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**Application Form for WII Travel Grant Award**

**(For PhD Scholars/M.Sc. students Affiliated with WII NOEA office)**

 **PHOTO**

|  |  |
| --- | --- |
| Name of the PhD Scholar/ M.Sc. Student |  |
| e-mail address |  |
| Mobile phone No: |  |
| WII Scholar/External Affiliate |  |
| Registered with (University)  |  |
| Registration number and year |  |
| **Supervisor details** (For M.Sc. students thesis supervisor) |
| Name |  |
| Designation |  |
| Guide/Co-guide (for external affiliates) |  |
| email |  |
| **Conference details** |
| Presentation title |  |
| Oral/Poster presentation |  |
| National/International |  |
| Place to visit |  |
| Conference date and time |  |
| Any matching grant received (proof needs to be enclosed) |   |
| Is this your first conference as part of PhD thesis? (Yes/No) |  |
| If No, then details of the earlier conferences attended |  |

 **Recommendation & justification by the Supervisor/Co-Guide/Thesis advisor (min 100 words)**

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|  |

 **Undertaking**

|  |  |  |
| --- | --- | --- |
| Undertaking | (a) | *All information furnished by me is complete and correct* |
| (b) | *The WII will not be held responsible for any mishap, damage, loss, injury to during the visit* |
| (c) | *I understand that the Director, WII has right to cancel my visit in case my behavior and conduct are not found satisfactory* |
| Date of application  | Date |  | Signature |  |
|  Mentor faculty at WII | Date |  | Signature |  |

**Acceptance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Approval of the NOEA | Date |  | Signature |  |
| Approval of the Dean | Date |  | Signature |  |

 **Director’s Approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Approval of the Director | Date |  | Signature |  |

**Instructions:**

1. The form needs to be filled as a soft copy. **No hand written application will be accepted. Kindly use soft copy of photo in the form.**
2. All fields till the signature of the Mentor Faculty need to be filled before submission.
3. Application has to be sent through the applicant’s Supervisor/Mentor/Co-guides through e-file. The entire document (application form, recommendation by the Supervisor, supporting documents etc.) has to be submitted as a single pdf file. Incomplete/ unformatted document will be returned back to the respective guides and will not be processed. Once the completed application is received, the NOEA will return the e-file with receipt note of the respective applications.
4. Kindly follow the timeline for your applications. The application processing will be conducted as per the approved Travel Grant Award Policy, and no requests for ‘out of time’ processing of documents will be entertained by the NOEA Office.
5. If any discrepancy/false information is found against any application, the same will be rejected and the applicant will be barred from any future WII Travel Grant Applications.
6. As per the approved policy, the awardee will be provided 75% of the grant amount (depending on requirement, maximum grant of Rs. 50000/-) as TA. The remaining 25% will be reimbursed to the awardee after his/her return to the institute and submission of necessary tickets and a report.
7. The submission of the report, tickets and other documents has to be completed within 60 days of return. If the process is not completed then the TA amount already provided will be recovered from his/her fellowship.
8. Report format can be found in the **Annexure I**. The report needs to be submitted by the awardee with the signature from the Supervisor. The completed report needs to be submitted as a PDF to the NOEA office for final processing of reimbursement.
9. WII Travel Grant Award needs to be duly acknowledged in all presentation/Posters.

**Annexure I**

***Format of the conference report***

Name of the Awardee:

Date, Month, Year of the WII Travel Grant Award:

Name of the conference (with details of place, date etc.):

Citation of the presentation/poster (full citation with all authors):

Date of presentation (supported with conference booklet copy, screenshots, conference proceedings etc.):

Presentation/Poster photographs with the Awardee:

Learning from the conference (maximum 500 words):

**Signature of the Awardee Signature of the Supervisor**

Name: Name:

Date: Date:

**Acceptance by the NOEA**