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### Calling for Applications for Travel Grants to present scientific papers at International Conferences under the Second Health Sector Development Project Component II

Applications are called for Travelling Grants to present scientific papers in International Conferences Overseas from officers of below mentioned institutions under the Second Health Sector Development Project Component II (Innovation, Results Monitoring and Capacity-Building Fund). The identified institutions are;

- Ministry of Health
- Provincial Ministries of Health
- Ministry of Local Government and Provincial Councils
- Ministry of Finance and Planning
- Finance Commission
- Faculties of Medicine
- Department of Census and Statistics
- Registrar General's Department
- Post Graduate Institute of Medicine

#### Requirements to apply the Travelling Grant

1. The applicant should be the Presenting Author
2. The presentation should be an oral presentation (poster presentations are not considered under this scheme)
3. The conference should be an internationally recognized conference.
4. The selection of the paper for the presentation should have based on full paper peer reviewed (and not on abstract review) – The applicant should provide documentary evidence to prove this.
5. The presenting paper should be relevant to the field where the applicant is currently working.
6. The applicant can get this grant only once per 5 years.

#### Expenses covered under the Travelling Grant

1. Registration fee for the conference
2. Air fare – Minimum air fare from 3 quotations produced by the applicant
3. Subsistence for the duration of stay according to the government Circular

## **Application Process**

The applicant should fill the specimen Application form in Annex 1.

The following supportive documents have to be submitted along with the application.

- Letter to prove the acceptance of the paper to be presented at the International Conference as an oral presentation
- Invitation letter for the International Conference
- Documentary evidence of the conference that the full paper is peer reviewed at the selection procedure
- Full paper selected to present at the International Conference
- Certified copy of the National Identity Card of the applicant
- Certified copy of the Passport of the applicant
- Letter from the head of the institution that overseas leave can be approved for the applicant if he/she is selected for the Travel Grant to attend the conference
- A letter/bill/documentary evidence of the amount of the registration fees for the conference (if the applicant wishes to claim it through this fund).
- Three quotations of the air fare.
- Consent of the other authors of the paper giving permission for the applicant to present the paper at the International Conference as per Annex 2.

Applications should be forwarded to Project Director, Second Health Sector Development Project (address: Project Office, Second Health Sector Development Project, 3<sup>rd</sup> Floor, No. 191, J.R. Jayawardena Centre, Dharmapala Mawatha, Colombo 07) through the head of the institutions via proper channels.

The upper left hand side of the cover of the applications should mention "Proposals for Travel Grants under SHSDP Component II".

## **Reviewing and selection of the Applications for funding**

The applications for Travel Grants will be reviewed, by a Review Committee which consists of the following members.

- Secretary, Ministry of Health and Indigenous Medicine - Chairperson
- Director General Health Services
- Chief Accountant, Ministry of Health and Indigenous Medicine
- Deputy Director General (Education, Training and Research)
- Deputy Director General (Medical Services I)
- Deputy Director General (Medical Services II)
- Deputy Director General (Public Health Services I)
- Deputy Director General (Public Health Services II)
- Deputy Director General (Planning)
- Deputy Director General (Dental Services)
- Deputy Director General (Laboratory Services)
- Deputy Director General (Bio Medical Engineering Services)
- Director (International Health)
- Senior Assistant Secretary (Medical Services) - Secretary of Committee
- One invited nominee from the Faculty of Medicine, University of Colombo
- Any other invited member/s as 'experts' appropriate to the subject of the paper, as decided by the above members

The review committee will gather once a month or as and when necessary to review the applications.



The applications are reviewed on the first come first serve basis. The decision of the Review Committee is considered as final.

The total number of 40 travel grants will be offered in the 1<sup>st</sup> stage. This will be divided as follows:

10 Travel grants to Ministry of Health,  
10 Travel grants to Provincial Ministries of Health  
10 Travel grants to Ministry of Local Governments and Provincial Councils  
10 Travel grants to Ministry of Finance and Planning, Finance Commission, Faculties of Medicine,  
Department of Census and Statistics, Registrar General's Department, Post Graduate Institute of Medicine

#### **Application for Overseas Leave**

It is the responsibility of the participant to obtain official overseas leave for the participation at the conference. Financial disbursement will be made only on submission of the proof of leave approval.

#### **Financial Arrangements for the Travel Grants**

After getting the approval for the Travel Grant by the Review Committee, the applicant is eligible to receive money from the SHSDP Component II.

The applicant has to send a voucher according to Circular 35, based on the approved amount.

Air fare will be directly paid to the selected supplier by the SHSDP Component II.

**Within one week on arrival** from the conference, the applicant has to submit the Original bills/receipts of the Registration fees for the conference and evidence of travel (boarding pass and photocopies of the relevant pages of the passport). The applicant also should submit a statement of expenditure on the payment for subsistence. Any amount retained without spending has to be declared and reimbursed to the Second Health Sector Development Project.

#### **Submission of a Report on the Conference**

The applicant should submit a detailed report about the conference and the experience gained through the conference to Project Director, Second Health Sector Development Project with a copy to Director (International Health) **within one month of arrival from the conference**.

#### **Contact Person for the applications**

Any further clarification/information on the applications should be obtained from;

Project Director, Second Health Sector Development Project, 3<sup>rd</sup> Floor, No. 191, J.R. Jayawardena Centre, Dharmapala Mawatha, Colombo 07. (Phone: 0112-680490, 011-2693297)



Dr. D.M.R.B. Dissanayake  
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Ministry of Health Indigenous Medicine

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