

Guidelines for the Domestic Travel Grant for PhD Scholars

The Domestic Travel Grant Award initiative is to provide travel support to PhD students to attend national and international conferences (**within India**). This initiative is expected to provide great exposure to PhD students and expand their understanding of advances within their discipline. Travel to inland conferences would allow meeting other researchers, which could also help PhD students in their future pursuits.

Scope of the guidelines

The grant supports research scholars' expenses when attending academic conferences or workshops/symposia. This grant aims to facilitate the participation of Research Scholars in academic conferences for presenting papers or posters and attending workshops/symposia within India.

Eligibility Criteria:

- Full-time PhD students of the Pilani Campus, KK Birla Goa Campus, and Hyderabad Campus of BITS Pilani are eligible to apply for the BITS Pilani Domestic Travel Grant.
- PhD students after completing one year from the date of admission and having an approved PhD proposal are eligible for consideration for the Domestic Travel Grant.
- Domestic Travel Grant can be availed a maximum of two times during their PhD program.
- PhD students who have received disciplinary actions or penalties for academic misconduct are not eligible.

Required Documents / List of Enclosures:

- Includes the following enclosures along with your application:
- A Copy of Abstract
- Conference/Workshop/Symposium brochure
- Acceptance Letter
- Tentative Itinerary (Registration fees, Travel Fare, Accommodation, Local conveyance, Poster printing etc.)

Conference selection

1. The conference should be a well-known and top conference that provides a significant opportunity for research scholars to interact and network with top academicians and industry professionals.
2. The conference should be organized by a renowned Scientific Society / Association related to the research scholar's broad area of research.
3. The work to be presented at the conference should be from the objective(s) of the research scholar's thesis work. The presentation should be in oral or poster presentation format.

Acceptance of papers/ abstracts for presentation at the conference should be based on a robust peer-review process.

Selection Process:

- The research scholar will submit an application form for the travel award at least two months before the conference start date or immediately after the acceptance of the abstract or paper, whichever is earlier.
- A Committee constituted within each campus approved by the Director. The Committee will review the applications and make recommendations that will be approved by the Director.

The Selection Committee will consider the following criteria, but not limited to, during the assessment of applications.

- Acceptance of a paper or abstract for presentation at the conference after the peer-review process. PhD student should be the first author of the paper or abstract.
- The reputation of the conference, where the conference is organized by a respectable Scientific Society/ Association. Wherever possible, an indicator of the conference quality based on ranking systems like SJR, CORE, ABDC, or other metrics may be provided.
- Supervisor(s) and Doctoral Advisory Committee (DAC) members' and DRC recommendation on the progress of thesis project work in relation to the objectives approved in the thesis proposal.

Standards for Domestic Travel Grant Allocations:

The Domestic Travel Award can be utilized to pay for the following purposes

- Conference/Workshop/ Symposium registration charges, Poster printing.
- Travel expenses will cover economy-class airfare to and from the nearest airport, train fare up to AC two-tier, or cab travel. The student is expected to choose the most economical option that remains reasonably convenient. Fare will be limited to the shortest route only.
- Lodging and boarding expenses, and local conveyance.

The grant will be based on the actual expenditure incurred. The maximum limit of the grant for Domestic Travel Award is **INR 25,000/-**.

Report and Bills submission on return by scholar

The scholar upon return will share the benefits of attending the conference such as collaboration possibilities, future academic opportunities with fellow research scholars and department.

The scholar should submit presentation slides/material along with the original bills to the AGSRD Office within 15 days of attending the conference.