



KHYBER MEDICAL UNIVERSITY

OFFICE OF RESEARCH INNOVATION AND COMMERCIALIZATION
BLOCK -IV, PDA BUILDING, PHASE-V, HAYATABAD,
KHYBER PAKHTUNKHWA, PESHAWAR, PAKISTAN

☎091-9217258, 091-9217703

☎091-9217704, 091-9217258

TERMS OF REFERENCE

TRAVEL GRANTS FROM ORIC FUND ACCOUNT

The following rules of business must be observed while seeking a grant from ORIC fund account by fulltime faculty, administrative staff and Ph.D students studying in constituent institutes of Khyber Medical University Peshawar.

1. The application for the travel grant must be received by ORIC– in original – at least 4 weeks before the conference/seminar/workshop/course. It will be the responsibility of the applicant to ensure timely delivery of the application to ORIC.
2. University faculty members, administrative staff and Ph.D. scholars can avail a maximum of one (01) travel grant within a Fiscal Year.
3. A maximum of ⁰² two (03) travel grants can be awarded for the same conference/seminar/workshop/course.
4. In case there is more than one applicant from same department, preference will be given to a faculty member/Ph.D scholar/staff who is presenting and has not availed the travel grant in the last two years. In case of a tie, the choice of appropriate candidate may be decided by the competent authority.
5. For approved cases, the sanctioned amount will be reimbursed to the applicant upon return/attending the event and upon filing the audited expenditure statement duly signed by the applicant. The reimbursement claim will be forwarded to competent authority and internal auditor for verification before release. The submitted documents must include event certificate, invoices and tickets in original.
6. In case if applicant requests the release of funds as an advance for meeting the financial requirements, prior approval from the competent authority should be obtained and on return, complete adjustment of the amount received should be submitted to ORIC for further verification by internal auditor..
7. The reimbursement claims / adjustments should be filed within one month after the visit, after which no claim shall be entertained.
8. No re-appropriation in the budget heads is allowed unless advised by the competent authority.

Director ORIC KMU

Vice Chancellor KMU

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9. If the visit is not performed for any reason(s), the same should be communicated to ORIC positively within 15 days after the conference/workshop/seminar/course dates, failing which the grant is considered as availed.
10. ORIC will reimburse the registration fee to the applicant in case the applicant could not travel due to circumstances which were beyond control, subject to the condition that Registration Fee is paid after the approval of competent authority. The circumstances may include; (i) refusal of visa by the concerned embassy, (ii) issuance of visa after the event dates, (iii) indefinite delay in issuance of visa, and (iv) sickness or accident etc.
11. After attending the event, the applicant has to submit his/her feedback about the event which will be kept in personal file record of the applicant.
12. The applicant should apply to the Higher Education Commission for travel grants. The applicant can simultaneously apply to ORIC however, in case of approval from HEC, he / she should withdraw the application from ORIC. In case of late approval from HEC, the applicant should reimburse the ORIC funded amount back to ORIC fund account.
13. The grant can be awarded to the applicant according to the following budget heads;
 - a. Event registration fee
 - b. Travel claims (air tickets, local transports, personal vehicles)
 - c. ORIC fund will not entertain the daily allowance (DA) which the applicant can claim from establishment according to KMU financial rules.

Criteria for Award of Travel Grant

Travel grants can be awarded after approval of the competent authority to the applicants from faculty/administrative staff/Ph.D scholars of the University for the Following Events (national or international);

1. Paper presentation
2. Poster presentations
3. Participation in short courses relevant to the applicant's specialty
4. Participation in a workshops relevant to the applicant's specialty



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Application Procedure:

The following documents should be submitted for availing the travel grant by the applicant and endorsed by the Head of Department;

1. Duly filled application form and signed / stamped by the Head of department / institute.
2. Copy of poster/paper abstract submitted in case of presentation in national or international conference.
3. Approval letter / email form the organizer of the conference for paper/poster presentation..
4. In case of workshops/short courses nomination approval (letter or email) from the organizers of the event / competent authority of KMU.
5. Complete budget of the expenditures to be incurred in terms of registration fee, travel costs, boarding & lodging costs.

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