

ServiceSetu Research Travel Grant for PhD/FPM Scholars

Supervisor Recommendation and Institutional Endorsement Form

SECTION A: Applicant details

Name of the applicant	
Enrolment / registration no.	
Programme and department	<i>PhD or FPM, and department</i>
Organisation	<i>University, institute or business school</i>
Location	<i>City and state</i>
Email address	
Mobile number	

SECTION B: Conference details

Name of the conference	
Organised by	
Venue	
Dates	<i>From — to</i>
Domain	<i>Management / social sciences / interdisciplinary / allied</i>
Title of the paper	
Status of the paper	<i>Accepted for presentation / under review</i>

SECTION C: Travel details

From city	
To city	
Date of departure	<i>Tentative</i>
Date of return	<i>Tentative</i>
Intended mode of travel	<i>AC 2-tier by train / economy class by air, shortest route</i>

SECTION D: Recommendation of the PhD / FPM supervisor

Name of the supervisor	
Designation	
Department and institute	
Email address	
Mobile number	

Remarks on the quality of the paper and the scholar's research

I certify that Mr / Ms _____ is a full-time PhD / FPM scholar registered under my supervision, and that the paper named above is the scholar's own work. I further certify that the scholar has **not applied for or received financial support for participation in this conference** from the institute or from any other funding agency. I recommend the scholar for the ServiceSetu Travel Grant.

Signature of the supervisor · Date

Name and designation in block letters

SECTION E Declaration by the applicant

I, _____, declare that I have not applied for or received funding for this conference from my institute or from any other source, and that all the information given in this form is correct and verified. I undertake to submit my original travel tickets and the certificate of paper presentation to ServiceSetu Academics after the journey.

Signature of the applicant · Date

Name in block letters

SECTION F: Endorsement by the Head of Department / Dean / Director

The particulars given above have been verified. The scholar is recommended for consideration under the ServiceSetu Travel Grant.

Official stamp of the institution

Signature · Date

Name: _____

Designation: _____

Before you upload

- ☐ Every section of this form is complete.
- ☐ The supervisor has signed Section D, including the declaration on other funding.
- ☐ The Head of Department, Dean or Director has signed Section F and affixed the official stamp.
- ☐ The form is scanned as a single PDF, under 5 MB, and is legible.
- ☐ The online application at servicesetu.org/travel-grant is submitted at least 45 days before the conference.

Grant terms in brief

Up to INR 15,000 or the actual cost of travel, whichever is less. Travel by AC 2-tier train or economy class air, by the shortest route. The grant is sanctioned before the conference and released after the journey, against original travel tickets and the certificate of paper presentation. Registration, accommodation and local expenses are not covered.

www.servicesetu.org | info@servicesetu.org