

NSF International Travel Grants

Conditions for submission of applications

1. Applicants should be 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. **Please fill the application form for registration in the STMIS database which is an essential requirement prior to processing of the applications submitted for consideration for awarding of the Travel Grants of the NSF.**
Please mail the duly completed STMIS application to;
stmis@nsf.ac.lk with a copy to travel.grant@nsf.ac.lk
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.ac.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.**

Month of the Board Meeting	Date of Commencement for Applications Processing**
January	21 st December 2017
February	18 th January 2018
March	15 th February 2018
April	22 nd March 2018
May	19 th April 2018
June	24 th May 2018
July	21 st June 2018
August	19 th July 2018
September	23 rd August 2018
October	20 th September 2018
November	18 th October 2018
December	22 nd November 2018

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

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 available to the NSF at the time of evaluation.

- 4 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.
- 5 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. Number of criteria associated with awarding travel grants of which the quality 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 where the 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 as per government regulations.
3. Payments are made according to Government financial regulations and relevant Public Administration Circulars.
4. 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.
5. Period for subsistence payments would be made for the duration of the event.
6. 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.
7. The decision regarding the award will be conveyed by letter / fax / e-mail to the applicant.
8. The decision of the NSF Board will be final.
9. 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: 03/03/2017