CHECK LIST FOR ORAL PRESENTATION OF RESEARCH PAPER IN
NATIONAL/INTERNATIONAL CONFERENCE/SEMINAR/WORKSHOP/
SYMPOSIUM ETC

Please attach copies of relevant documents/correspondences and tick the relevant box.

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<tr>
<td>1.</td>
<td>Sponsorship case has been prepared on revised NUST and HEC Application Forms</td>
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<td>2.</td>
<td>Research paper under full nomenclature of “National University of Sciences and Technology, Islamabad, Pakistan”</td>
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<td>3.</td>
<td>In case of already fully sponsored, copy of published research paper in journal of international repute has been attached with the case</td>
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<td>4.</td>
<td>Full length camera ready research paper to be presented is attached</td>
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<td>5.</td>
<td>Acceptance as “oral presentation” after peer review of full paper in the respective conference. (original preferred; photocopy must be attested by Head of Department or Dean</td>
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<td>6.</td>
<td>Attached conference brochure containing aims, objectives and themes with schedule of charges of registration fee and accommodation etc.</td>
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<td>7.</td>
<td>Attached Economy class airfare certificate by the shortest route.</td>
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<td>8.</td>
<td>In case of co-author, please attach NOC from preceding author(s).</td>
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<td>9.</td>
<td>Brief CV (2-3 pages) including research contribution and S&amp;T achievements</td>
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<td>10.</td>
<td>Duly filled in revised HEC sponsorship application form, which can be downloaded from their respective website: <a href="http://www.hec.gov.pk">www.hec.gov.pk</a> along with requisite documents i.e. airfare invoice, complete papers, conference information and CV are to be submitted for onward submission to HEC.</td>
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(Complete application should be received at least 08 weeks before the conference date at HQ NUST. Late or incomplete applications will not be entertained.)
APPLICATION FORM FOR SPONSORING PRESENTATION OF RESEARCH WORK/PAPER IN REPUTED NATIONAL/INTERNATIONAL REFEREED CONFERENCES/SEMINARS/WORKSHOPS

(Note: The case is to be submitted to HQ NUST at least 08 weeks in advance for processing and approval)

1. Applicant’s Profile:
   Name:
   Registration No. /Date of Joining
   NIC #
   Highest qualification
   Designation
   Institution
   E-mail
   Mobile #
   Details of Previous Sponsorship for Conference by NUST/HEC/other funding agencies

2. Authors Details:
   1st Author Name
   Designation
   Organization
   
   2nd Author Name
   Designation
   Organization

   (To be continued depending upon number of authors)

3. Conference Title:

4. Main Theme of the conference:

5. Conference Hosting Agencies:

6. Schedule/Date of Conference:

7. Venue of Conference:
8. **Details of invitation and acceptance by the organisers:**

(Attach on separate sheet and refer here)

9. **Website/E-mail of Conference/Organisers:**

10. **Requirement of finances (attach supporting documents)**
    
    **Total:**
    
    a. **Airfare with Invoice:**
    b. **Registration Fee:**
    c. **Visa Fee**
    d. **Others Expenditures**

11. **Details of sponsorship/funding by organisers/other agencies:**

12. **It is certified that:** (To be answered in Yes or No)
    
    a. Research work to be presented is original.
    b. Original contribution by a researcher is accepted only after a blind peer review or review by editorial board having substantial academic repute.
    c. The hosting agency of conference (i.e. academic institution, professional society or industry) is of considerable repute.
    d. The subject of the conference is pertaining to the disciplines, which are related to specialties covered by NUST.
    e. The hosting agency of conference hosts such a conference regularly and each conference is numbered e.g. 39th AIAA conference or 10th ASME conference.
    f. The hosting agency of conference publishes the conference proceedings and each paper presented is fully published and not just the abstract.
    g. The proceedings of the conference bear an ISSN number, which ensures wide circulation and unique identification of the proceedings. It is indexed in Institute of Scientific Information (ISI) and Scopus.
    j. The camera ready research paper carries the full name of “National University of Sciences and Technology (NUST), Islamabad, Pakistan”.

13. **Undertaking by the Authors:**

    I (we) undertake that:
    
    a. The paper has significant new work as compared to my (our) papers that have already been published or are under consideration to be published elsewhere. No sentence, equation, diagram, table, paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duly referenced.
    
    b. The work presented is my (our) own work (i.e. there is no plagiarism). There is no fabrication of data or results. No ideas, processes, results, or words of others have been presented as Authors (s) own work. Where material has been used from other sources it has been properly acknowledged, with verbatim copies of such material being placed under quotation marks.
    
    c. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant.
e. If the grant is provided, I shall solely be responsible for its proper utilization and adjustment with used air ticket and other receipts of expenditure and refund in case of cancellation of visit.

f. I shall also furnish a Post Visit Report within 10 days after the visit. In case of non-utilization of sponsorship, I will inform R&D Dte accordingly.

g. All the supporting documents submitted are authenticated.

h. If above undertaking is untrue I (we) acknowledge that I (we) will have committed a Research Misconduct Offence and am/are liable to receive severe penalties.

14. **Administrative approval in case of service personnel from respective HQs.**

15. **Previous Contributions**

   a. Attach details of earlier sponsored participation on conferences, and their status for publishing in a journal of repute.
   
   
   c. Attach details of other contributions

   And refer these here.

16. **Recommendations (to include the following):**

   a. Comments on the value of Paper:
   
   b. Comments on the quality of Conference:
   
   c. Benefits expected for college/institute/centre by attending the conference:
   
   d. Recommended amount of total Funds:

   Signature of Dean/HoD

**By Commandant/DG/Principal of College/School/Institute/Centre:**

Signature, Name and Stamp
17. Remarks/Recommendations of Director (R&D), HQ NUST

18. Pro-Rector (A&R)
   Recommended/Not Recommended/Recommended as

19. Rector NUST
   Approved/Not Approved
24. It is mandatory for the faculty and postgraduate students to publish technical research papers in the refereed journals / conferences on regular basis under NUST name. Each PhD/MS qualified faculty member will produce at least 1-2 research publications or 03 review papers or 01 technical bulletin for solution of the problems faced by industry, annually in a reputed national/international journal/conference under NUST name. Similarly, each PhD/MS student will contribute at least one research publication annually. To encourage faculty for publishing the research finding/paper in a journal of repute, second time sponsored visit to a conference would only be applicable if previous paper presented in a conference has been published in a journal of repute. However, any faculty member/student may request for sponsoring the registration fee only for subsequent paper(s) to be published in the proceedings of a refereed international conference(s). The Commandant/DG of the college/institute/centre is to ensure that only those requests are recommended for sponsorship which have high value and have strong chances of getting it published in a reputed refereed journal.

SPONSORSHIP OF PRESENTATION OF RESEARCH WORK/PAPER IN REPUTED NATIONAL/INTERNATIONAL REFEREED CONFERENCES

25. Any faculty member/student who successfully submits the results of his research work to a national/international refereed conference of repute under NUST name, will be sponsored by the university to present his work/paper at that conference. The request for sponsoring visit/registration fee to present paper in a conference is to be submitted on prescribed form, attached as Annex ‘D’. All such requests must be forwarded to HQ NUST atleast six weeks in advance for processing and approval. The request must also have the application forms (as applicable) duly filled for alternate sources of funding like HEC, PSF, PTCL and Ministry of IT etc. All faculty members are required to submit the conference proceedings back to the college/institute/centre and they will forward it to HQ NUST for further distribution to other relevant colleges/institutes/centres and the individual faculty member.
GRANT OF FINANCIAL AWARD FOR PUBLISHING IN AN INTERNATIONAL JOURNAL OF REPUTE

26. In recognition of a faculty member in conducting significant research, and publishing the results of this research in an national/international journal of repute under NUST name, an award will be given to author(s). The college/institute/centre is to forward the request for the reward after examining by committee/FBS on the prescribed form, attached as Annex ‘E’. A maximum amount of Rs. 25,000/- will be awarded based on the following:

a. Academic/research value and weightage of the publication(s) in which research work/paper is published.

b. In case of co-authored research work/paper, of the college/institute/centre will decide the share of each member out of the total award money.

c. Significant research work/achievement in S&T.