



# Association of Medical Physicists of India

## Guidelines for AMPI Overseas Travel Grant Award

AMPI "Overseas travel grant" (OTG) will be awarded to AMPI members for attending and presenting scientific papers /invited talks/Oral/Posters in international conferences/symposiums.

### **Financial Grant:**

A sum of Rs. 2,00,000/- is budgeted for the each financial year which will be distributed equally (Rs.50,000/-) among the four quarters (April–June; July–September; October–December & January–March).

### **Eligibility:**

1. Applicant should be resident of India.
2. Applicant should be less than 60 years of age
3. No Applicant is entitled for "overseas travel grant" from AMPI not more than two times in his/her lifetime. Two Rs.25,000/ per quarter will be provided to the two different age group of member, one is below 40yrs & other is above 40yrs. Preference will be given to the applicant who is attending the subject speciality conference.
4. Applicant should have at least 5 years of active life membership in AMPI (i.e. "participation / presentation of papers in AMPI conferences / publications etc.) The applicant should have attended minimum two national/chapter conferences for the applicant whose age is below 40 yrs.
5. Applicant should have at least 15 years of active life membership in AMPI (i.e. "participation / presentation of papers in AMPI conferences / publications etc.). The applicant should have attended minimum ten national/chapter conferences for the applicant whose age is above 40 yrs.
6. Applicant should have not have availed "Overseas travel grant" from AMPI for the last five years from the date of Conferences/Seminar.

### **Application Procedure:**

1. A letter of request for AMPI "Overseas travel grant" on official letter head describing the purpose of visit & approximate cost of expenditure (i.e. travel, accommodation, registration etc.), Life membership number & copy of identity proof (Passport/Adhar card/ Driving License/ PAN card) to be submitted through proper channel to the Secretary, AMPI.
2. Applicant must submit a write-up not less than 100 words about his/her contribution to Medical Physics in India along with the number of full length papers published in journals as first/ corresponding authors & Description of any award (best oral paper /best poster paper /oration / any prize/ any recognition related with Medical Physics) during last two years from the date of application.
3. For conference, a letter of acceptance from the organizers and a copy of full length scientific paper /guest lecture / invited talk should be attached. A description of relevance of paper / guest lecture / invited talk to the medical physics and the importance of the conference/symposium need to be highlighted.
4. Applications should reach the AMPI office at least one month prior to the date of commencement of the Conferences / Symposium.
5. In case, the acceptance letter is not received by applicant before two months of conference date for the respective quarter; the application will be considered if the letter of acceptance is submitted prior to commencement of the Conferences / Symposium in the particular quarter.
6. Applicant has to submit the conference certificate & published paper as an evidence for attending the conference & acceptance of paper/poster/abstract.

### **Award of Grant:**

1. Not more than TWO applicants would be entitled for Travel Grant in any quarter. One of them should be the below 40yrs of Age & other should be above 40 yrs. of Age. In case if all applications come from only one age group ( either below 40yrs or Above 40 yrs) then both will be applicable to get the grant in for that particular quarter.



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2. Travel Grant will be sanctioned to the maximum of Rs.25, 000/- per applicant in a quarter.
3. If more than one applicant is eligible in either of the age group during any quarter, then the selection for grant will be based on applicant's contributions towards medical physics / to AMPI. This will be scrutinized based on the information provided in the application with evidence for calculating the credential points.
4. If no applications were received in a particular quarter, the earmarked amount will be carried over to subsequent quarter in order to give benefit to more members to utilize the opportunity of this grant.
5. Un-utilized funds during a financial year will not be carried over to the subsequent financial year.
6. Applications received before the end of each quarter (i.e. 31st March, 30th June, 30th September & 31st December) will be scrutinized during the first week of successive quarter (i.e. first week of April, July, October & January) for appropriate approval from AMPI Executive Committee (EC).
7. A letter of sanction for travel grant will be sent to the selected applicant soon after approval from EC.  
Reporting: After attending the Conferences / Symposium, the applicant need to submit a brief report along with the participation certificate to the Secretary, AMPI, after which the sanctioned grant would be released.

Note: Award of Grant is subjected to the eligibility criteria being met and the availability of funds.

### **Applicant declaration form for Overseas Travel Grant**

Sr.No.	Name of the candidate :	
1.	Date of AMPI membership	
2.	LM Number	
3.	Total duration of holding the AMPI membership on application submission date	
4.	Total number of paper /poster presented /published in AMPI	
5.	Total number of conference attended in AMPI till date	
6.	Date of receiving the acceptance letter for the conference.( Forward the email received)	
7.	Date of email request sent to AMPI office	
8.	Have you applied one month prior to conference date (Yes/No)	
9.	Have you availed the OTG in the past 5 years or not?	
10.	Date of the conference	
11.	Quarter of the application as per OTG guideline	
12.	Details of any other grant from other sources for attending the conference	
13.	All the required documents (PhotoID, scanned copy of passport, contribution details, CV etc.) as per OTG guidelines are submitted.	

All the above information given by me are correct to the best of my knowledge. I have gone through the AMPI OTG guidelines & I meet all the criteria mentioned in the OTG Guideline.

Applicant Signature:

Date:  
Place: