



# RAWALPINDI WOMEN UNIVERSITY

## OFFICE OF RESEARCH, INNOVATION AND COMMERCIALIZATION (ORIC)

E-mail: [oric@rwu.edu.pk](mailto:oric@rwu.edu.pk), Web: [ww.rwu.edu.pk](http://ww.rwu.edu.pk)

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

### Application Form to Participate in Event

1	<b>APPLICANT'S PROFILE:</b> <i>(please attach 2-3 page CV with the application form highlighting your research publications in peered review journals)</i>		
	Name		
	Designation		
	Department		
	Regular/IPFP/Hired/Visiting Faculty		
	Contact Details		
2	DETAILS OF <input type="checkbox"/> CONFERENCE <input type="checkbox"/> TRAINING WORKSHOP <input type="checkbox"/> SEMINAR		
	Title of the Event		
	Event Date(s)		
	Venue (City & Country)		
	Organizer of the Event <i>(name of university/society)</i>		
	Contact details of the organizers <b>(Mandatory)</b>		
	<i>Please attach information regarding aims, objectives, themes, organizing committee and keynote speakers of the event.</i>		
3	<b>DETAILS OF PAPER FOR CONFERENCE PRESENTATION (If Applicable) NA</b>		
	Title of the Research Paper <i>(Attach copy)</i>		
	Mode of Presentation <i>(please tick one)</i> <i>(Letter of acceptance/invitation should clearly indicate the mode of presentation)</i>		<input type="checkbox"/> Oral <input type="checkbox"/> Poster
	Will the abstract/paper be published in Book of Abstracts/Proceedings/Journals of Conference etc.? <i>(Attach Documentary evidence)</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO
	<i>Please note that an email from organizer clarifying the mode of presentation, peer review and publication would also be acceptable.</i>		
4	<b>FINANCIAL ASSISTANCE PROVIDED BY SPONSORS OTHER THAN RWU [ Yes / No ] NO</b>		
	Item	Mandatory	Amount (Rs.)
	Travel Cost	Yes / No	
	Registration Fee	Yes / No	
	Accommodation Charges	Yes / No	
	Daily Allowance	Yes / No	
	Total		
5	<b>FINANCIAL ASSISTANCE REQUESTED FROM UNIVERSITY</b>		
	Item	Amount (Rs.)	Documents Required
	Registration Fee		Attach documentary evidence (mandatory)



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	<b>Travel Cost (Estimate)</b> (Take approval from Registrar / V.C., separately for air ticket or use of personal vehicle)	<input type="checkbox"/> As per Uni. rules	Quotation from travel agent for the shortest route (mandatory)
	Total		
<b>6</b>	<b>DETAILS OF PREVIOUSLY AVAILED TRAVEL GRANTS FUNDED BY RWU (in this year) NA</b>		
	<b>Dates of Event</b>	<b>Type of Event / Venue</b>	<b>Expense availed from RWU</b>
<b>7</b>	<b>UNDERTAKING BY THE APPLICANT</b>		
	<p>I hereby undertake and affirm that:</p> <ul style="list-style-type: none"> <li>The substance of the research paper being presented (as indicated above) is based on the original research conducted by me / us. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant.</li> <li>The above paper has <b>not been presented/submitted</b> in any other conference/workshop etc. and also <b>has not been published</b> elsewhere.</li> <li>All the information provided above is true to the best of my knowledge and belief.</li> <li>All the supporting documents submitted are authenticated.</li> <li>I hereby undertake and affirm that the paper has been checked for Similarity Index using TURNITIN software through and the Similarity Index of the paper is _____%.</li> </ul> <p>_____/_____/2022</p> <p>SIGNATURE OF THE APPLICANT                      DATE                      SIGNATURE &amp; STAMP OF HOD</p> <p style="text-align: center;">_____ Signature of Director QEC</p>		
<b>8</b>	<b>VERIFICATION BY THE DIRECTOR ORIC</b>		
	<p>Number of previous travel grants availed in this year: _____</p> <p style="text-align: center;">_____ SIGNATURE OF ADDITIONAL DIRECTOR</p>		
<b>9</b>	<b>VERIFICATION BY THE HEAD OF INSTITUTION</b>		
	<p>_____ SIGNATURE OF REGISTRAR                      OR*                      _____ SIGNATURE OF VICE CHANCELLOR</p> <p>Marked to:</p> <ul style="list-style-type: none"> <li>— Additional Director ORIC</li> <li>— Treasurer Office</li> <li>— Concerned officer</li> </ul> <p>* Approval should be solicited from concerned as per RWU rules.</p>		

**IMPORTANT: The application must be submitted along with the supporting documents at least 2 weeks prior to the event date. No alteration will be entertained and will automatically disqualify the applicant (even after joining / approval for any event)**



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### Event Report Form

(Seminars, Conferences, Symposiums, Workshops, Lectures etc. attended)

**1. Data of event attended:**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Deptt.: \_\_\_\_\_

Event details: (Lecture/seminar/conference/workshop/symposium)	
Title:	
Venue:	
Date(s).	

**2. Report:**

\_\_\_\_\_  
**Signature**

**3. Check list:**

Have you attached Certificate of Participation from the event organizer?	<b>Yes / No</b>
Have you filled and attached the Prescribed RWU TA/DA form	<b>Yes / No</b>
Have you attached your tour approval?	<b>Yes / No</b>
Have you attached your Car Registration document and fuel recharge slip (if traveled by personal car), boarding card/copy for air ticket or other proof of travel?	<b>Yes / No</b>
<i>(All officers below Grade 20 must have to take written approval for use of personal car and attach copy of it)</i>	