



---

# Lahore University of Management Sciences

---

## Faculty Travel Grant

**Policy Number: LUMS/OR/11/01/15**

<b>Approval Date:</b>	August 19, 2011
<b>Effective Date:</b>	September 01, 2010
<b>Version Number:</b>	01
<b>Last Review Date:</b>	March 11, 2020
<b>Next Review Date:</b>	
<b>Policy Owner:</b>	Director – OR
<b>Approval Authority Signature:</b>	
<b>Approval Authority Name (Position):</b>	University Research Council

---

## Table of Contents

1. Purpose of Policy .....	4
2. Scope of Policy .....	4
3. Policy Statement.....	4
3.1 Eligibility Criteria .....	4
3.2 Pre-award Phase .....	4
3.3 Terms and Conditions .....	5
4. Procedure .....	6
4.1 FTG Award Procedure .....	6
5. Waiver of Policy .....	6
6. Special Circumstances/Exceptions.....	6
7. Roles and Responsibilities of Policy Implementation .....	7
8. Title of Position with Maintenance Responsibility .....	7
9. Consequence(s) of Non-Compliance with Policy .....	7
10. Related Documents / Policies .....	7
11. Related Laws .....	8
12. Distribution & Physical Security.....	8
13. Contacts .....	8

### Document Change Record

Author	Version Number	Change Reference	Signature	Date
OR	00		Dr. Shafay Shamail	
OR	01	Change of Department Name	Dr. Saad Azmat	March 11, 2020

### Approvals

Name	Designations	Signature	Date
URC	Convener, URC	Dr. Amir Faisal	September 24, 2018
URC	Convener, URC	Mr. Uzair Kayani	June 20, 2020

---

## 1. Purpose of Policy

The purpose of this policy is to set forth guidelines for the awarding and management of LUMS Faculty Travel Grant (FTG).

## 2. Scope of Policy

This policy is applicable to all full-time regular faculty members for international travel only.

## 3. Policy Statement

### 3.1 Eligibility Criteria

Only full-time regular faculty members are eligible to apply to for FTG.

The following categories are ineligible to apply for the FTG:

1. Teaching fellows, research fellows and lecturers;
2. Adjunct faculty members; and
3. Full-time regular faculty members on leave, sabbatical or study break. However, faculty members who are currently on leave, sabbatical or study break but will be present at the time of travel are eligible to apply for FTG.

### 3.2 Pre-award Phase

FTG is an internal funding mechanism that awards competitive grants to full-time regular faculty for participation in research related international events such as conferences, seminars, symposiums, workshops or research collaborations. The purpose of the FTG is to encourage presentation of research papers and research collaborations by LUMS faculty.

FTG award cycle runs quarterly. Application deadlines in respect of these cycles are announced by the Office of Research (OR).

An FTG application must include the following documents:

1. FTG Cover Page;
2. FTG Application Form;
3. Quotation from the travel agent; and
4. Additional supporting documents including:
  - 1.1 Brief CV of the applicant (2-3 pages);
  - 1.2 Letter of acceptance/invitation or email from the organizer in which the mode of presentation (oral/poster/keynote speaker) is mentioned;
  - 1.3 Documentary evidence indicating that the abstract/paper has been accepted based upon peer-review by the technical committee of the event;

- 1.4 Documentary evidence indicating that the abstract/paper would be published in Book of Abstracts/Proceedings/Journals etc;
- 1.5 Conference Brochure containing aims, objectives and themes, charges of registration and accommodation; and
- 1.6 Full-text paper to be presented (both hard and soft copies will be required).

Applicants should submit their applications to their Department Chair for review who in turn forwards it to respective Dean. Dean reviews, ranks and forwards the applications to OR by or before the due date. Applications are evaluated and ranked on the basis of individual merit considering points such as quality of conference, paper acceptance criteria, contribution and impact of paper, strength of the proposals, any previous funding availed and current policy of travel funding. Moreover, a faculty member availing the FTG is required to ensure alternate instruction in consultation with the Department Chair and Dean so that teaching and student advising are not affected adversely.

OR ensures that the FTG applications comply with the applicable LUMS policies. OR allocates FTG funds to applications on the basis of rankings assigned by the respective Deans. This decision is made within two weeks of the FTG application submission deadline.

OR announces the selected grant recipients after the decision is made.

### 3.3 Terms and Conditions

1. FTG approval decision may be conditional upon acceptance of the research paper or any other condition as decided by Department Chair/Dean.
2. If an applicant has filed more than one application in a cycle, only one is considered for funding.
3. If more than one authors/presenters of the same paper/presentation apply then only one is funded.
4. If a Dean applies for FTG, the applications for that school are evaluated and ranked as per the mechanism determined by the VC.
5. FTG disbursements and reimbursements are governed by applicable LUMS policies.
6. The travel funds can be used only for the dates mentioned in the request form by the applicant and are expired at the end of its respective period.
7. No additional reimbursement is made other than the grant conditions awarded.
8. OR must be informed in case the applicant does not travel and utilize awarded grant.
9. Per Diem allowance is granted for the number of total event days plus two days to the FTG recipient.
10. Air fare is reimbursed to the FTG grantee as per actual expense. However, all other expenses are reimbursed at the amounts quoted in the FTG application budget. Moreover, exchange rate fluctuations are also not reimbursed in case of expenses in foreign currency.
11. For the purpose of FTG, all travel reservation forms shall be routed through OR.
12. For procedural guidelines relating to approval of expenses, release of payments and other procedures, LUMS policies on procurement and payments shall be referred.

## 4. Procedure

### 4.1 FTG Award Procedure

Sr. No.	Responsibility	Procedure / Activity	Output
1	Director of OR	Director of OR announces the application deadlines in respect of FTG to the faculty through email.	Email containing FTG application deadlines
2	Applicant	Applicant submits FTG application along with supporting documents to Department Chair (Relevant Department).	FTG application
3	Department Chair (Relevant Department)	Department Chair (Relevant Department) reviews, endorses and forwards the FTG application to Dean (Relevant School)	Reviewed FTG application
4	Dean (Relevant School)	Dean (Relevant School) reviews and ranks all FTG applications from his/her school and forwards them to OR.	Reviewed and ranked FTG applications
5	Relevant Personnel (OR)	Relevant Personnel (OR) reviews the FTG applications as per LUMS travel policy and announce the results through email to all applicants.	Email containing FTG Award Announcement
6	Relevant Personnel (OR)	Relevant Personnel (OR) creates a FTG account in the SAP and communicates account details to the concerned Applicant.	Email containing FTG account details

## 5. Waiver of Policy

In exceptional cases, and on a showing of good cause, the Vice Chancellor or his designated authority may waive a policy or procedural requirement. A waiver must be granted in writing and be specific to each case. The written request for a waiver should be timely communicated to the Office of Research (OR). Repeated waivers of any requirement shall prompt a policy review of that requirement under the LUMS governance structure. To show good cause, the written waiver shall provide reasonable justifications that:

1. The requirement being waived is impossible or impracticable;
2. The waiver does not violate any applicable law; and
3. The waiver is fair, in the best interest of the University, and narrowly tailored to address an exceptional case.

## 6. Special Circumstances/Exceptions

No special circumstances are identified in this policy. Each identified case of misconduct will be reviewed on its own merit.

---

## 7. Roles and Responsibilities of Policy Implementation

The major responsibilities that each party has in connection with this policy are as follows:

**FTG Applicant** is responsible for:

1. Submission of FTG proposal to Department Chair;
2. Complying with terms and conditions applicable to FTG awardees; and
3. Informing OR if travel grant is not utilized.

**Department Chair** is responsible for:

1. Reviewing and endorsing FTG applications; and
2. Submission of FTG application to Dean.

**Dean** is responsible for:

1. Reviewing, evaluating and ranking FTG applications; and
2. Submission of applications along with recommendations to OR before due date.

**OR** is responsible for:

1. Announcement of application deadlines for FTG;
2. Overall coordination and administration of FTG awarding process;
3. Announcement of FTG award decisions.
4. Communication of FTG Internal Order Number to awardees; and
5. Reimbursement of FTG expenses to awardees as per applicable LUMS policies.

## 8. Title of Position with Maintenance Responsibility

OR will be responsible for maintenance of the policy including its periodic review and approval of any subsequent modifications to the said policy.

## 9. Consequence(s) of Non-Compliance with Policy

Each instance of non-compliance will be referred to University Research Council (URC) for review, which will finalize its recommendations for the action to be taken by VC. In all cases, the decision of VC will be final.

## 10. Related Documents / Policies

1. OSP-322-02 – Cover Page – Faculty Travel Grant;
2. OSP-322-03 – FTG Application Form;
3. OSP-322-04 – FTG Reimbursement Form; and
4. OSP-322-05 – FTG – Frequently Asked Questions (FAQs).

## 11. Related Laws

It is mandatory to abide by all laws and regulations as applicable in Pakistan. In certain circumstances, sponsors may require compliance with certain laws and their own statutory regulations as well.

## 12. Distribution & Physical Security

Access to these Policies & Procedures on the intranet portal shall be restricted and access shall be provided by Director of OR through following LUMS Access Management Process. For further information, refer Access Management Policies & Procedures. However, in case a hard copy is required, printing rights shall be granted to the respective stakeholder as part of standard Access Management Process. System shall track the number of hard copies printed against each Login ID and shall maintain log as well.

Where there is a change in responsibility of an employee, the copy / access that the employee has of policy document should be handed over to the new employee and this action shall be documented in the previous employee's handing over notes. When an employee leaves the employment of LUMS, then the copy of/access to policy document should be returned to/ revoked by the Head of Department / IT Department prior to his departure.

## 13. Contacts

Contact	Designation	Phone
Office of Research (OR)	Director	8336, 8207, 8042