



Lahore University of Management Sciences

Faculty Travel Grant

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Approvals

Name	Designations	Signature	Date
URC	Convener, URC	Dr. Amir Faisal	September 24, 2018
URC	Convener, URC	Mr. Uzair Kayani	June 20, 2020
URC	Convener, URC	Dr. Irshad Hussain	January 29, 2024

1. Purpose of Policy

The aim of the FTG Policy is to promote research activities and collaborations among full-time regular faculty at LUMS by providing competitive grants for their participation in international events related to research, such as conferences, seminars, symposiums, workshops, or research collaborations. This policy encourages LUMS faculty to present their research papers and engage in productive research collaborations. The FTG award cycle is conducted quarterly, with application deadlines announced by the Office of Research (OR) for each cycle.

2. Scope of Policy

This policy applies to all LUMS full-time faculty members. Adjunct faculty and teaching/research fellows are not eligible for the FTG. Faculty members who are currently on leave, sabbatical, or study break are generally ineligible to apply for FTG. However, if they will be present at the time of the proposed travel for the international event and hold a full-time position, they may still be eligible to apply.

3. Terms and Conditions

3.1 FTG Review Process

1. The School Dean will establish a committee to oversee the evaluation process. Any committee member who has submitted their own application for a specific call will be excluded from participating in the review process. The committee will operate on a school-specific basis and utilize the assessment criteria recommended by the URC to assess and rank applications.
2. Each School committee must consist of a minimum of three members. The committee's assessment of applications will be grounded in individual merit and consider various factors defined in the standardized matrix for all Schools.
3. The OR shall provide the details of the applicants to the School committees for the FTG review.
4. The rated applications will be forwarded to the OR. The OR then shall seek final endorsement from the respective School Dean for the top ranked applications.
5. Deans may suggest minor adjustments, especially in tied score situations.
6. The number of grants awarded may be subject to the availability of funds.
7. Top-rated applications from each school may have a higher probability of funding.
8. OR announces results in consultation with the Provost.

3.2 Pre-Award Guidelines

1. Applications must be submitted through the Grants Application, Management, and Execution System (GAMES).
2. Required documents at the time of application include:
 - a. Quotation from the travel agent.
 - b. Letter of acceptance/invitation or email from the organizer indicating the mode of presentation (oral/poster/keynote speaker).
 - c. Documentary evidence indicating that the abstract/paper has been accepted based upon peer-review by the technical committee of the event, however, if the acceptance is awaited, applicants can still apply and provide it later.
 - d. Documentary evidence indicating that the abstract/paper would be published in Book of Abstracts/Proceedings/Journals etc. (preferable but not mandatory).
 - e. Conference Brochure containing aims, objectives and themes, charges of registration and accommodation.
 - f. Full-text paper to be presented.
3. If an applicant has filed more than one application in a cycle, only one will be considered for funding.
4. Applicants can receive only one grant for an in-person travel undertaken within each fiscal year (July-June). This excludes attending online conferences and withdrawn applications in case the travel is not performed for any reason.
5. If more than one author/presenter of the same paper/presentation applies, then only one is funded.
6. Applications received late will not be considered for funding.
7. FTG funding is granted for the number of total event days plus two days to the recipient. Funding can be provided for a maximum of 7 days.

3.3 Post-Award Guidelines

1. A faculty member availing the FTG must ensure alternate instruction in consultation with the Department Chair/School Dean so that teaching and student advising are not affected adversely and too many classes are not rescheduled inordinately.
 2. The FTG Award is non-transferable and can be used only for the travel for which it was awarded and cannot be used for any other travel.
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3. 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.
4. OR must be informed if the applicant does not travel and utilize the awarded grant.
5. No additional reimbursement is made other than the grant conditions awarded. The budget limits cannot be exceeded nor transferred to underspent budget heads.
6. FTG disbursements and reimbursements are governed by applicable LUMS policies.
7. Airfare and conference registration fees are reimbursed to the FTG grantee as per actual expense. However, all other funding entitlements shall be provided as per LUMS Travel Policy or at the amounts requested in the FTG application, whichever is lower.
8. LUMS will bear the impact of exchange rate fluctuations, but reimbursement for foreign currency purchases via exchange agents necessitates a stamped invoice. If the receipt is lost, reimbursement cannot be facilitated.
9. For the purpose of FTG, all travel reservation forms shall be routed through OR.
10. For procedural guidelines relating to approval of expenses, release of payments, and other procedures, LUMS policies on procurement and payments shall be referred.
11. Claims must be shared with OR within 15 days of performing travel.
12. Retain all receipts of currency purchases, international commutation, boarding and lodging, conference registration fee, boarding passes, and insurance policy (if applicable).
13. No receipts are required for Per Diem claim and shall be provided as per policy.
14. An advance request is permissible only upon acceptance of the paper for presentation or upon receipt of an invitation letter in the case of collaborations.
15. The issuance of an advance is limited to 45 days before the scheduled travel dates. PRs can be raised in case of early bird registrations, but advance cannot be issued unless there is a genuine requirement presented with a strong justification.
16. Grantees must submit a report after performing travel.

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 to the OR.	FTG application
3	FTG Review Committee	FTG Review Committee reviews and ranks the applications.	Reviewed FTG application
4	Dean (Relevant School)	Deans are consulted before the announcement of the award.	Final rating and recommendations
5	Relevant Personnel (OR)	Relevant Personnel (OR) reviews the FTG applications as per LUMS travel policy and announces the results through email to all applicants, considering the budget limitations.	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 OR
2. Complying with terms and conditions applicable to FTG awardees; and
3. Informing OR if travel grant is not utilized.

FTG Review Committee is responsible for:

1. Reviewing and ranking the FTG applications; and
2. Submission of FTG recommendations to OR.

Dean is responsible for:

1. Reviewing the recommendations of FTG review committee

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

14. Annexures

14.1 Standardized Rubric for FTG Evaluation Process

Area of Evaluation	Points	Score
Event Type Weightage		
Peer-reviewed conferences	5	
Non-peer reviewed conferences	2	
Research collaboration/ Fellowships/ Events/ Talks (Potential for Collaboration)	0-3	
Quality		
Quality of conference (Age of Conference, Prestige, Venue etc.)	1-5	
Level of Participation		
Poster Presentation	0-2	
Oral Presentation	2	
Prominent Position (Invited Speaker / Plenary Speaker)	2-3	
Previous FTG awards		
No FTG award in the last 8 quarters	2	
One FTG award in the last 8 quarters	1	
Emerging Researchers		
Professor/ Associate Professor	2	
Assistant Professor	3	
Multiple Papers / Special Waivers		
More than one papers accepted / to be presented / Partial Funding / Any Waivers	1-3	