepted paper for presentation or an invitation to chair a session or as a Keynote speaker. Young Scientists (below 40 years of age) are eligible to apply for attending training programmes/short-term courses/schools.
- (c) The applicant has NOT availed of financial assistance from UCB in the last three years.
- (d) The conference/training course is of an International character (Applications to attend annual meetings of professional societies will not be considered).
- (e) The applicants should be forwarded through proper channel and must reach UCB at least 8 weeks prior to the date of the conference.
- (f) CANVASSING WILL DISQUALIFY THE APPLICANT FOR THE TRAVEL GRANT.

Note: The air passage are to be booked directly on a National Carrier i.e. Air India/Indian Airlines, as the case may be, EVEN TO PLACES WHERE AIR INDIA/INDIAN AIRLINES FLIGHTS DO NOT OPERATE, the passage is to be booked THROUGH AIR INDIA/INDIAN AIRLINES.

3. ENCLOSURES

The following documents are to be attached with the application.

- (a) One copy of the completed application form and bio-data.
- (b) A copy of letter from other national or international agency committing to bear partial cost of TRAVEL (The Document must be Flagged).
- (c) Invitation from organizers.
- (d) Detailed announcement of the conference (Please attach Photocopy of the announcement)
- (e) Letter of acceptance of paper for presentation and/or invitation from organizers to chair the session/participate as a keynote speaker.

- (f) Abstract of the paper to be presented by the applicant at the conference.
 - (g) A certificate from Air-India indicating the cost of return air fare by economy/excursion class by shortest route.
4. The Scientists may please ensure that all the essential documents mentioned in para 3 above properly attached and tagged with the application, **INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.**
 5. The Council, in the event of selection will initially issue a commitment letter agreeing to the support. The committed amount will be reimbursed to the scientist only on his return to India after participation in the conference and on submitting a detailed report, a copy of air ticker etc. within two months from the date of the conference.
 6. The decision on the application is expected to be communicated about four weeks before the commencement of the conference. No interim correspondence will be possible.
 7. The application complete in all respects together with enclosures as indicated at para 3 above, must reach the UA Council of Science & Technology at least Eight Weeks prior to the commencement of the conference duly forwarded by the Head of the Institution.
 8. Application may be addressed to : **Director**
Uttarakhand Council for Biotechnology (UCB)
Biotech. Bhavwn, Haldi-263146 (U.S. Nagar) Uttarakhand
 9. Envelop may please be super scribed: **APPLICATION FOR THE TRAVEL SUPPORT**

9. Are the findings being presented result out of UCB project or other work?

if Yes, then:

- (a) UCB Project's reference number:
- (b) Project title
- (c) Duration of project
- (d) Name of Principal Investigator
- (e) Status

10. Designation and address of authorized officers *viz* Registrar/Finance officer etc for receiving cheques/Demand Drafts.

11. Proposed date of leaving India for the Conference and the likely date of return.

12. Indicate clearly, the benefit Expected to be derived by attending the Conference
Pl. Attach separate sheet

13. Any other information which you may like to furnish in support of your application.

14. I declare that the information furnished above is correct and I have not availed support from UCB in last three years for this purpose.

Signature of applicant

Recommendation of the Head of the Department / Institute

Signature & Official

Seal of forwarding authority

PROFORMA FOR BIO-DATA OF APPLICANT

A. Name and full address

B. Date of Birth:

C. Institution:

D. Academic Qualification

	Degree	Subject	University/Institution	Year	% of marks
1.					
2.					
3.					
4.					

G. Work experience (in chronological order).

Positions held	Name of the Institute	Period	
		From	To

H. Award/Prize/Certificate etc. won by the applicant.

I. Publications (*enclose list of papers published during the last five years in chronological order*).

J. List of patents

K. Books/Reports/General articles etc.

Signature of applicant

Name:

Date :

Place: