CHECK LIST

Request for Financial Support~ Presentation of Research Paper

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| --- | --- | --- |
| 1. | Remaining Time in Conference (8 weeks or greater)Note: At least one-week time is required for SEECS internal processing |  |
| 2. | SEECS Paper Evaluation Performa duly signed by President of Evaluation Committee  |  |
| 3.  | Conference ranking as per the Core conference ranking portal |  |
| 3. | Proof of Paper Acceptance |  |
| 4. | Conference Acceptance Ratio  |  |
| 5. | Reviewer Comments on paper |  |
| 6. | Conference Details containing scope of the conference, maturity, sponsoring body and publication proof |  |
| 7. | Proof of Conference Registration Fee |  |
| 9. | Proof of Accommodation & Travel Expenses |  |
| 10. | HQ NUST Performa duly singed by applicant |  |
| 11. | HEC Performa duly signed by individual and sign, stamp by HoD (Not required for local conferences)(In case of applying at HEC a separate file with required documents should be provided) |  |
| 12. | CV of applicant  |  |
| 13. | Acceptance as “oral presentation” after peer review of full paper in the respective conference. (original preferred; photocopy must be attested by Head of Department or Dean) |  |
| 14. | In Case of Ph.D. Scholars, please attach attested copies of scholarship award letter with a copy of registration as Ph. D. or MS/M Phil leading to Ph. D. from the university concerned attested by HoD or Dean. |  |
| 15. | Hard/soft Copy of the Paper |  |
| 16. | Plagiarism Report duly signed and Stamped by concerned HoD |  |
| 17. | PSF Performa (In case of applying at HEC a separate file with required documents should be provided) |  |
| 18. | Journal impact factor and rank as per ISI web of knowledge  |  |
| 19.  | Proof that the paper details have been updated on concerned faculty member’s page on website hosted at SEECS.  |  |

**Note: File will not be processed if all the required documents are not provided.**

Dr. Osman Hasan

(President)

Mar 2018

MARKERS

The table given below is the markers for tagging your research paper evaluation file.

* You have to tag each and every document of your research paper evaluation file.
* Cut the markers given below and tag all documents of your file.
* Make sure tags are placed in such a way that all tags are visible.

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| --- | --- | --- | --- |
| SEECS Evaluation Performa | Proof of Paper Acceptance | Acceptance Ratio | Reviewer Comments |
| Conference Detail | Proof of Reg. Fee | Proof of Accommodation/ travel expenses | HQ NUST Performa |
| HEC Performa | CV | Peer review of full paper | Copy of scholarships award letter |
| Copy of paper | Plagiarism Report | PSF Performa | Formula Calculation in journal paper |
| Proof of Conf. Maturity Level | Proof of Journal Maturity level | Proof of paper details on concerned faculty webpage | Core conference ranking proof |

**Note: File will not be processed if tags are missing.**