

Government of India
Ministry of Science and Technology
Department of Science and Technology

International Travel Support Scheme

1. ABOUT THE SCHEME

The scheme provides financial assistance for presenting a research paper or chairing a session or delivering a keynote address in an international scientific event (conference/seminar/symposium/workshop etc.). In addition, support is also provided to young scientists (age limit 35 years as on date of conference) for attending training programmes and short-term schools/workshops/courses. Full economy class air-fare by shortest route, airport-tax and visa fees are provided under the scheme. Registration Fee is provided to young scientist in addition to the above support.

2. ELIGIBILITY

(a) Applicant should be an active researcher engaged in R&D work. Senior Scientists (above 35 years of age) working in academic institutions and research laboratories are eligible to apply only to international scientific events (conference/ seminar/ symposium/ workshop) which are **not sponsored by International Council of Scientific Unions (ICSU)**. Young scientists are, however, considered for support even for ICSU sponsored events .

(b) The applicant should have an invitation for presenting a paper or an invitation to chair a session or an invitation to deliver a keynote address. Similar invitation is required in the case of young scientists attending training programmes such as Short term courses, summer/winter schools, workshop etc.

(c) The applicant should not have availed financial assistance from DST under this Scheme during the last three years.

(d) The scientific event should be of an international character. Invitation of personal nature such as for carrying out post-doctoral work, informal training programmes etc. will not be considered.

(e) The application should be forwarded through proper channel and must reach at least **two months prior to the date of the event**.

(f) **CANVASSING IN ANY FORM WILL DISQUALIFY THE APPLICANT FROM SEEKING TRAVEL AND OTHER SUPPORT FROM THE DEPARTMENT.**

3. ENCLOSURES

The following documents are to be attached with the completed application:-

(a) Bio-data of the applicant. The bio-data should contain, apart from other details, chronological list of last 5-year research publications.

(b) A copy of letter from parent institution and other national or international agencies conveying partial support for travel, and other expanses, if any.

(c) A copy of letter of invitation from Organizer conveying (i) acceptance of paper for presentation or (ii) to Chair a session or (iii) participate as a keynote speaker or (iv) to attend a training programme (applicable only to young scientists) as the case may be.

(d) A copy of Abstract of the paper to be presented by the applicant at the event.

(e) Detailed announcement and the technical programmes of the event (Please attach photocopy of the announcement).

(f) A certificate from Air-India indicating the cost of return air fair by economy class by shortest route.

4. The Scientists may please ensure that all the essential documents mentioned in para 3 above are properly attached and tagged with the application, **INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.**

5. The application complete in all respects together with enclosures as indicated at para 3 above, must reach the Department of Science & Technology at least **Two months prior to the commencement of the event**. If the application is not received in time, the request will not be considered.

6. Application may be addressed to:-

**Head, SERC Division
Attn. ITS Section (Formerly PFA Section)
Department of Science & Technology,
Technology Bhavan,
New Mehrauli Road, New Delhi-110016.**

Envelope may be superscribed: **“APPLICATION FOR INTERNATIONAL TRAVEL SUPPORT”**.

7. The results will be hosted in our web site about four weeks before the commencement of the event. The applicant can see the result in the DST website: www.dst.gov.in; under the caption "what is new" and in www.serc-dst.org, under "New Announcement". Individual communications will be sent only to the recommended candidates.

8. The Department, in the event of selection, will initially issue a commitment letter. The amount will be reimbursed to the researcher only after his/her return to India after participation in the event and submitting **a report and other details in prescribed proforma within one month from the date of the event.**

APPLICATION FORM

- Important:**
- (i) Separate application should be submitted for each event(conference/symposium/school etc).
 - (ii) Information asked under item No. 10 must be filled appropriately.
 - (iii) Age will be considered as on the date of start of the event.
 - (iv) Complete application including all supporting documents must be **tagged** properly, and should reach **at least 2 Months before the commencement of the event.**
 - (v) The applicant can see the result in our websites: www.dst.gov.in; (under "What is new") and www.serc-dst.org (under "New Announcement") about four weeks in advance of the event.

NOTE: COMMITMENT FOR FUNDING MAY BE WITHDRAWN IF ANY OF THE INFORMATION FURNISHED BY THE APPLICANT IS FOUND TO BE FALSE AND THE CANDIDATE MAY BE DEBARRED FOR FUTURE SUPPORT FROM THE DEPARTMENT.

RECORD SHEET

(To be filled in by the applicant)

1. Applicant details

- a) Applicant category : (i) Young Scientist ()
(age limit upto 35 years in the date of the start of the event)
(ii) Senior Scientist ()
- b) Name of the applicant :
- c) Designation :
- d) Department :
- e) Name of the Univ. / Institution/ College:
- f) Full Address:

- g) City :
- h) State :
- i) Pin :
- j) Tel. No. i) Office :
 - ii) Fax :
 - iii) Mob :
 - iv) Res :
 - V) e-mail :

k) Age : _____ Years _____ Months (l) Date of birth

m) Sex : M/F

2. Whether belong to SC [] ST [] OBC [] GENERAL [] PH []

3. A. Name of the International Event (Conference/Seminar/Symposium/Workshop/
Training Programme/Short-term School etc.):

B. Name of the ORGANISER(S) :

C. Whether ICSU : YES/NO/DON'T KNOW

4. A. Venue & country :

B. Start & End date of the Conference :

5. Broad Area of the event : (please tick \surd)

Life Sciences	()	Physical Sciences	()
Chemical Sciences	()	Engineering Sciences	()
Earth & Atmosphere Sciences	()	Mathematical Sciences	()
Agricul.Sciences	()	Interdisciplinary	()

6. Purpose of visit.

A. (i) Presenting Paper : Oral/Poster

(ii) No. of papers to be presented :

(iii) Whether Single author /one of the authors :

B. Chairing a session : YES/NO

C. Keynote speaker : YES/NO

D. Other (Please Specify)

7. Are the findings being presented as result : Yes/No
out of DST project.

If Yes, then:

(a) DST Project's reference number :

(b) Project Title :

(c) Duration of Project :

(d) Name of Principal Investigator :

(e) Status : Ongoing/Completed

8. Particulars of financial assistance the applicant is applying for/receiving from other sources/
Organizers for attending the international event:
 - (i) Name of the funding agency :
 - (ii) Sanctioned/committed amount. :

9. Anticipated Expenses :
 - (i) Total Air-fare by shortest route in economy class(both ways) :
 - (ii) Visa fees:
 - (iii) Amount of registration fee (Applicable only for Young scientist) :

10. Details of International events attended during the last three years, (name of the event, dates, venue in chronological order). If the event is sponsored by DST, the reference number may also be indicated. (Attach separate sheet, if necessary)
 - (a)

 - (b)

 - (c)

11. Designation and address of authorized officers viz. Registrar/Finance Officer etc. to whom the Demand Draft should be sent. If your institution has an account in Union Bank of India, its account number and other relevant details may also be mentioned for transferring fund electronically.

12. Proposed date of leaving India for the event and the likely date of return.

13. Indicate clearly, the benefit expected to be derived by attending the event
(Attach separate sheet 100 words only)

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

15. I declare that the information furnished above is correct and I have not availed support from DST during the last three years under this scheme.

Date :

Signature of applicant

Place:

Signature of the Head of the Institution
& Official Seal of forwarding authority

PROFORMA FOR BIO-DATA

- A. Name and full address
- B. Institution
- C. Date of Birth
- D. Age as on Date of Conference : Years Months
- E. Whether belongs to SC/ST/OBC/PH
- F. Academic Qualification

	Degree	Subject	University/Institution	Year	% of marks
1.	B.Sc/B. Tech.				
2.	M.Sc./ M. Tech.				
3.	Ph.D.				
4.	Post Doctorate				

- G. Work experience (in chronological order).
- i) Positions held
 - ii) Name of the Institute
 - iii) Period
 - iv) Scale of pay
- 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

Please see the following checklist and ensure all documents mentioned in the checklist are enclosed with the application.

CHECK LIST

- (a)** One copy of the completed Application form.
- (b)** Bio-data of the applicant which includes list of publications during last 5-years.
- (c)** A copy of letters from parent or other national or international agencies conveying partial support for travel, and other expenses ,if any
- (d)** A copy of letter of acceptance from the organizer for presenting a paper and/or to Chair a session/participate as a keynote speaker or to attend a training programme.
- (e)** A copy of Abstract of the paper to be presented by the applicant at the event.
- (f)** Detailed announcement and technical programme of the event (Please attach photocopy of the announcement).
- (g)** A certificate for Air-India indicating the cost of return air fair by economy class by shortest route.