

## **Research Excellence Travel Award (RETA)**

RETA is to be an exclusive award to be given only to highly meritorious scholars (Full Time, as well as Part Time working full-time on IRD/FITT projects). The details of the operation of this grant are as follows:

(i) RETA grant is to be made available annually only for the top 20% research scholars (Full-Time or Part-Time on IRD/FITT projects) of an Academic Unit. The scheme is operated by Dean R&D office on recommendation from Dean, Academics office.

(ii) Eligibility of RETA is same as in point (iv) of RSTA scheme. Research Scholar must have already availed the RSTA grant before availing the RETA grant.

(iii) Maximum expenditure from RETA grant per student is limited to Rs 2,00,000/-. The scheme can be availed for both international and national conferences to be held in the country and abroad.

(iv) RETA scheme can be availed only once during the period of registration as a Ph.D. Student.

(v) A candidate applying for this grant must establish through a suitable application form his/her excellence in research through previous publications, conference presentations, patents, awards etc., pertaining to the PhD research. A candidate must have a minimum of 2 publications (published or accepted) in top-quality peer-reviewed SCI-indexed international journals/reputed conferences approved by the Academic Unit Research Committee (AURC), for the consideration to this grant. Supervisor(s) must certify the candidate's excellence in research and provide justification for the same. Individual AURC may choose higher criteria for shortlisting the applications.

(vi) AURC will do an internal selection in each semester, i.e., twice a year, keeping in view of the impact and quality of the research publications of the candidate. Each semester, AURC will shortlist candidates who are eligible to avail RETA, with a total number not exceeding 10% of the number of research scholars (All Full-Time students and Part-Time students working in IRD/FITT projects) in the respective AU. Thus, over the calendar year, maximum 20% of research scholars would be selected (the list will be mutually exclusive).

(vii) The shortlist is to be forwarded by the AURC to the Dean, Academics office for consideration and appropriate action, latest by 31<sup>st</sup> October (10% of research scholars) and 30<sup>th</sup> April (10% of research scholars), for the 1<sup>st</sup> Semester and 2<sup>nd</sup> Semester of the academic year respectively.

(viii) Dean, Academic office will forward the eligible applications to the Dean, R&D, after checking the academic records of the students. After approval from Dean R&D, the consolidated list of students for the Institute will be announced.

(ix) Once selected, a research scholar will become eligible for RETA and may avail it anytime during his/her tenure as a PhD Student, subject to the conditions in point (iv) of RSTA scheme. He/she need not apply again to be eligible for the award.

(x) When planning for the travel, a student who is on the eligibility list of RETA, must route the ex-India leave application, application of availing the RETA travel award, as well as other relevant document through the AURC to the Academic Section and IRD. AURC must certify that the conference for which travel is

proposed is a high standard well-recognised international/national conference in the area of research of the student.

- (xi) RETA can be used only for a single conference travel (point (iv) of RSTA scheme is also relevant for RETA).
- (xii) Processing of the travel bills under RETA will be done by IRD Unit/IRD Accounts.
- (xiii) RETA and RSTA cannot be used together for travel to the same conference.
- (xiv) The number of travel grants of Rs 2,00,000 per research scholar will be limited to a total provision of Rs. 3.75 Crores per year from the Research Promotion Fund of IRD.

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# INDIAN INSTITUTE OF TECHNOLOGY DELHI

## ACADEMIC SECTION

### APPLICATION FORM FOR RESEARCH EXCELLENCE TRAVEL AWARD (RETA)

(Only for Full-Time Research Scholars or Part-time in IRD/FITT Projects)

Research Scholar must have already availed the RSTA grant before availing the  
RETA grant

To be submitted in the respective Department/ Centre/ School

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#### A. PERSONAL INFORMATION

Name \_\_\_\_\_ Entry No. \_\_\_\_\_

Dept./ Centre/ School \_\_\_\_\_ Date of Joining \_\_\_\_\_

Fellowship Status (FIA/CSIR/UGC/FOA/DBT/FPA/Other: \_\_\_\_\_)

If other, please specify the source of fellowship \_\_\_\_\_

Email \_\_\_\_\_ Mobile No. \_\_\_\_\_

RSTA sanction notification No. and date: \_\_\_\_\_

#### B. ACADEMIC/ RESEARCH ACHIEVEMENTS

(Please list/ write in the space provided against each part and enclose supporting documents. Use extra sheet(s), wherever necessary)

##### I. Peer-reviewed Journal Publications \*

S. No.	Publication Details (Authors, Title of Paper, Journal Name, Journal Volume, Year, Page No.)	National/ International
1.		
2.		
3.		
4.		

##### II. Conference Publications \*

S. No.	Conference Details (Authors, Title of Paper, Conference Name, Venue, Month/ Year)	National/ International
1.		
2.		
3.		
4.		

\* Research Scholars must have minimum of 02 publications (published or accepted) in top quality peer-reviewed SCI-indexed international journal/reputed conferences approved by the Academic Unit Research Committee (DRC/CRC/ScRC).

**Other Academic/ Research Details**

(Such as book chapters, technical reports, posters, patents, awards etc.)

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**C. Undertaking**

1. Certify that the information given above by me is true in all respects and the contribution made by me in the research/ academic achievements listed above is correct.
2. The publications mentioned on pre-page are pertaining to my Ph.D. thesis and conference is of repute.

Signature of the Research Scholar \_\_\_\_\_ Date \_\_\_\_\_

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**D. Supervisor's Recommendations/ Remarks**

1. Certify that the Research Scholar has minimum two publications (published/ accepted) in top-quality peer reviewed international journals as per details given at point B (I) on pre-page. These publications are pertaining to Research Scholar's Ph.D. thesis and conference is of repute.
2. It is further certified that the research work done by the Scholar is of excellent quality (justification/ remarks are to be given in the space provided below)

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Signature of the Supervisor(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of the Supervisor(s) \_\_\_\_\_ Date \_\_\_\_\_

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**E. Recommendations/Observations of Head of the Academic Unit (Deptt./Centre/School)**

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Signature of Head of the Academic Unit (Deptt./Centre/School) \_\_\_\_\_

Date: \_\_\_\_\_