**FINANCIAL AND ADMINISTRATIVE INFORMATION**

TOTAL COST OF THE PROJECT:

*Generally limited to the extent of expenditure on approved exchange visits viz. international airfare for Indian scientists and local hospitality to the Canadian scientists as per approved norms. Major items of expenditure should be met from internal resources of the Implementing Institution or any other sources.*

1. List of equipment and other facilities available in the participating Institutes for implementation of the project :

 (In case facilities of other institutes are utilised, a consent letter from the these institute(s) may be enclosed)

2. Exchange visits and estimated expenditure:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Items of Expenditure** | **1st yr** | **2nd yr** | **Total (in Rs)** |
| i. | Manpower  |  |  |  |
| ii. | Minor equipment  |  |  |  |
| iii. | Consumables |  |  |  |
| iv. | Visit by Indian scientists to Canada * Number of visits & duration for each visit
* International air-fare by lowest economy class including airport taxes and airport transfers in India
* Medical Insurance (silver class)
* Visa fee
 |  |  |  |
| v. | Visits by Canadian scientists to India * Number of visits & duration for each visit
* Accommodation in Guest House
* Per diem @ 1000 per day
* local travel in India between the host institute and the nearest International Air Port
 |  |  |  |
|  | **Total** |  |  |  |
|  | Overhead (excluding travel) |  |  |  |
|  | **Grand Total** |  |  |  |

*Note :i) The PI is required to submit periodic reports and its continuation in the second year would depend upon its progress assessed by DST. At the end of each financial year .the PI is also required to submit the Utilisation Certificates and Statement of Expenditure in prescribed format.*

 *ii) Visit of one person is to be counted as one visit.*

3. Designation and address of the Authorised official in Institute/ University to receive the grant

4. A letter from the Canadian Principal Investigator agreeing with the objectives, work plan including projected visits from both sides may be enclosed.

*We hereby certify the statements above to be true and correct.*

Signature with Date Signature with Date

Indian Principal Investigator Indian Co-Principal Investigator

**CERTIFICATE OF HEAD OF THE INDIAN INSTITUTION**

It is certified that

1) The institution agrees to participate in this joint research project;

2) In the event of the Indian Principal Investigator (PI) leaving the Institute due to retirement or otherwise, the Co-PI would become the PI and be responsible for completing the project and submitting the periodic progress report and financial statements;

3) The institution shall provide infrastructure & available facilities as mentioned above, for implementing the joint project;

4) The institution assumes to undertake financial & other management responsibilities for part of the project work to be carried out in this institution;

5) The breakup funding for manpower, consumables etc. is available to this project;

6) All necessary formalities as per our institution have been completed.

(Signature and seal of the Head of the institution)

# CHECKLIST FOR INDIAN PI / Co-PI

1. Title of the Project :
2. Initiating Institute of project :
3. Sponsoring Agency/Ministry :
4. Total cost of the project :

 Nature and Quantum of foreign

Collaboration sought

1. Financial support: :
2. Equipment support :
3. Technical support :
4. Manpower training :
5. Miscellaneous :
6. Is there any possibility, however :

 remote of use of data, information

 of result of the work which may

 impinge on India’s national security?

 If yes, the nature of such a use may

 be indicated. (In case the concerned

 scrutinizing Ministry do not have clear

 answer, the matter should be referred

 to the DRDO and MHA for examination).

**II. ORIGIN OF THE PROJECT AND ITS SPONSORS:**

1. If the proposal is foreign-originated,

what is the background of the foreign

agency or organization which is sponsoring

the project? Information available, if any on

past collaboration by foreign agency with

Indian Institution.

1. Are the foreign agency, organization, scientists

concerned, known to have taken up any project of

military significance in the past or are known to be

associated with any military organization or project?

(if the above information is not known or if

there is definite information that there is no

such association, these should be clearly

indicated).

1. Is the proposer (Indian) known to the foreign

collaborator and his group for some time and has

this emerged naturally from the research work

done by the two sides?

**FUNDING OF THE PROJECT**

1. Is the foreign source know to have

funded research into sensitive and

national security areas in its own

country or in other countries?

1. Are there reasons to believe that the foreign

source is a cover name for some other sponsor?

### ADMINISTRATION AND CONTROL OF THE PROJECT

1. Give a list of the likely places of visit :

 within the country planned by the foreign

 collaborator. Also give a list of the

 institutions which the collaborator is likely

 to visit.

12. Will any sensitive source material be

 referred to during the course of the research?

1. Does the collaboration involve
2. Transfer of biological material(s) :
3. Use of radioactive materials :
4. Use of environmentally or otherwise :

 hazardous material(s)

1. Use of Genetically Modified Organisms :
2. Field trials or testing :
3. Ethical issues :
4. Issues related to Intellectual Property :

 Rights (IPR)

1. If answer to any section of question :

13 is yes, are the investigators/ proposers

 aware of the relevant regulations and have

they agreed to abide by them?

1. Will the research be conducted in :

accordance not only with the country’s

own ethical and environmental standards,

but with international standards as well?

Signature with date of the Principal Investigator

Signature with date and seal of Head of Department/ Institute

**PROJECT SUMMARY**

1. Project Title:
2. Total cost of the project (Indian side) (in Rs.):
3. Duration of the Project.
4. Project Investigators (PIs) and Co-Investigators:
	1. Indian PIs
	2. Foreign
5. Other Project participants:
	1. Indian
	2. Foreign
6. Implementing Agencies / Institutions:
	1. Indian
	2. Foreign
7. Sponsoring Agency / Department / Ministry
	1. Indian
	2. Foreign
8. Administrative Ministry in Government of India:
9. Has the Project been cleared by Secretary of the Administrative/

Sponsoring Ministry/Department from security/sensitivity angle?: Yes/No

10. If answer to (9) above is 'No', then does the Administrative/

 sponsoring Ministry/Department recommend the Project to

 be considered by High Level Committee of Secretaries? Yes/No

Signature of the concerned Officer

in the Administrative/Sponsoring

Ministry/Department

**International Cooperation Division**

**Department of Science & Technology**

**Bank details for transfer of DST fund electronically**

|  |  |
| --- | --- |
| Agency name as registered with DST CPMS |  |
| Agency Code as per CPMS |  |
| Account Holders name/ designation |  |
| Name of Bank and address |  |
| Saving Bank Account Number |  |
| IFSC Code  |  |
| MICR Code  |  |
| Email of the PI |  |

I do hereby certify that the above-mentioned account is an **interest bearing account** and I take all responsibility for **declaring the interest** so accrued on the released grant from DST in the SE/UC to be furnished to DST.

**Signature of Finance Authority with seal**

(Please note that Agency name and Account holders name should be identical.)