

Terms and Conditions for Travel Grant

- i) Travel grants for conferences will be evaluated on the basis of conference quality.
- ii) Predatory conferences will be discouraged, whereas conferences organized by reputable institutes will be given preference. Applications must be submitted 4 weeks prior to the registration deadline.
- iii) Fulltime faculty members, PhD students and MS students are eligible to apply.
- iv) Fulltime faculty members can avail maximum 1 international travel grant in a financial year only if they publish at least 1 research article in X category journal listed in HJRS.
- v) A faculty member may not avail more than one international travel grant and one local travel grant in one year.
- vi) A faculty member who is unable to meet publications requirement, may be eligible for a conference travel grant once every two years.
- vii) A PhD scholar may avail only one international travel grant and only one local travel grant during the entire PhD study duration. An MS student may avail only one local travel grant within two years of the admission.
- viii) Applications from PhD candidate and MS students will only be considered after the following criteria have been met:
 1. Supervisor must endorse candidate's application
 2. The research paper to be presented in conference is from thesis.
- ix) Travel grant will be for the original research conducted by the applicant.
- x) If the applicant is a faculty member, the research should not be based on student's thesis/research work.
- xi) If the travel grant applicant is not a first author, they must attach NOCs from co-authors before applying for a travel grant.
- xii) All requests for travel grants should be made through the web portal using the online form for application for travel grants.
- xiii) Applicants are required to submit via the online form the following: a. Manuscript of paper with minimum 2500 words (body of manuscript, without counting the words in References), b. Abstract/paper submitted to the conference, c. Acceptance letter or email, d. Estimated costs.

- xiv) In case a travel grant is awarded, and the applicant is unable to attend the conference due to rejection of visa or due to any valid reason, IBA will only pay the allowed amount for the registration fee and visa fee.
- xv) All costs will be in accordance with IBA policy. Any cost above the prescribed policy cost will be borne by the applicant. The amount of funding for some items are subject to existing IBA rules, such as cap on air ticket, hotel accommodation, and daily allowance. The air ticket should be booked in advance to avoid higher rates on late booking. Travel grant will fund the registration fee up to USD 300. Note: Applicants are advised to seek funding from organizers.
- xvi) All applicants who have availed the travel grant must give a presentation of their paper, preferably prior to their conference, to IBA faculty in a seminar/Brown Bag seminar. In case that is not possible the presentation must be within two months after conference. Organizing the seminar will be the responsibility of the Director CBER. Applicants will be facilitated by the department.
- xvii) The candidate must contact the Finance Office/ Travel Department for other details.
- xviii) Admin person will be assigned for checking the requirements, communication, and maintaining the records.