

## NSF International Travel Grants

### Conditions for submission of applications

1. Applicants should be online registered with the STMIS (Science & Technology Management Information System) database. If the applicant is not registered with the STMIS database, her/his application will be rejected without further consideration. If you have any issue with online registration, please contact Ms Chamika Dharmasena/Scientific Officer
2. Applications for support will be considered from
  - a. Scientists and technologists (permanent/ contract) from public sector organizations engaged in scientific research or technological development. Applications from private sector and nongovernmental organizations may be considered for 50 % support and the balance to be borne by the organization of the applicant.
  - b. Postgraduate students attached to Universities / Institutions and registered for research degrees. The application should be submitted with the recommendation of the Supervisor and Dean of the Faculty/ Head of the Institution
3. Processing of applications will commence on the dates given below. Advanced copies of the full set of documents have to be sent to [travel.grant@nsf.gov.lk](mailto:travel.grant@nsf.gov.lk). The original application with a complete set of relevant documents should reach the NSF by registered post or submitted by hand, before the given dates of commencement of application processing. Applications related to the events scheduled for a particular month, will not be entertained at the Board meeting of the same month. Therefore, complete application with all the supportive documents should reach NSF at least 45 days prior to the date of event concerned.

Month of the Event	Date of Commencement for Applications Processing**
January	25 <sup>th</sup> November 2019
February	27 <sup>th</sup> December 2019
March	27 <sup>th</sup> January 2020
April	25 <sup>th</sup> February 2020
May	25 <sup>th</sup> March 2020
June	27 <sup>th</sup> April 2020
July	26 <sup>th</sup> May 2020
August	25 <sup>th</sup> June 2020
September	27 <sup>th</sup> July 2020
October	25 <sup>th</sup> August 2020
November	25 <sup>th</sup> September 2020
December	26 <sup>th</sup> October 2020

\* Those who are on contract basis engaged in full time research

- 4 Applicants may apply for a Travel Grant even in the absence of the letter of acceptance. However, the letter of acceptance issued by the organizers addressed to the applicant should be made to the NSF at the time of evaluation.
- 5 Applicants should submit a most recent salary slip endorsed by the Accountant of the Institution along with the travel grant application for consideration of the subsistence rate. If the salary slip is not submitted with the application NSF will calculate the subsistence according to category B rates and this will not be changed on late submission of the requested document.
- 6 NSF would discourage presentations of new findings which have potential for patenting, without the patent application being filed.

### Application Procedure

1. The applicants for international travel grants are required to strictly adhere to the practice of forwarding the complete application and all connected documents to the Director General, National Science Foundation, 47/5, Maitland Place, Colombo 07 either through registered post or submitted by hand. The original complete application along with other relevant documents should be with the NSF prior to the date of processing of applications.
2. In filling the application form, all items should be responded to. Failing to do so will result in the application being disqualified for evaluation.
3. The extended abstract of the presentation should be prepared as instructed in the application form (item no. 8).
4. The applicants are requested to provide evidence in support for each of your conference proceedings within last five years according to the given list.
5. The applicants are requested to provide a list of publications in peer reviewed and indexed journals published within last 5 years. If a manuscript is accepted for publication, the applicants are requested to provide evidence in support of the acceptance. This may not apply to the postgraduate students.

### Conditions of Award

1. Preference will be given to applicants who will be presenting work carried out under a NSF grant and who have published in the journal of the NSF.
2. Travel funds will be provided for only one applicant from one institution for a given event.
3. If funds are restrictive travel funds will be provided only for one applicant from the country for a given event.
4. If funds are restrictive, the lowest priority will be given to the Poster Presentation.

5. Applicants for Keynote address and Invited lecture will be considered only for Airfare
6. No of criteria are associated with evaluating travel grants applications of which the scientific merit and integrity of the abstract will carry 50% of the marks.
7. Applicants are required to submit confirmation of leave from the Institution and evidence of formal approval request to the Prime Ministers office, in relation to the event concerned, prior to release of subsistence.
8. Grantees on their return are required to submit a detailed report on their participation and soft copy of the presentation/s within a month of their return. Grantees who fail to submit reports within the specified time would be disqualified from receiving further travel grants. 10% of the subsistence will be retained at the NSF until all the reporting requirements are fulfilled.

### General Information to the Applicants

1. No applications for travel grants will be entertained for reimbursements, except prior approval of the NSF has been granted.
2. Full support means economy class cheapest return air ticket by most direct route, registration fee, subsistence expenses subject to provisions given in relevant government circulars and finance regulations
3. Subsistence means allowance given to cover accommodation and meals. Only the combined rates approved by the Government Circular No MOFP 01/2010/01 in respect of different countries will be paid.
4. Period for subsistence payments would be made for the duration of the event.
5. Grantees who received NSF travel grants will be eligible to apply again only after the lapse of a minimum of two years from the date of return from their last funded visit.
6. The decision regarding the award will be conveyed by letter / fax / e-mail to the applicant.
7. The decision of the NSF Board will be final.
8. No correspondence will be entertained on rejected applications.

Canvassing for support of an application will not be entertained and will invalidate the application being processed.

Date revised: 20/01/2020