



# **STANDARD OPERATING PROCEDURE FOR SPONSORED RESEARCH PROJECTS**

**OCTOBER 2025**

**DOCUMENT NO: NCU/SOP/RDIL/SPONSORED RESEARCH PROJECTS/10/2025-VER 1**

# **STANDARD OPERATING PROCEDURE FOR SPONSORED RESEARCH PROJECTS**

## **1. Purpose**

The purpose of guidelines for sponsored projects is to provide a clear framework for planning, executing, and managing projects funded by external sponsors. These guidelines ensure compliance with the sponsor's terms and conditions as well as the host institution's policies. They help maintain transparency, accountability, and proper utilization of funds while defining roles, responsibilities, and reporting requirements. Overall, the guidelines promote effective project management, ethical research practices, and successful collaboration between the sponsoring agency and the project team.

## **2. Scope**

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'.

## **3. Procedure**

- 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 worthwhile 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](mailto: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.

#### **4. 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 equipment sanctioned.

#### **4.1 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 year's experience | 20,000           | 21,000 | 22,000 |
| 2 | Senior Project Assistant | M.Sc./B.Tech. (1st class) or equivalent + 2 year's experience | 16,000           | 17,000 | 18,000 |
| 3 | Project Assistant        | M.Sc./B.Tech. (1st class) or equivalent                       | 13,500           | 14,400 | 15,300 |

#### **4.2 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.

### **4.3 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.

### **4.4 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.

### **4.5 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.

### **4.6 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.

### **4.7 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.

### **4.8 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.

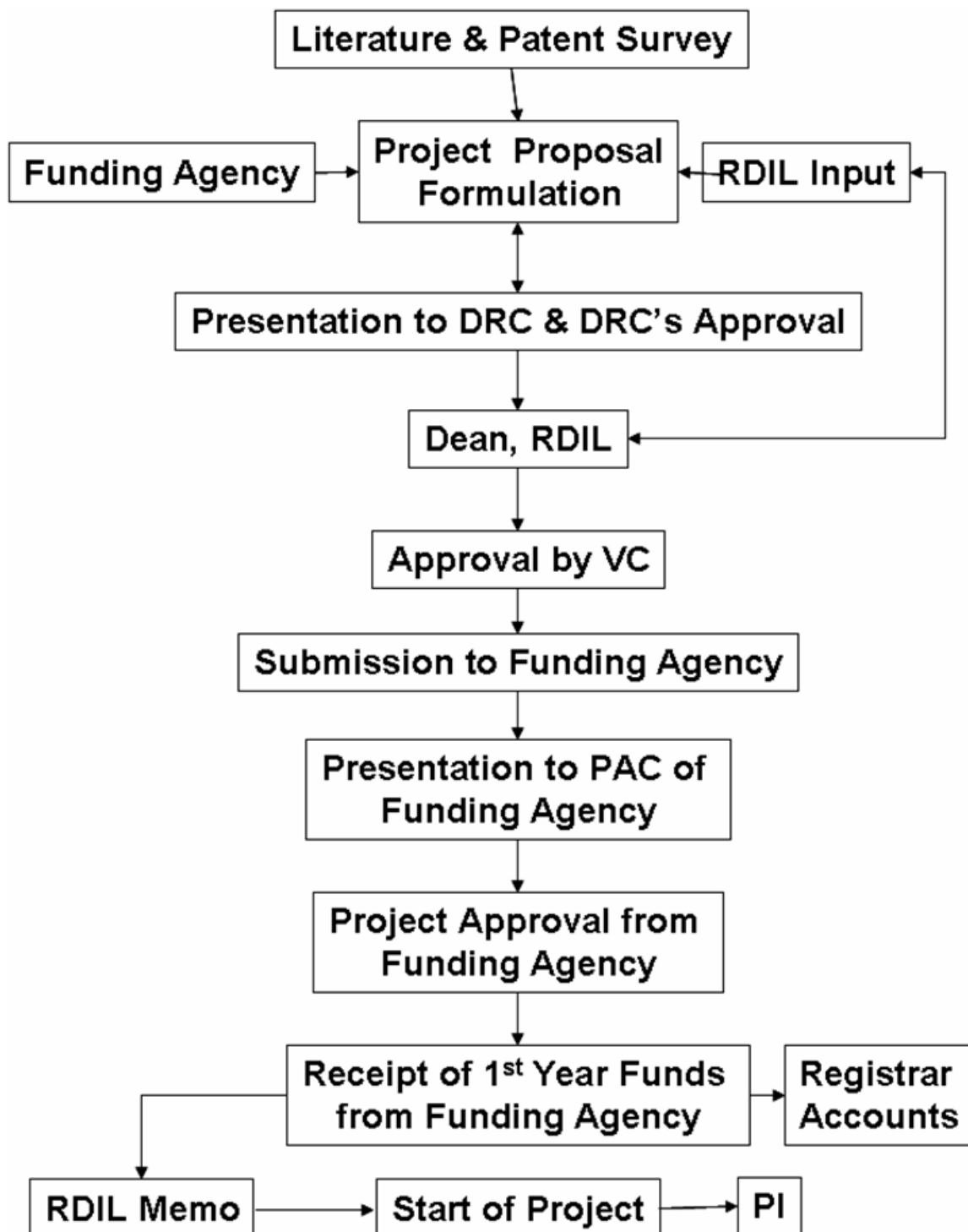
#### **4.9 Request for Extension of the Project Duration**

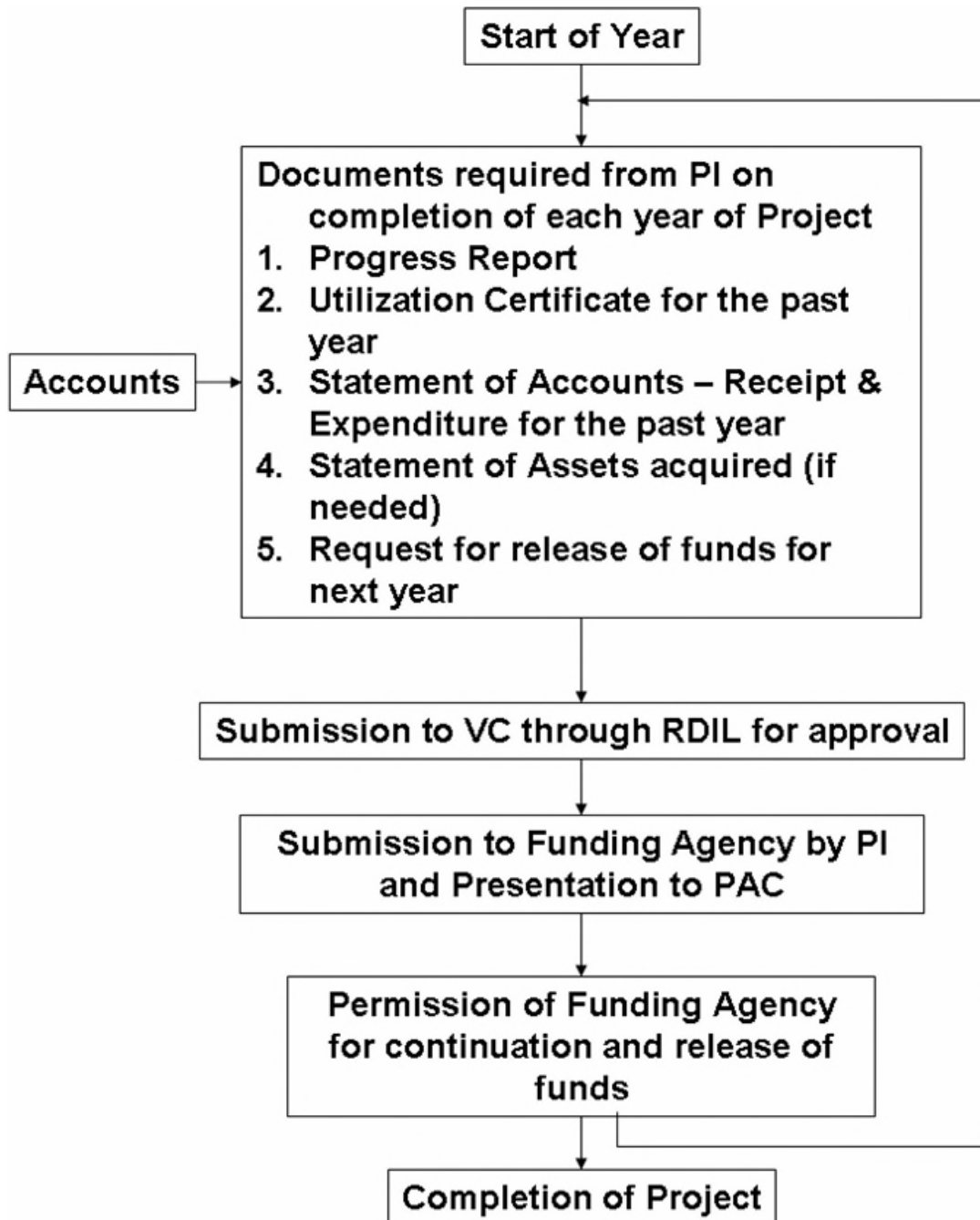
Request for any extension of the project duration with full justifications should be prepared by the PI in the format of the funding agency. It must be recommended by the concerned HOD and RDIL Project Review Committee and sent to Dean-RDIL for approval of the Vice-Chancellor. Dean-RDIL will then forward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

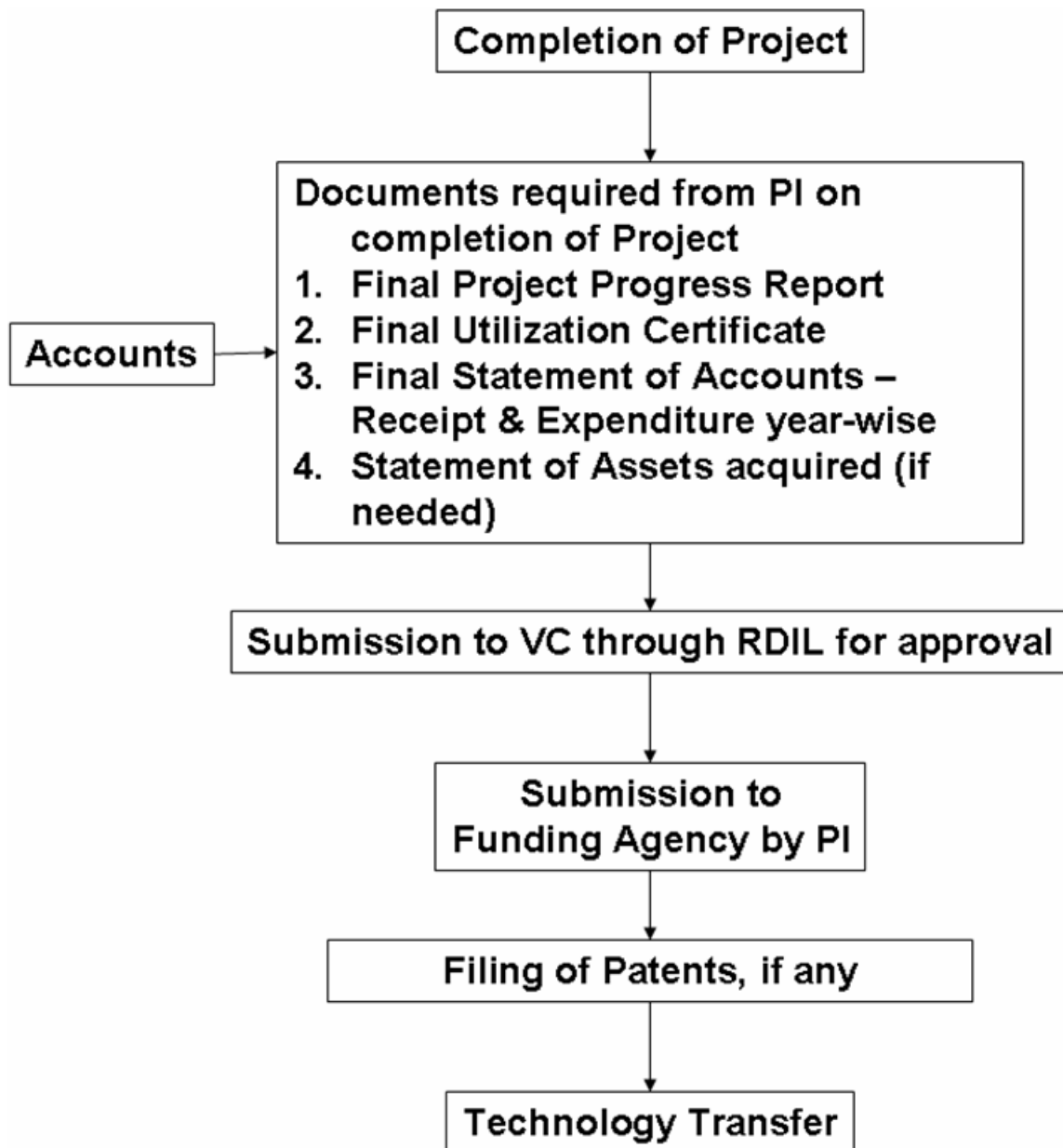
#### **5. Project Completion**

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**







## **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/>

|                                                                                                                                                                               |                                                                                                                                                                                                            |                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
|  <p>THE<br/>NORTHCAP<br/>UNIVERSITY<br/><small>Formerly ITM University, Gurugram</small></p> | <b>DEPARTMENT RESEARCH COMMITTEE (DRC)</b><br><b>RECOMMENDATION FORM</b><br><b>Research Development &amp; Industrial Liaison</b><br><b>Email: <a href="mailto:rdil@ncuindia.edu">rdil@ncuindia.edu</a></b> | <b>Review Date:</b><br><br><b>Sheet 1 of 2</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|

**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](mailto:rdil@ncuindia.edu))

3. The requirements of space for office, lab and equipment's, 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-PI is from other Department, the HOD of the respective Department has to approve the same and in case Co-PI 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: \_\_\_\_\_

(PI)

Signature with date: \_\_\_\_\_

Co-PI (if any)

Signature with date: \_\_\_\_\_

Head of Department

Signature with date: \_\_\_\_\_

Chairperson, DRC

## Annexure – D – Sponsored Research Project Financial Report Format

### Project Data

Project No.

Name of Project:

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

Type:

Department:

P.I.:

email:

Co-PI:

email:

Sponsoring Agency:

Contact at Agency:

email:

### Submission

Submission Date:

Letter no.

Duration:

Requested

Budget:

| (in Rs.<br>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:

Department:

P.I.:

Co-PI:

Sponsoring Agency:

Contact at Agency:

Sponsored Research/Consultancy/Testing/Short Term  
Course/Training/In House

email:

email:

email:

**Sanction**

Sanction Date:

Sanction Letter No.

Start Date:

Duration:

Sanctioned

Budget:

| (in Rs.<br>Lakhs) | 1st Yr | 2nd Yr | 3rd Yr | 4th Yr | Total |
|-------------------|--------|--------|--------|--------|-------|
| Non-<br>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:

Sponsored Research/Consultancy/Testing/Short Term  
Course/Training/In House

Type:

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.<br>Lakhs) | Sanction | Received | Expendit<br>ure | Carryover |
|-------------------|----------|----------|-----------------|-----------|
| Non-<br>Recurring |          |          |                 |           |
| Equipment         |          |          |                 |           |
| Software          |          |          |                 |           |
| Building          |          |          |                 |           |
| Misc              |          |          |                 |           |
| Sub-total         |          |          |                 |           |
|                   |          |          |                 |           |
| Recurring         |          |          |                 |           |
| Staff             |          |          |                 |           |
| Chemicals         |          |          |                 |           |
| Travel            |          |          |                 |           |
| Contingency       |          |          |                 |           |
| Misc.             |          |          |                 |           |
| Overhead          |          |          |                 |           |
| Sub-total         |          |          |                 |           |
| Total             |          |          |                 |           |

Equipment/Software Purchased

Cost

1

Staff in  
positionDesignati-  
on

Name

Appt. Date

Duration

Salary pm

1

P.I.:

HOD:

Dean,

RDIL:

**Project Data**

Project No.

Name of Project:

Sponsored Research/Consultancy/Testing/Short Term  
Course/Training/In House

Type:

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.<br>Lakhs) | Carryover<br>from Last<br>Year | 2nd Year<br>Sanction | Received<br>in 2nd<br>Year | Expenditure<br>in 2nd Year | Carry<br>over |
|-------------------|--------------------------------|----------------------|----------------------------|----------------------------|---------------|
| Non-<br>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

Designati  
on

Appt. Date

Duration

Salary pm

1

P.I.:

HOD:

Dean,

RDIL:

**Project Data**

Project No.

Name of Project:

Sponsored Research/Consultancy/Testing/Short Term  
Course/Training/In House

Type:

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.<br>Lakhs) | Carryover<br>from Last<br>Year | 2nd Year<br>Sanction | Received<br>in 2nd<br>Year | Expenditure<br>in 2nd Year | Carry<br>over |
|-------------------|--------------------------------|----------------------|----------------------------|----------------------------|---------------|
| Non-<br>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

Designati  
on

Appt. Date

Duration

Salary pm

1

P.I.:

HOD:

Dean,

RDIL:

**Project Data**

Project No.

Name of Project:

Sponsored Research/Consultancy/Testing/Short Term  
Course/Training/In House

Type:

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.<br>Lakhs) | Carryover<br>from Last<br>Year | 2nd Year<br>Sanction | Received<br>in 2nd<br>Year | Expenditure<br>in 2nd Year | Carry<br>over |
|-------------------|--------------------------------|----------------------|----------------------------|----------------------------|---------------|
| Non-<br>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

Designati  
on

Appt. Date

Duration

Salary pm

1

P.I.:

HOD:

Dean,

RDIL:

**Project Data**

Project No.

Name of Project:

Sponsored Research/Consultancy/Testing/Short Term  
Course/Training/In House

Type:

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.<br>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: