General Guidelines for Sponsored Research Projects

The NorthCap University
Gurugram

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	The NorthCap University, Gurugram	
THE NORTHCAP UNIVERSITY	**General Guidelines for Sponsored Research Projects** Research, Development and Industrial Liaison (RDIL)	31-01-2019

1. INTRODUCTION:

The Northcap University (hereinafter called NCU) encourages its faculty members to undertake sponsored research project funded by industry and funding agencies (hereinafter called sponsoring agency) since this activity brings academic excellence to the university, helps the country and society, helps industry to meet its business needs and further improves the quality of our students and faculty and the community we serve. The entire expenditure for the operation of the sponsored research project is required to be met by the Sponsoring agency unless it is specified otherwise in the project document. NCU will provide infrastructural facilities to the project as given in the project document. The Principal Investigator (hereinafter called PI) of the project is primarily responsible for progress and completion of the project. Research, Development and Industrial Liaison (RDIL), Administration and Account Branch will provide the necessary support for the success of the projects.

The general flow diagram for preparation and operation of a sponsored research project is given in Annexure 'A'.

2. PREPARATION OF SPONSORED RESEARCH PROJECT PROPOSAL

- The PI is required to do a thorough literature search and patent search before the PI writes up the Research proposal. It is also important to look at the thrust areas spelled out by the funding agency and align the Research proposal accordingly. It is also worth while to scan the website of the sponsoring agencies to know about the projects already funded in that area so that one does not send a duplicate or similar project. This is essential so that the project does not get rejected by the funding agency as an old idea.
- The proposal should be formulated as per the prescribed format of the sponsoring agency, to which the proposal is to be submitted. The formats are available on the website of sponsoring agency. Websites of some of the major sponsoring agencies are given in Annexure – B.
- PI should bring out the present state-of-art for research in the area world-wide and in India, objective of the project, probable outcome of the project and its usefulness, methodology, detailed work plan, bar chart or PERT chart for activities, budget and infrastructural facilities available at NCU. Most project proformas of funding agencies need these information in one form or other.
- Budget:

  While preparing the budget for the project proposal, the following budget heads (as per the funding agency needs) must be taken care of

  a) Salary of Project Staff (JRF/SRF/Project Assistant/Project Associate)

  b) Equipment to be purchased (with quotations)

c) Chemicals and Consumables)
d) Testing charges)
e) Travel (specify if international travel is needed)
f) Contingencies)
g) University overhead @ 20% of (a+b+c+d+e+f)

Honorarium to NCU staff can be paid from project funds only if there is specific sanction by the sponsoring agency. If required, it must be reflected in the project proposal.

- The PI should submit project proposal to the concerned Head of Department (HOD) and make a presentation before the Department Research Committee (DRC) for its recommendations. If the Co-PI is from a different department, the proposal must be recommended by the HOD of the Department of the Co-PI. In such a case, the HOD of the Co-PI will be co-opted as member of the DRC of PI for consideration of the proposal.

- Two copies of the proposal duly recommended by DRC should be sent to Dean, Research, Development & Industrial Liaison (RDIL) along with the following documents: a) A copy of the DRC recommendation as per format (Annexure-C) b) A 200 word summary of the research proposal with 5 key words (to be sent by email to rdil@ncuindia.edu) for record of RDIL.

- Dean-RDIL will examine the proposal and may ask the PI to make amendments if the proposal is not prepared as per the norms of RDIL.

- After the proposal is ready, Dean-RDIL will take the approval of Vice-Chancellor for submission of the proposal to the chosen funding agency or industry.

- After getting approval of the Vice-Chancellor, Dean-RDIL will make a forwarding letter for the proposal and hand over the forwarding letter and one copy of the proposal approved by the Vice-Chancellor to the PI. The PI will send the forwarding letter and required no. of copies of the research proposal (after Xeroxing) to the sponsoring agency.

3. OPERATION OF THE PROJECT

When the project is sanctioned by the sponsoring agency and the sanction letter and funds for the first year is received, Dean-RDIL will take the permission of Vice-Chancellor for executing the sponsored research project. Dean-RDIL will then notify the PI, the concerned HOD's, Administration and Accounts about the commencement of the project through an office memo stating RDIL Project code, names of PI and Co-PI, date of start of project, duration of the project, sanctioned budget item-wise and year-wise, sanctioned project staff and list of equipments sanctioned.

3.1 Appointment of Project Staff

Any project staff (Research fellow, Project Assistant or Research Associate) approved for the project will be appointed as per the norms of NCU through HR. The available positions should be advertised through the website circulation and through newspaper advertisement (if required). The selection

Committee for appointment of project staff will consist of Dean-RDIL, PI and one outside expert. The recommendation of the selection committee will be sent for approval by the competent authority. On obtaining the approval, the project staff will be appointed for a period sanctioned by the sponsoring agency

For Junior Research Fellows, Senior Research Fellows and Research Associates appointed in Government funded projects, the minimum qualifications and compensation will be as per the norms notified periodically by the Department of Science & Technology, Government of India. The compensation recommended by Department of Science & Technology, Govt. of India at present is given in Annexure -D.

For appointing Project staff, following consolidated pay structure may be followed:

	Designation	Minimum Qualifications	Consolidated Pay		
			1st Yr	2nd Yr	3rd Yr
1	Project Associate	M.Sc./B.Tech. (1st class) or equivalent + 4 years experience	20,000	21,000	22,000
2	Senior Project Assistant	M.Sc./B.Tech. (1st class) or equivalent + 2 years experience	16,000	17,000	18,000
3	Project Assistant	M.Sc./B.Tech. (1st class) or equivalent	13,500	14,400	15,300

3.2 Purchase of Equipment and Stores

Purchase of equipment and other stores from the funds provided by the sponsoring agency will be done by the PI as per the NCU norms. Any purchase committee to be formed should be approved by Dean-RDIL. The PI must maintain a stock register for non-consumable items purchased from the project funds provided by the sponsoring agency.

3.3 Travel inside India and abroad

The PI and other members of the project team can visit any place in India for project related activities by taking permission of the HOD and the Vice-Chancellor. TA/DA rules of NCU will apply for such travel. This is subject to availability of funds under the head 'Travel' of the received funds from the sponsoring agency.

For travel abroad for project related activities, specific permission of the sponsoring agency must be taken and funds for such international travel must be separately provided by the sponsoring agency. Permission of the Vice-Chancellor is also required for such international travel.

3.4 Institute Overheads:

Funds received under Institute overheads from the sponsoring agency should

be transferred to NCU immediately after receipt of funds. Out of this 25% should be kept in the Professional Development Fund that will be used for professional development of the faculty members as per NCU norms.

3.5 Monthly Progress Review:

The progress of the on-going projects will be reviewed on monthly basis by an RDIL Project Review Committee of NCU chaired by the Vice-Chancellor on a monthly basis.

3.6 Submission of Progress Report to Sponsoring Agency

The PI is mainly responsible for the smooth running of the project. It is his/her responsibility to prepare periodic progress reports, utilization certificate, statement of accounts and other documents for the project as required by the sponsoring agency/industry.

The PI is required to submit the progress reports, utilization certificate, statement of accounts and other documents for the project through Dean-RDIL. The PI can obtain the provisional statement of accounts or audited statement of accounts from the Accounts Branch of NCU as and when required.

3.7 Financial Report of the Project

The financial position and record of submission of required documents to the sponsoring agency for each project must be maintained year-wise as per the forms given in Annexure-E by the PI and Dean-RDIL.

3.8 Auditing of Funds / Issue of Utilization Certificate

The Accounts Branch will get the accounts of all sponsored research projects audited by the NCU appointed External Auditors at the end of every financial year and send the audited statement of accounts and utilization certificate for the financial year to the Dean-RDIL. Dean-RDIL will then send these to the respective PI's.

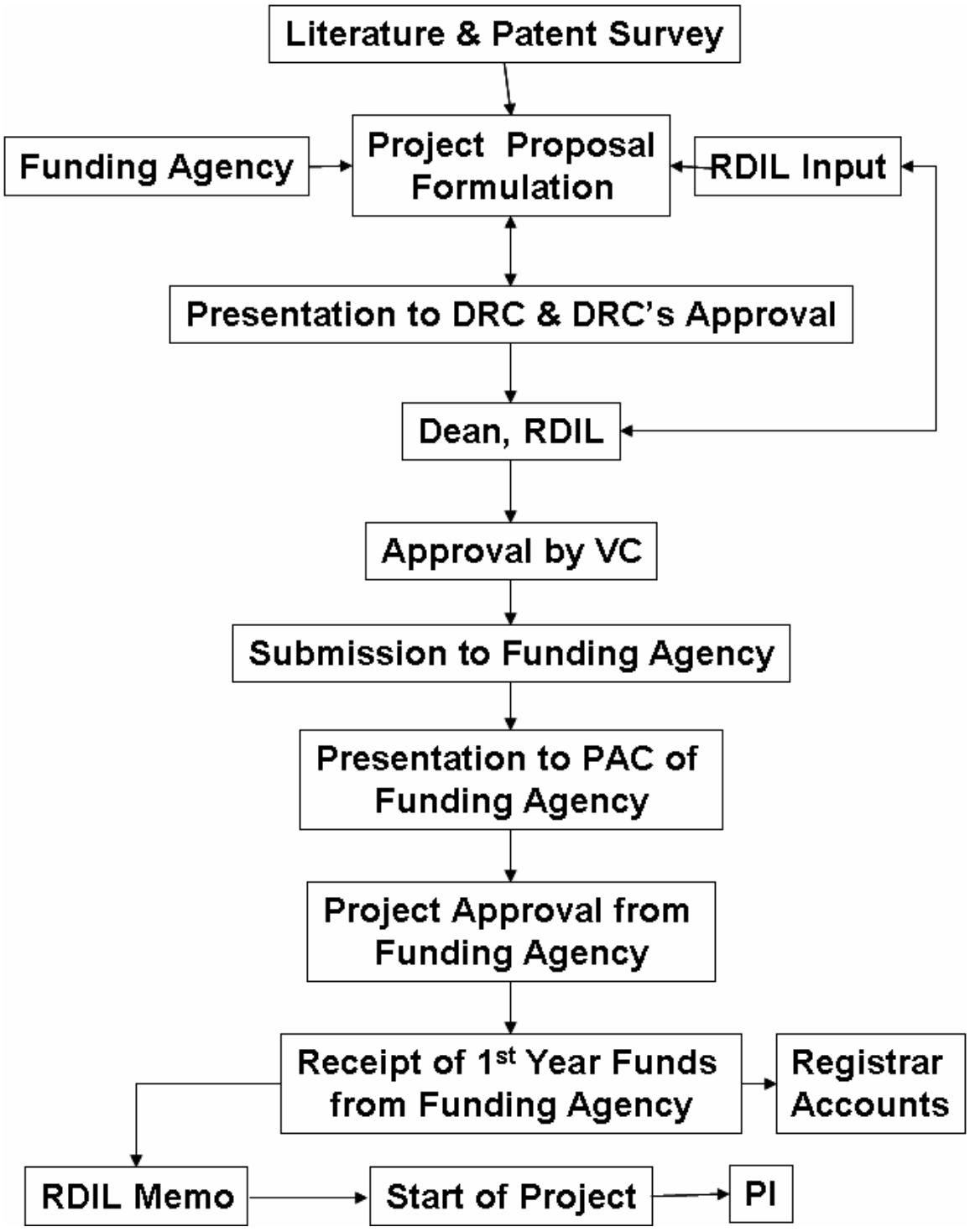
3.9 Request for Extension of the Project Duration

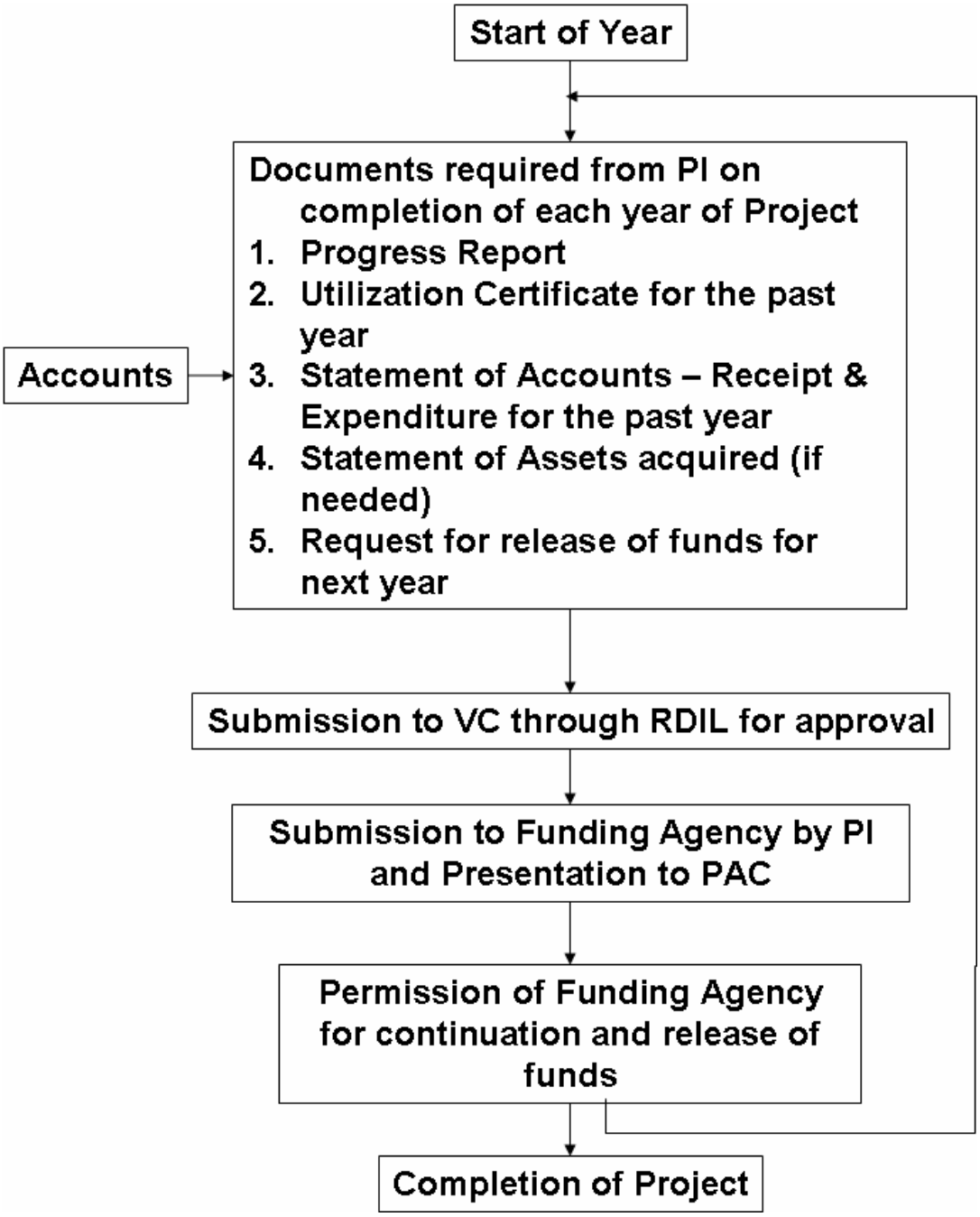
Request for any extension of the project duration with full justifications should be prepared by the PI in the format of the funding agency. It must be recommended by the concerned HOD and RDIL Project Review Committee and sent to Dean-RDIL for approval of the Vice-Chancellor. Dean-RDIL will then forward the request to the sponsoring agency.

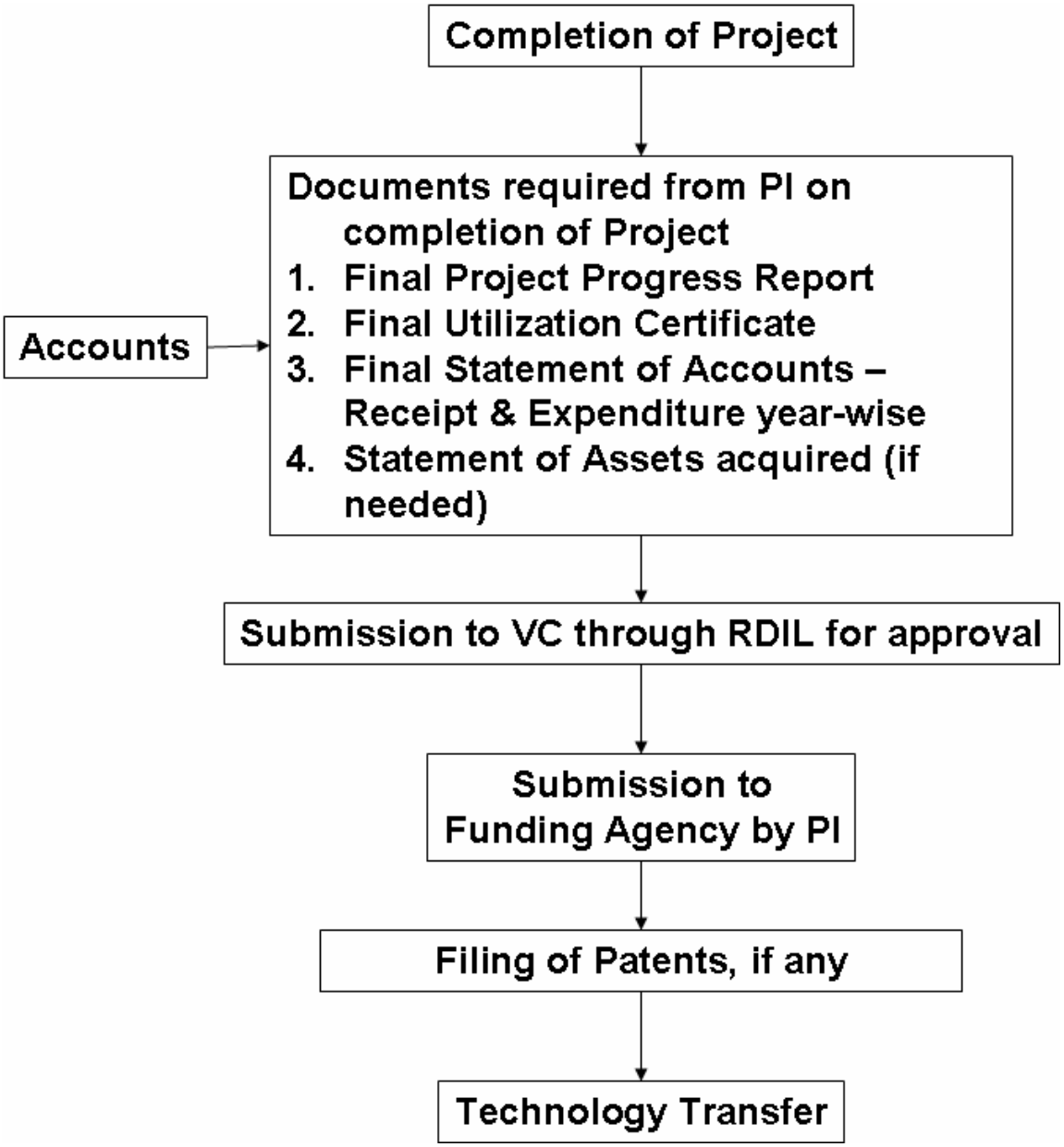
4. PROJECT COMPLETION

The Principal Investigator shall prepare the final report of the project as per the format of the sponsoring agency within one month of the completion of the project. The PI should also prepare the Final Utilization certificate, Statement of accounts and other documents needed by the sponsoring agency to close the project. These documents should be recommended by the DRC and the final document with recommendations of DRC should be sent to Dean-RDIL for approval of the Vice-Chancellor. After approval of the Vice-Chancellor, these documents will be forwarded by Dean-RDIL to the PI, who will submit required number of copies of these reports to the sponsoring agency.

Annexure –A – Flow diagram of Formulation and Operation of a Sponsored Research Project




Start of Year
Documents required from PI on completion of each year of Project
1. Progress Report
2. Utilization Certificate for the past year
3. Statement of Accounts – Receipt & Expenditure for the past year
4. Statement of Assets acquired (if needed)
5. Request for release of funds for next year
Accounts
Submission to VC through RDIL for approval
Submission to Funding Agency by PI and Presentation to PAC
Permission of Funding Agency for continuation and release of funds
Completion of Project


Completion of Project
Documents required from PI on completion of Project
1. Final Project Progress Report
2. Final Utilization Certificate
3. Final Statement of Accounts – Receipt & Expenditure year-wise
4. Statement of Assets acquired (if needed)
Accounts
Submission to VC through RDIL for approval
Submission to Funding Agency by PI
Filing of Patents, if any
Technology Transfer

Annexure –B – List of Websites of Major Funding Agencies

Bhabha Atomic Research Centre (BARC)- http://www.barc.gov.in/

Centre for Development of Advanced Computing (CDAC) - http://www.cdac.in/

Coal India Ltd. - http://www.coalindia.in/

Council of Scientific & Industrial Research (CSIR) - http://www.csir.res.in/

Defence Research & Development Organisation (DRDO) - https://www.drdo.gov.in/research-board

Department of Atomic Energy - http://www.dae.gov.in/

Department of AYUSH - https://indianmedicine.nic.in/

Department of Biotechnology (DBT) - http://dbtindia.nic.in/

Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers - http://chemicals.nic.in/

Department of Fertilizers, Ministry of Chemicals & Fertilizers - http://fert.nic.in/

Department of Science & Technology (DST) - http://dst.gov.in/

Indian Council of Agricultural Research (ICAR) - http://www.icar.org.in/

Indian Council of Medical Research (ICMR) - http://www.icmr.nic.in/

Indian Council of Social Science Research (ICSSR) - http://www.icssr.org/

Indian Space Research Organisation (ISRO) - https://www.isro.gov.in/

Ministry of Defence - https://www.mod.gov.in/

Ministry of Environment & Forests (MoEF) - http://moef.gov.in/

Ministry of Health & Family Welfare - https://www.mohfw.gov.in/

Ministry of Micro, Small and Medium Enterprises - https://msme.gov.in/

Ministry of New and Renewable Energy (MNRE) - http://www.mnre.gov.in/

Ministry of Petroleum & Natural Gas - http://petroleum.nic.in/

Ministry of Power - http://powermin.nic.in/

Ministry of Road Transport & Highways - https://morth.nic.in/

Ministry of Rural Development - https://rural.nic.in/

Ministry of Textiles - http://texmin.nic.in/

National Science Foundation - http://www.nsf.gov/

Northern Indian Textile Research Association (NITRA) - http://www.nitratextile.org/

Science and Engineering Research Board (SERB) - http://www.serb.gov.in/

Tata Institute of Fundamental Research - http://www.tifr.res.in/

Technology Information, Forecasting & Assessment Council (TIFAC)- http://www.tifac.org.in/

University Grants Commission (UGC) - http://ugcfrps.ac.in/uohyd/

Other Research Funds

Deutsche Forschungsgemeinschaft (DFG – German Research Foundation) - https://www.dfg.de/en/

Indo French Centre for the Promotion of Advanced Research (IFCPAR) - http://www.cefipra.org/

Indo-US Science & Technology Forum- https://www.iusstf.org/

UK India Education and Research Initiative (UKIERI)- http://www.ukieri.org/

Global innovation Technology alliance -https://www.gita.org.in/

India-Republic of Korea Joint Applied R&D Programme - https://dst.gov.in/

The Association of Commonwealth Universities - https://www.acu.ac.uk/funding-opportunities/view-all/

THE NORTHCAP UNIVERSITY	**DEPARTMENT RESEARCH COMMITTEE (DRC)** **RECOMMENDATION FORM** **Research Development & Industrial Liaison** **Email: rdil@ncuindia.edu**	**Review Date:** **Sheet 1 of 2**

Details of proposed Research Project Proposal for DRC recommendation (to be filled by PI/Co-PI)

1. **Project Title ……..**
2. **Department……**
3. **Principal Investigator (with Employee code)……**
4. **Co-Principal Investigator(s)/ Mentor**
   (a)……..
   (b)……
5. **Sponsoring Agency and Scheme (with Complete Address)…….**
6. **Project Duration……..**
7. **Project Executive Summary(maximum 150 words)**
8. **Introduction**
9. **State of Art (National & International)**
10. **Present Status and Preliminary work done**
11. **Scope, Motivation& Innovation**
12. **Objectives**
13. **Technical Approach**
14. **Work Schedule &Deliverables as per time (through BAR Diagram)**
15. **Detailed Total Budget requested including administrative overhead charges @ 20% (Through a Detailed Table)**
16. **Any Collaborations**
17. **Infrastructure Required**
18. **References**

Recommendation by HoD & Chairperson DRC

It is certified that:

1. **The above details of project proposal in desired format (specifically Points 9-15) has been discussed as per RDIL guidelines and recommended by Department Research Committee (DRC) on …….(*mention date/dates of DRC meetings)*.**

2. **Attached is the copy of Project proposal.**
   (A copy of project proposal may also be e-mail at rdil@ncuindia.edu)
   `

3. The requirements of space for office, lab and equipments, technical support, central facilities, computational etc. relating to the above project were also discussed and it was agreed that all these facilities would be approved by the Department. The DRC approved the same.

Note: In case, the Co-Pl is from other Department, the HOD of the respective Department has to approve the same and in case Co-Pl belongs to outside University then the concurrence from his/her parent organization is also necessary.

Recommendation/Suggestions of DRC with Justification for approval (mandatory)

Signature with date: _____ Signature with date: _____

(PI) Co-PI (if any)

Signature with date: _____ Signature with date: _____

Head of Department Chairperson, DRC

Annexure D

SR/S9/Z-08/2018
Government of India
Ministry of Science & Technology
Department of Science & Technology

Technology Bhavan
New Mehrauli Road
New Delhi-110016

Dated: January 30, 2019

OFFICE MEMORANDUM

Subject: Revision of emoluments and guidelines on service conditions for research personnel engaged in R& D programme of the Central Government Departments/Agencies

Attention is invited to the Office Memorandum (O.M.) No. SR/S9/Z-09/2012 dated 21.10.2014 issued by the Department of Science and Technology, Government of India on the above subject. The matter has been further considered by the Government and the following revised emoluments have been approved. The O.M. is applicable to the research personnel working on R&D programmes funded by the Central Government Department/Agencies.

1) **Emoluments:**

A. Junior Research Fellow (JRF) / Senior Research Fellow (SRF)

Sl. No.	Designation & Qualification	Revised Emoluments per month
I	**Junior Research Fellow (JRF)** Post Graduate Degree in Basic Science OR Graduate / Post Graduate Degree in Professional Course selected through a process described through any one of the following: a. Scholars who are selected through National Eligibility Tests - CSIR-UGC NET including lectureship (Assistant Professorship) and GATE. b. The selection process through National level examinations conducted by Central Government Departments and their Agencies and Institutions such as DST, DBT, DAE, DOS, DRDO, MHRD, ICAR, ICMR, IIT, IISc, IISER etc.	Rs. 31,000/-
II	**Senior Research Fellow (SRF)** Qualification prescribed for JRF with two years of research experience	Rs. 35,000/-

1

Manoj Kumar

A.1 After completion of two years, an external assessment by the Institution where the student is enrolled for Ph.D. is mandatory for upgradation from JRF to SRF. The fellow may be

A.1 After completion of two years, an external assessment by the Institution where the student is enrolled for Ph.D. is mandatory for upgradation from JRF to SRF. The fellow may be awarded SRF after successful assessment.

A.2 Annual Satisfactory Assessment is mandatory to continue the benefit of fellowship during SRF period.

B. Research Associate

Research associates may be fixed at a consolidated amount at one of the 3 pay levels given below depending upon the qualification and experience. The Institute/Organization concerned may decide the level in which a particular associate should be placed based on the experience. The Essential Qualification (EQ) for RA is as follows:

Ph.D/MD/MS/MDS or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc/M.Pharm/ME/M.Tech with at least one research paper in Science Citation Indexed (SCI) journal.

Sl. No.	Category	Revised Emoluments per month
I	Research Associate –I	Rs. 47,000/-
II	Research Associate –II	Rs. 49,000/-
III	Research Associate –III	Rs. 54,000/-

2. **Service Conditions:**

(i) DA: JRFs, SRFs and Research Associates will not be entitled to DA.

(ii) House Rent Allowance (HRA): All research fellows may be provided hostel accommodation wherever available. Research fellowship holder residing in hostels shall not be entitled for HRA. Wherever provision of hostel accommodation is not possible, HRA may be allowed to all the above categories viz. JRF, SRF and RA as per Central Government norms applicable in the city/location where they are working. The percentage required for calculating HRA will be based on the fellowship amount.

(iii) Medical Benefits: The research fellows and research associates (JRF/SRF/RA) will be entitled for medical allowance as applicable in the implementing institution.

(iv) Leave and other entitlements: The JRF/SRF are eligible only for casual leave while Research Associates are entitled to leave as per rules of the host institution. Participation of any of these categories (JRF/SRF/RA) in scientific event/workshops held in India or abroad will be treated as "on duty" with due approval of the host institution. The travel entitlement for JRF/SRF/RA for participation in scientific events/workshops in India will continue to be the same as earlier i.e. 2nd AC by rail. Maternity leave as per the Govt. of India instructions issued from time to time would be available to female candidates in all categories.

(v) Bonus & Leave Travel Concession: JRFs, SRFs and Research Associates will not be entitled to these allowances.

(vi) Retirement Benefits: JRFs, SRFs and Research Associates will not be entitled to these benefits.

Manoj Kumar.

(vii) Publication/Patent: The results of JRF/SRF/RA's research work may be published preferably in standard refereed journals with the concurrence of the Fellow and his/her Supervisor / Advisor. It should be ensured by the fellow that the assistance provided by the funding agency of Government of India is acknowledged in all such publications.

(viii) Obligation of JRF/SRF/RA:

a) He/She shall be governed by the disciplinary regulations of the host Institute where he/she is working.
b) The JRF/SRF/RA must send a report of the research work done during the period of Fellowship as may be asked by the sponsoring agency.

3. Ministry/Department may consider fixing the number of fellowships considering their budgetary outlays. Central Government Departments /Agencies are requested to ensure that the above guidelines are followed in regard to the remuneration and other benefits to the research personnel engaged in R&D projects funded by them.

4. Selection for award of fellowship shall ordinarily be through common competitive examinations. However, for subjects where there is no examination presently, Government Departments and their authorized agencies and institutions may start conducting examination to screen candidates for award of fellowships. This shall not be applied retrospectively and the persons already enrolled shall be exempted.

5. **Date of Effect:** The revised emoluments will take effect from 01.01.2019. Respective Departments should meet the additionality from their existing budget through matching savings in other schemes. At the time of main budget for 2019-20, this may be reviewed.

6. In order to further enhance value, quality and experience in doctoral research, the Government has agreed to incentivize the research output, for e.g. in the form of publications and patents. An Inter-Ministerial Empowered Committee of the Government is to evolve the modalities of implementation. The Committee will periodically examine all the fellowship matters including disbursement and quantum of fellowship.

7. This issues with the concurrence of the Department of Expenditure, Ministry of Finance vide DoE ID Note No 33(14)/PFC-II/2018 dated 28.01.2019.

Manoj Kumar.

(Manoj Kumar)
Director (Finance)
Tele: 011-26962743

To

1. All Ministries/Departments/Agencies of the Government of India
2. All Heads of DST

Annexure – E – Sponsored Research Project Financial Report Format

Project Data

Project No.

Name of Project:

Type: Sponsored Research/Consultancy/Testing/Short Term Course/Training/InHouse

Department:

P.I.: email:

Co-PI: email:

Sponsoring Agency:

Contact at Agency: email:

Submission

Submission Date:

Letter no.

Duration:

Requested Budget:

(in Rs. Lakhs)	1st Yr	2nd Yr	3rd Yr	4th Yr	Total
Non-Recurring					
Equipment					
Software					
Building					
Misc					
Sub-total					
Recurring					
Staff					
Chemicals					
Travel					
Misc.					
Contingency					
Overhead					
Sub-total					
Total					

Equipment/Software List Cost

1

2

Staff Requirement No. Duration Salary

1

2

Defence Date:

Internal Approval:

HOD/DRC:

RDIL Committee:

Pro-VC

VC

Project Data

Project No.

Name of Project:

Type: Sponsored Research/Consultancy/Testing/Short Term Course/Training/InHouse

Department:

P.I.: email:

Co-PI: email:

Sponsoring Agency:

Contact at Agency: email:

Sanction

Sanction Date:

Sanction Letter No.

Start Date:

Duration:

Sanctioned Budget:

(in Rs. Lakhs)	1st Yr	2nd Yr	3rd Yr	4th Yr	Total
Non-Recurring					
Equipment					
Software					
Building					
Misc					
Sub-total					
Recurring					
Staff					
Chemicals					
Travel					
Contingency					
Misc					
Overhead					
Sub-total					
Total					

Equipment/Software List Cost

1

2

3

Staff Requirement Duration Salary

1

2

Internal Sanction:

Pro-VC:

VC:

cc - PI HOD
RDIL
Registrar
Accounts

Project Data

Project No.

Name of Project:

Type: Sponsored Research/Consultancy/Testing/Short Term Course/Training/InHouse

Department:

P.I.: email:

Co-PI: email:

Sponsoring Agency:

Contact at Agency: email:

Sanction Letter No.

Start Date:

Duration:

Progress during the Year 1

	1st Qtr		2nd Qtr		3rd Qtr		4th Qtr	
	Due	Sent	Due	Sent	Due	Sent	Due	Sent
Quarterly Report Dates:								
Yearly Progress Report Date:								
Utilization Certificate Date:								

Budget and funds

(in Rs. Lakhs)	Sanction	Received	Expenditure	Carryover
Non-Recurring				
Equipment				
Software				
Building				
Misc				
Sub-total				
Recurring				
Staff				
Chemicals				
Travel				
Contingency				
Misc.				
Overhead				
Sub-total				
Total				

Equipment/Software Purchased	Cost
1	

Staff in position

	Name	Designation	Appt. Date	Duration	Salary pm
1					

P.I.:

HOD:

Dean, RDIL:

Project Data

Project No.

Name of Project:

Type: Sponsored Research/Consultancy/Testing/Short Term Course/Training/InHouse

Department:

P.I.: email:

Co-PI: email:

Sponsoring Agency:

Contact at Agency: email:

Sanction Letter No.

Start Date:

Duration:

Progress during the Year 2

	1st Qtr		2nd Qtr		3rd Qtr		4th Qtr	
	Due	Sent	Due	Sent	Due	Sent	Due	Sent
Quarterly Report Dates:								
Yearly Progress Report Date:								
Utilization Certificate Date:								

Budget and funds

(in Rs. Lakhs)	Carryover from Last Year	2nd Year Sanction	Received in 2nd Year	Expenditure in 2nd Year	Carry over
Non-Recurring					
Equipment					
Software					
Building					
Misc					
Sub-total					
Recurring					
Staff					
Chemicals					
Travel					
Contingency					
Misc.					
Overhead					
Sub-total					
Total					

Equipment/Software Purchased Cost

1

Staff in position

	Name	Designation	Appt. Date	Duration	Salary pm
1					

P.I.:

HOD:

Dean, RDIL:

Project Data

Project No.

Name of Project:

Type: Sponsored Research/Consultancy/Testing/Short Term Course/Training/InHouse

Department:

P.I.: email:

Co-PI: email:

Sponsoring Agency:

Contact at Agency: email:

Sanction Letter No.

Start Date:

Duration:

Progress during the Year 3

	1st Qtr		2nd Qtr		3rd Qtr		4th Qtr	
	Due	Sent	Due	Sent	Due	Sent	Due	Sent
Quarterly Report Dates:								
Yearly Progress Report Date:								
Utilization Certificate Date:								

Budget and funds

(in Rs. Lakhs)	Carryover from Last Year	2nd Year Sanction	Received in 2nd Year	Expenditure in 2nd Year	Carry over
Non-Recurring					
Equipment					
Software					
Building					
Misc					
Sub-total					
Recurring					
Staff					
Chemicals					
Travel					
Contingency					
Misc.					
Overhead					
Sub-total					
Total					

Equipment/Software Purchased Cost

1

Staff in position

	Name	Designation	Appt. Date	Duration	Salary pm
1					

P.I.:

HOD:

Dean, RDIL:

Project Data

Project No.

Name of Project:

Type: Sponsored Research/Consultancy/Testing/Short Term Course/Training/InHouse

Department:

P.I.: email:

Co-PI: email:

Sponsoring Agency:

Contact at Agency: email:

Sanction Letter No.

Start Date:

Duration:

Progress during the Year 4

	1st Qtr		2nd Qtr		3rd Qtr		4th Qtr	
	Due	Sent	Due	Sent	Due	Sent	Due	Sent
Quarterly Report Dates:								
Yearly Progress Report Date:								
Utilization Certificate Date:								

Budget and funds

(in Rs. Lakhs)	Carryover from Last Year	2nd Year Sanction	Received in 2nd Year	Expenditure in 2nd Year	Carry over
Non-Recurring					
Equipment					
Software					
Building					
Misc					
Sub-total					
Recurring					
Staff					
Chemicals					
Travel					
Contingency					
Misc.					
Overhead					
Sub-total					
Total					

Equipment/Software Purchased Cost

1

Staff in position

	Name	Designation	Appt. Date	Duration	Salary pm
1					

P.I.:

HOD:

Dean, RDIL:

Project Data

Project No.

Name of Project:

Type: Sponsored Research/Consultancy/Testing/Short Term Course/Training/InHouse

Department:

P.I.: email:

Co-PI: email:

Sponsoring Agency:

Contact at Agency: email:

Sanction Date:

Sanction Letter No.

Start Date:

Duration:

Final Report

Final Progress Report Date:

Final Utilization Certificate Date:

Date of Return of Unspent funds:

Budget and funds

(in Rs. Lakhs)	Total			
	Budget	Received	Expenditure	Unspent
Non-Recurring				
Equipment				
Software				
Building				
Misc				
Sub-total				
Recurring				
Staff				
Chemicals				
Travel				
Contingency				
Misc.				
Overhead				
Sub-total				
Total				

Equipment/Software Purchased Cost

1

2

Staff in position

	Name	Design	Appt. Date	Date of Leaving
1				
2				

P.I.:

HOD:

Dean, RDIL: