

GUIDELINES FOR AVAILING OF FOREIGN TRAVEL GRANT OF \$3,000 FOR EACH SCIENTIST EVERY TWO YEARS IN SUPPORT TO PAPER PRESENTATION IN INTERNATIONAL SYMPOSIA AND CONFERENCES (SCC-9 RESOLUTION NO. 9)

Coverage:

The \$3,000 grant shall cover:

- Daily subsistence allowance (hotel accommodation and per diem) based on the prevailing UNDP rates
- Roundtrip airfare tickets
- Registration fee

Requirements:

1. Endorsement from the Agency Head of the scientist detailing the title of the paper to be presented; title, date and venue of the international conference/symposia, amount requested and purpose of utilization.

Note: Poster presentations are not covered by this grant.

2. Extended abstract of paper.

3. Copy of the letter of invitation and acceptance letter from the organizer.

4. Copy of the conference program indicating the date and time of the applicant's paper presentation

5. Copy of a brochure or information material about the conference.

6. Copy of financial support in case the applicant is sourcing from other sponsoring organization.

7. Travel Authority approved by the appropriate Head indicating the source of funds.

8. Original copies of plane tickets and other official receipts and invoices.

*Note: Items 1-3 should be submitted to the Secretariat at least 2 months **before** the date of the conference for evaluation purpose.*

Other documents to be prepared and submitted to the SCC Secretariat for reimbursement:

- Actual Itinerary of travel (IOT)
- Boarding passes, plane tickets (and original OR of purchase) and terminal fees
- Copy of UNDP DSA rates and Currency Converter (OANDA) during the period of travel
- Letter of invitation
- Certificate of Appearance/Participation/Commendation
- Travel Order
- Certificate of Travel Completed
- Copy of Conference Program
- Copy of Presentation Material

Conditions:

1. The paper to be presented must be *relevant*; must be a result of a research undertaking by the scientist; and should contribute to the improvement of the applicant's field of expertise and discipline.
2. Letter of request duly signed by the Agency Head with complete supporting documents must be endorsed and shall be submitted to the SCC Secretariat's Office at least 2 months prior to the date of international conference.
3. Documents will be acknowledged by the SCC Secretariat prior to referral to concerned Special Technical Committee for evaluation and recommendation.
4. If the STC gave a favorable response to the applicant's request, the Secretariat shall in turn forward the request to the Chairman of the Scientific Career Council through an **ad referendum** for final approval.
5. The SCC Secretariat shall inform the applicants of the status of their request.
6. **Payment shall be made on a reimbursement basis** upon submission of complete documentary requirements (e.g. original copies of receipts, travel authority, itinerary of travel and travel report).
7. After the return from conference, the grantee must submit to the Secretariat a Travel Report (including photo documentation) indicating highlights of the conference, observations and learnings and certificate of appearance.
8. The grant may be used by the scientists for a period of **two years**.
9. **Scientists are encouraged to publish presented papers in ISI or Scopus indexed journals.**
10. Reimbursement is subject to the existing rules and regulations.

For further inquiries, please contact the SCC Secretariat at telephone no. (02) 837-3170 or email the scientificcareersystem@gmail.com

Requests must be addressed to:**LUNINGNING E. SAMARITA-DOMINGO**

Director, National Academy of Science and Technology
3rd Level, Philippine Science Heritage Center
Bicutan, Taguig City

Executive Secretary, Scientific Career Council

Scientific Career System