

Centre for Co-operation in Science & Technology among Developing Societies (CCSTDS)

INSA-CSIR-CCSTDS Travel Fellowship (For Indian Scientists/Researchers affiliated to Indian Institutions)

CCSTDS(formerly CICS) provides partial travel fellowship/registration/ accommodation to scientists/researchers in various disciplines such as Physics, Chemistry, Biology, Mathematics, Medicine, Engineering, Space Science & Technology, Computer Science and Engineering and other related areas to attend international scientific conferences, seminars and workshops abroad. The selection committee consisting of eminent scientists meets four times a year to scrutinize and recommend award of travel grants.

This scheme is jointly sponsored by the Indian National Science Academy (INSA), Council for Scientific and Industrial Research (CSIR) and CCSTDS.

Guidelines for Applicants:

1. The prescribed application form may be downloaded from our website www.ccstds.tn.nic.in
2. The filled in application along with necessary enclosures should be submitted as soft copy (as PDF) and hard copy to CCSTDS, before the deadline
3. The soft copy (as PDF) of the application should be sent to the email address dirccstds@gmail.com with the Subject “**TRAVEL FELLOWSHIP APPLICATION – (NAME OF THE APPLICANT)**”
4. The postal copy of the application should reach the following address before the stipulated deadline

The Honorary Director
CCSTDS
2, Gandhi Mandapam Road
Chennai - 600 025

Telephone (91) (44) 24419466
Fax. (91) (44) 2491 4543
Email : dirccstds@gmail.com;
Website: www.ccstds.tn.nic.in

5. List of Enclosures (to be enclosed with the application in the given order):

- (a) A declaration from the Head of the Institute must be submitted in the prescribed format as in Annexure I
- (b) Copy of the letter of acceptance of oral/poster presentation issued by the organizers of the meeting
- (c) Proof of document showing financial support from organizers/ other agencies for attending the conference (if available)
- (d) A detailed Curriculum Vitae containing date of birth and age, information on the applicant's research experience, list of publications in the order and in the manner as published in the journal with Impact factor of the Journal (only those in refereed journals), present position, professional affiliations, awards and scholarships won, etc.
- (e) Copies of atleast two recent publications in a refereed journal. This will play a significant role in the decision process.
- (f) An attested copy of School Certificate (X Standard or equivalent) as proof of Date of Birth
- (g) Copy of the abstract of the paper to be presented at the meeting (not applicable to training programmes/workshops)
- (h) A brief write-up describing the benefits likely to be derived from attending the meeting.
- (i) Copy of the invoice from a Travel Agency indicating the economy excursion airfare by the shortest route, to the proposed place of visit (India – abroad – India).

6. Letters of Recommendations:

Applicants (students only) should arrange with their research guide and atleast one other person knowledgeable about the applicant's research to send confidential reports on his/her accomplishments and abilities, directly to CCSTDS.

7. Forwardals:

Application should be forwarded through the Head of the Institution in India or equivalent person of authority.

8. Preferences:

All conditions being satisfied, applicants meeting the following criteria will be given preference over others.

- (a) Applicants whose work exhibits innovation and novelty in the results obtained.
- (b) Applicants who have been successful in obtaining partial assistance from other sources.
- (c) Young scientists.

9. Rejections:

Candidates who have availed travel grant from CICS/CCSTDS are eligible to apply only after completing 3 years.

The following clauses may also render an application ineligible for consideration.

- (a) Applications not in the prescribed format.
- (b) Applications without declaration regarding Foreign Travel Particulars of the applicant.
- (c) Applications without proof of Date of Birth.
- (d) Applications not sent through proper channel.
- (e) Applications without the relevant enclosures.
- (f) Applicants whose programmes exceed 3 months duration.

10. Deadlines:

The following table gives the **schedule for receiving applications**.

Conference Schedule	Committee Meets usually in the	Deadline
16 th April – 15 th July	First week of April	20 March
16 th July – 15 th October	First week of July	20 June
16 th October – 15 th January	First week of October	20 September
16 th January – 15 th April	First week of January	20 December

The dates mentioned in the table are the most probable dates. There may be slight variations in these to suit the committee members convenience.

11. Correspondence:

- (a) The selected applicant list will be displayed on the website.
- (b) All the awardees will be intimated of the result by post, immediately after the Selection Committee Meeting.
- (c) The decisions of the Committee are final and binding.
- (d) Applicants desirous of updating their records should attach a letter mentioning their name, name of conference and dates, along with the information that requires updation.

**Centre for Co-operation in Science & Technology among Developing Societies
(CCSTDS)**

Travel Fellowship Application Form

(Sponsors: INSA-CSIR-CCSTDS)

SUBJECT CATEGORY: (Pl. tick the relevant subject)	<input type="checkbox"/> BIOLOGY	<input type="checkbox"/> CHEMISTRY	<input type="checkbox"/> COMPUTER SCIENCE	<input type="checkbox"/> ENGINEERING
	<input type="checkbox"/> MATHEMATICS	<input type="checkbox"/> MEDICINE	<input type="checkbox"/> PHYSICS	<input type="checkbox"/> EARTH SCIENCE

I PERSONAL DETAILS

Name	Dr./Mr./Ms.	Date of Birth	Age	Gender (M/F)
Designation				
Institutional Address				
	Tel: Mobile:	Email:	Fax:	
Name, Designation & Address of the Research Supervisor: (To be filled, if the applicant is a Student)				

II CONFERENCE DETAILS

Conference Name					
Venue					
Date Starting		Date ending			
Title of the paper to be presented at the conference					
Role (√) (Attach copy)	Oral	Poster	Training	Invited Speaker	Others
If Others, please specify nature of participation					

III FOREIGN TRAVEL PARTICULARS

(Enter details of participation in scientific meetings/conferences outside India in the last 3 years)

Year	Country visited	Conference attended	Funding agency/Support obtained

IV EXPENDITURE DETAILS

Actual fare ¹		Required Support	
Registration Fee ²			
Accommodation			

¹ Attach certificate from Air India/Authorized travel agent indicating return economy/excursion airfare.

² Attach information on registration and indicate if boarding/lodging is included.

V. SUPPORT STATUS

(Indicate support available from other sources (attach copies))

Type of Support	Funding Agency	Amount Sanctioned
Travel		
Local Hospitality		
Registration		

VI. RESEARCH ACTIVITIES

Current areas of Research (Please be brief)

Total no. of Papers Published
(provide complete list of publications in the order and in the manner as published in the journal)

Attach copies of two recent publications in refereed journals

Applicant's Signature :

Date:

Endorsement by the Head of the Institution/ Equivalent authority

Name:

Position

Signature

Please enclose all documents mentioned in serial number 2 of 'Guidelines for applicants' (i.e. List of enclosures).

ANNEXURE I

DECLARATION OF FOREIGN TRAVEL PARTICULARS OF THE APPLICANT

BY HEAD OF THE INSTITUTE

I.

a) This is to state that _____ working as _____ in our Institution has not visited any foreign Country to participate in any International Conferences/ Training programmes/ Workshops/ Seminars etc abroad, during the last three years.

(or)

b) This is to state that _____ working as _____ in our Institution has visited foreign Country to participate in International Conferences/ Training programmes/ Workshops/ Seminars etc abroad, during the last three years (as tabled below).

FOREIGN TRAVEL PARTICULARS (Enter details of participation in scientific meetings outside India in the last 3 years)			
Year	Country visited	Conference attended	Funding agency/Support obtained

II. This is to state that _____ working as _____ in our Institution has not availed any Travel Grant from CCSTDS for the past three years to participate in any International Conferences/ Training programmes/ Workshops/ Seminars etc abroad.

Signature & Seal of the Head of the Institution