

Research Scholar Travel Award (RSTA) Grant:

- (i) All Ph.D. students irrespective of their registration status (Full Time or Part Time) or category would be eligible for the travel grant of Rs 20,000 from MoE Funds.
- (ii) All full time Ph.D. students (irrespective of category) and all part time Ph.D. students who are employed in sponsored research or consultancy projects of the Institute through IRD/FITT or any other scheme of the Institute would only be eligible for the additional travel grant of Rs 1,80,000 from IRD funds. Accordingly, they will get travel support upto Rs. 2,00,000 (Rs. 20,000/- + Rs 1,80,000/- as notified vide Notification No. IITD/A&E/PGS/A-2/2023-181757 dated 03.08.2023).
- (iii) For processing of RSTA from IRD funds, there would be a requirement of providing proof at the time of application of having applied to two other external agencies for support. The requirement is only to provide proof of having applied and not related to getting any response from the external sponsors. However, the responses must be submitted along with the reimbursement claims.
- (iv) Those Ph.D. students would be eligible for RSTA who are in good standing, have completed their comprehensive examination requirements, are within 5 years of registration, and have not submitted their thesis (conference dates should be before the 5-year date or thesis submission date, whichever is earlier). In exceptional cases, this may also be availed by those research scholars who are within 5 years of registration, have submitted thesis but Ph.D. viva is not over and are continuing to work on some project in the Institute and drawing fellowship.
- (v) A Ph.D. student eligible for availing RSTA for both international and national conferences to be held abroad and in the country, can avail the same for maximum of two times (i.e. supporting partially or totally the travel of two conferences) during his registration as a Ph.D. Student. However, total maximum amount for conference travel will be Rs. 2,00,000/-.
- (vi) The grant is to be used only for travel to conferences of repute where the candidate is presenting a paper, and not attending training schools/ workshops, etc.
- (vii) Approval Process: RSTA application must be recommended by the Supervisor, approved by the Head of the Academic Unit, and submitted to the Academic Section. The Academic Section will issue the notification subject to the fulfilling of all the eligibility criteria for this purpose. Any expenditure related the travel must be made only after the final approval and notification from the Academic Section.
- (viii) Travel Route: The travel route should be New Delhi – Conference Venue – New Delhi. Any change in the route citing low-cost fares or any other reason is not permissible.

For travel to a foreign country, air travel from New Delhi to the nearest international airport in the same country may be allowed. The onward journey to the conference venue may be made by road, rail, or air.

- (ix) Number of travel grants of Rs. 1,80,000/- per year is limited to a total provision of Rs. 4.50 Crores per year from the Research Promotion Fund of IRD.

- (x) Number of travel grants of Rs. 20,000/- per year is limited to a total provision of Rs. 50 Lakhs per year from the Institute funds.
 - (xi) The expenditure assigned to Accommodation + DA will be reimbursed @ US \$ 150/- per day for an international conference held abroad. The reimbursement of air fare will be as per Govt. of India rules. The journey by air should be performed by the shortest route in economy class. The tickets must be booked by Ashoka Tours & Travels and tours help desk available in the campus or through the following Web portals: -
 - a. IRCTC
 - b. Ashoka Tours & Travels
 - c. Balmer Lawrie & Co.
 - (xii) The entitlement for travel for a national level conference shall be as per IRD norms for JRF/SRF which is as under at present: -
 - a. By Air (Economy Class)/AC 2 Tier by train and tickets must be booked by the authorised companies mentioned in para (xi) above.
 - b. Hotel Accommodation up to Rs. 3,000/- per day (with original bill)
 - c. Local Travel and Food Bill up to Rs. 1,000/- per day (with original bill)
 - (xiii) Reimbursement of the above expenditure incurred will be considered maximum for 1 day before and 1 day after the conference period, for both international/national conferences.
 - (xiv) For conferences held abroad, Ex-India leave on-duty may be given for a maximum of 2 days before and 2 days after the conference period. Any leave beyond this period will be treated as Personal Leave and will be debited from the 30 days leave granted to a Research Scholar in an academic year.
 - (xv) In case, one or both the travel grants is/are granted to a student but for genuine reasons he/she fails to undertake the travel (Visa denial/delay, health etc.), he/she can still claim reimbursement on all expenses including cancellation charges incurred. However, if the student claims reimbursement he/she would be considered as a beneficiary under the scheme and would count towards one travel support with the claimed amount.
Students shall be required to book their travel tickets only through the authorized agencies only, after obtaining visa clearance from the embassy of the visiting country. Expenses incurred on travel tickets booked prior to visa clearance shall not be reimbursed if the visa is subsequently denied.
 - (xvi) RSTA rules should be relooked / revised after every five years to incorporate the possible inflation in the travel/living costs.
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**INDIAN INSTITUTE OF TECHNOLOGY DELHI
ACADEMIC SECTION**

(ONLY FOR FULL-TIME / PART-TIME IN IRD/FITT(PROJECT) PH.D. RESEARCH SCHOLARS)

**APPLICATION FORM FOR TRAVEL GRANT FOR PRESENTING A PAPER IN A CONFERENCE
OUTSIDE /WITHIN THE COUNTRY**

RESEARCH SCHOLAR TRAVEL AWARD (RSTA) OF Rs. 2,00,000/- (Rs. 20,000+ Rs. 1,80,000/-)

or

RESEARCH EXCELLENCE TRAVEL AWARD (RETA) OF Rs. 2,00,000/-

(To be used only if research scholar has already qualified in the RETA selection process of the concerned Department / Centre / School)

A. PERSONAL INFORMATION

Name _____ Entry No. _____

Deptt./ Centre/ School _____ Date of Joining _____

Date of completion of comprehensive Examination _____

Whether you availed PMRF Scheme during the tenure of Ph.D.: YES NO

If yes, mention number of times, you have availed PMRF grant contingency for international travels:

(Refer guidelines (iv) of the consolidated RSTA guidelines/rules about eligibility criteria)

Fellowship Status (FIA/CSIR/UGC/FOA/DBT/FPA/OTHER: _____,
if other, please specify the source of fellowship _____

Email _____ Mobile No. _____

B. CONFERENCE AND PAPER/ PUBLICATION DETAILS

Conference Name _____

Conference Dates(s) _____ Conference Venue _____

Conference Website: _____

Please enclose copy of accepted paper / abstract, copy of acceptance letter from Conference, and copy of conference invitation addressed to research scholar.

C. FINANCIAL SUPPORT DETAILS (IN RUPEES):

C1. Availed earlier (only in case of RSTA) YES NO

If YES, details: Sanction Notification No. & Date _____ Amount utilized _____

C2. Have you been selected for RETA? _____

If YES, details: Sanction Notification No. & Date _____

C3. Estimated expenditure for the proposed conference travel (Please refer clause xi and xii of RSTA guidelines/rules for entitlements)

| Expenditure For | Estimated Amount (In Rupees) |
|-------------------------|------------------------------|
| Airfare | |
| Registration Fee | |
| Hotel | |
| Local Travel, Food etc. | |
| Visa, Insurance etc. | |
| Total | |

**C4. Information about applying for award of travel grant to external agencies (at least two):
(Only for RSTA)**

Please fill up the columns given below for the information about applying for award of travel grant to external agencies and enclose the proof thereof.

| Organization | Date of Submission | Expected Amount (Rs.) |
|--------------|--------------------|-----------------------|
| | | |
| | | |
| | | |

A list of external funding sources (not exhaustive) that support international travel can be seen at the following link: -

<https://docs.google.com/spreadsheets/d/19BSz7 Lx00Zt9heQeNKxG1ubPoZTs3FokLg4w8LZjRY/edit?usp=sharing>

D. UNDERTAKING

1. Certified that the information given above by me is true in all respects. I would request for reimbursement from this grant only for those expenditure not covered from other grants.
2. The conference is of repute and will be useful for my professional growth.

Signature of the Research Scholar _____ Date _____

(The documents required to be enclosed: 1. Invitation letter 2. Copy of abstract 3. Proof of applying for award of travel grants to 02 or more external agencies)

SUPERVISOR'S RECOMMENDATIONS/ REMARKS

1. I endorse the undertaking given above by the Research Scholar.
2. I certify that the conference is of repute.

Signature of the Supervisor(s) _____ Date _____

E. RECOMMENDATIONS /REMARKS OF ACADEMIC UNIT (Deptt./Centre/School)

Signature of the Head of Academic Unit _____ Date _____

FOR OFFICE USE ONLY

Accounts Section (in case of RSTA availed earlier)

| | |
|---------------------------------------|-----|
| The amount availed earlier under RSTA | Rs. |
| Signatures of the Official | |

Academic Section

| Comprehensive completed | Yes | No |
|---|-----|----|
| Remarks of dealing Assistant, if any, with signature | | |
| Superintendent | | |
| Assistant/ Deputy/ Joint Registrar/ Senior Consultant (Academics) | | |

Dean Academic's Approval

| | | |
|--|-----------------------|---------|
| Dean/ Associate Dean, Academic's Recommendations & Signature | Approved/Not Approved | Remarks |
|--|-----------------------|---------|