



## Allowance for Travel and Research Development to PhD Students

This document provides guidelines and procedures for DAU's PhD students for applying for the reimbursement of their travel to attend the conferences, seminars, etc.

### Purpose

A financial grant is given to DAU's doctoral students to present research papers at academic conferences. This grant is intended to support the following:

- Presenting a research paper at international conferences/symposiums.
- Presenting a research paper at national conferences/symposiums.
- Publication expenses (e.g., overlength charges, open access charges, etc.) related to a journal paper
- Purchase of books, computer accessories for facilitating research (e.g., external hard disks), and other contingent items (up to a maximum of Rs. 20000 per year)
- Membership of professional societies (up to a maximum of Rs. 20000 per year)
- Attending training and research programs for professional development

### Terms and Conditions of the Grant

A full-time doctoral student who has completed their PhD comprehensive examination is eligible to receive an allowance of Rs. 2 lakhs for presenting a paper at domestic or international<sup>1</sup> conferences.

For presenting a paper at an international venue, the accepted full paper must be presented at an A\*, A, B, or DAU-approved conference, unless the scholar has first published a paper in a Q1 journal (see *Note 1* on the next page).

The paper can be presented either orally at the conference or via a poster presentation. The student can avail this benefit for travel to multiple international and domestic venues (i.e., it is not a one-time benefit).

<sup>1</sup> This supersedes and replaces the earlier policy for financial assistance to PhD students for participation in international conferences.



## Incentive for Excellence in Doctoral Research

Full-time PhD scholars may also apply for additional allowance based on their published papers. Eligibility is determined by the ranking of the publication venue and the depth of the scholar's contribution.

This additional grant is Rs. 1 lakh per paper published in a Q1 journal<sup>2</sup> or A\*/A conference, and Rs. 0.25 lakh for each paper published in Q2 journal, B-ranked conference or DAU-Approved conference. If there are multiple PhD students who have jointly coauthored a paper that meets the above ranking criteria, each of these PhD students shall receive the amount mentioned above divided by the number of PhD student coauthors.

The applicants must demonstrate that they performed the primary in-depth work for the publication and their application shall require approval from the faculty mentor, the RPS Committee, Dean R&D, with final authorization by the Director.

*Note 1:* A doctoral scholar who receives a publication incentive grant of Rs. 1 lakh for publishing a paper in a Q1 journal may subsequently avail up to Rs. 2 lakhs toward travel for presenting a paper at an international conference *regardless of its rank or whether it is in DAU Approved List*, subject to a formal endorsement from the scholar's thesis supervisor.

## Support to Part-Time PhD Scholars and Recent Graduates

- A part-time doctoral student may be awarded only the registration fee to attend a conference up to a maximum of Rs. 10,000/-.
- A doctoral scholar can avail this allowance after their graduation from the PhD program provided
  - the date of travel is within one year of their graduation from DAU, and
  - the PhD scholar has retained an official affiliation with DAU after graduation (e.g., as a Post-Doctoral Fellow, Teaching Fellow, Visiting/Adjunct Faculty, or a full-time Faculty, etc.).

## Application Procedure

A PhD student shall submit their applications for financial support for the conference travel to the Dean of R&D via email.

1. The following information should be included:
  - a. Conference dates and location
  - b. Rank of the Conference: A\*, A, B, or DAU, Approved or other
  - c. Acceptance notification and acceptance rate, if applicable
  - d. Title of paper, abstract of the paper, and the authors' list
  - e. Manuscript draft of the accepted paper

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<sup>2</sup> Journal ranking is as per Scimago. Conference ranking is as per core.edu.



- f. Requested financial support with a breakdown of the expenses in three categories: registration, travel, and accommodation.
- g. Travel, accommodation, and other expenses should conform to the Institutional guidelines.
  - i. The PhD scholars are advised to use the Host Institution's Guest House facilities, if available.
  - h. Available amount in the PhD scholar's travel fund
2. When the total requested grant amount is less than Rs 1 lakh, Dean R&D may approve the grant application. When this amount exceeds Rs. 1 lakh, Dean R&D shall obtain the Director's approval.
3. The decision regarding the grant application will be conveyed by the Dean R&D to the applicant via email.



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