

**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT  
(KSCSTE)**

**Engineering & Technology Programme (ETP)**

**Guidelines**

**1. Introduction**

Engineering and Technology Programme (ETP) is a Research Support Programme of KSCSTE to encourage and promote high quality research in the emerging areas of Engineering and Technology by providing research grant for the implementation of such research projects. Faculties of Engineering Colleges and Scientists from Research Institutions/Research Laboratories can apply under the scheme. The scheme supports research projects in any of the identified domain themes/sub themes which will be notified from time to time. Based on the recommendations of the Programme Advisory Committee of ETP (PAC-ETP), maximum research grant of Rs.30lakh will be provided to the selected projects for a maximum duration of 3 years. The following guidelines assist for smooth implementation of the project in conformity with those terms and conditions.

**2. Who can apply?**

- Principal Investigator (PI) shall be a regular Faculty of Research Centers/Scientists in R&D Institutions, Engineering Departments of Universities, Government/ Aided/ Govt. supported (cost sharing) Engineering Colleges, Private engineering colleges, that satisfy the eligibility criteria mentioned in Section 2.1, in the Kerala State.
- The PI shall have more than five years of service period left for superannuation at the time of submission of project proposal.
- Ph.D.in Engineering is essential for the Principal Investigator (PI).
- There shall be a Co-I from the same Institution of PI.
- Co-Investigator (Co-I), shall be at least a Master's Degree holder in the relevant research field.
- There can be more than one Co-I for Inter-disciplinary research projects.
- Only regular faculty can apply under the scheme as PI/Co-I.
- Research Scholars/students cannot apply and cannot be included under the scheme.
- In the case of research proposals from centrally funded Institutions, it is desirable that there may be a State Institution as collaborator.
- For interdisciplinary subjects, at least one of the Co-Investigators should be an Expert with commendable experience in the specialized filed of Engineering.

**2.1 Eligibility Criteria for Private Institutions**

- **Criteria I:** PI/ Co-PI should have minimum of 3 SCI/ SCOPUS indexed publications in the last three years

- **Criteria II: Applicant must meet at least two of the following four conditions to be eligible to apply**

1. Accreditation Status – The institution should have the accreditation mentioned in the table

Private Institution Type	Accrediting Agencies
Engineering Institutions	DSIR/ICAR
	UGC
	NAAC A+ grade and above (valid during the year of application)
	NBA (3 programmes preceding 3 years)

2. NIRF ranking during the year of application should be <250

3. Ongoing research projects – At least two ongoing research projects with a minimum total funding of ₹30,00,000/- from State or Central Universities/Agencies

4. The PI's department must be an approved research centre of a public university in Kerala and should have full-time research scholars currently working.

### 3. Time slot to apply

Project Proposals will be invited through notification in the website of KSCSTE, once in a year. The Proposals can be submitted through online only on notification and during the active time.

### 4. How to apply?

Proposals under this scheme shall be submitted online only as notified by KSCSTE. Proposals submitted in any other mode will not be considered and summarily rejected. The Principal Investigator shall also submit Endorsement from the Implementing Institution, Certificate from the Investigators, Certificate of no pending SE & UC, Resumes of PI and Co-I(s) and Self Appraisal of the PI to execute the project, etc, along with the project proposal. General Format of documents is available in the website.

## 5. Domain Themes / Sub themes

The PI can submit the research proposal fitting into any of the following domain themes/ sub themes.

Sl No	Domain Themes	Sub Themes
i.	Natural Hazards: Mitigation & Management	Drought, Floods, Landslides, Earthquake, Cyclone, Sea Erosion, Lightning, Spatial temporal dynamics of climatic parameters, Carbon Sequestration, Mitigation of climate changes
ii.	Water Resources Conservation And Management	Water Quality, Wetlands, Studies on water Relations to forests
iii.	Advanced Methods of Waste Management	Solids & Liquids Waste Treatment and Disposal
iv.	E-mobility and High-Speed Transportation Systems	Bio fuel, Fuel cell, Solar energy, Energy Storage
v.	Health Sector & Biotechnological Developments	Epidemiological Studies, Development of Medical devices, Standardization of Ayurvedic Medicines and Traditional Knowledge, Vaccine & Drug Development, Viral Studies, Nutraceuticals, Disease Diagnostic kit Development, Vector borne diseases, Translational research, Medical Biotechnology
vi.	Resource Mapping & Management	Biodiversity Conservation, Value Addition of Heavy Minerals, Wood Technology
vii.	Agriculture	Development of Improved & High Yield Varieties, New IOT based irrigation Technologies, Integrated Pest Management, Precision Agriculture, Micronutrient Development, Modern Harvesting Technologies, Post Harvest Technologies, Land use land cover dynamics, Climate change resilient crops
viii.	Data Science	Spatial decision support systems, MIS, Expert systems, Geo-informatics, Big data with AI, Machine Learning
ix.	Solution Oriented Research for Location Specific Problems of Kerala State.	River bank stabilization, Salinity ingressions, Radiation issues, implication of large scales and mining, groundwater status
x.	Other relevant Themes	Biological invasions, Natural capital accounting, Devices based on Micro-Electro-Mechanical Systems and Nano Technologies, Higher Research in Mathematical Sciences, Veterinary science and fisheries

## 6. Nature of Financial Support:

The financial support from KSCSTE will be in the form of research grant which will be released on project year basis after reviewing the progress of the project in the previous year. Maximum grant up to Rs.30lakh will be provided which will be spread on a span of three years. The grant is exclusively for the stipulated research and does not include any civil construction or moveable or immovable properties. In addition, the implementing institution is eligible for an overhead @ 10% of total expenditure subject to a ceiling of Rs.1lakh, on successful completion of the project and after settlement of the SE & UC. The budget heads covered in the research grant are as follows:

Sl. N o	Item	Guidelines
1.	<b>Man Power</b> —Salaries/Wages  i. Project Fellow ii. Technical Assistant	<b>Project Fellow:</b> @Rs.32,560/- per month for the candidates having I Class in B.E./B. Tech and @Rs.36,000/- per month for M.E/M. Tech or equivalent.  <b>Technical Assistant:</b> @Rs.19, 000/-per month for candidates with I Class in Diploma in Engineering.  (Please note that neither the PI nor the Co-PI for any salary or honorarium from the project.)
2.	<b>Equipment</b>	Generally, no major equipment for research is granted to Central Government Institutions in Kerala unless the proposal is in collaboration with an Institute in the State, in which case the equipment support will be provided to the State institute. In exceptional cases, the PAC-ETP can recommend equipment to Central Government Institutions, subjected to approval from EVP. PI shall submit budgetary quotation for the equipment to be purchased under the project.
3.	<b>Consumables</b>	It may include Testing and Lab charges, Fabrication charges, and other laboratory consumables.
4.	<b>Travel Expenses</b>	Maximum Rs.30, 000/-per year, relaxable in exceptional cases where the study involves extensive travel.
5.	<b>Contingencies</b>	Maximum Rs.50, 000/-per year, relaxable in exceptional cases.
	<b>Institutional Overhead</b>	10% of total expenditure, subject to a ceiling of Rs.1lakh

## **7. Social Relevance and tangible output**

Research Proposals having social relevance pertaining to the State are desired. The proposals that enable inter-institutional collaborative and inter-disciplinary research are encouraged. The applied research proposals will be given preference which address problems that are of generic concern/ interest to the Kerala State, while fundamental research projects are also considered. The proposal shall fit into the Sustainable Development Goal (SDG) Framework with details of SDG Goals & Indicators

## **8. Commercialization Efforts**

Tangible Research output with a new product/ technology/ process having potential for commercialization are expected. The efforts which will be made for commercializing the Research output shall be clearly mentioned in the proposal. The other research output indicators are publications/patents/PhDs.

## **9. Procedure of Operation of the scheme:**

The Research proposals in the scheme are to be submitted in Two Stages. In the first stage, only pre-proposals will be invited through online submission. The detailed proposals need to be submitted on intimation after the review and evaluation of the pre-proposals.

The pre-proposals under the scheme will be reviewed and evaluated as per following guidelines.

### **Stage1: Submission and Evaluation of Pre-Proposal**

#### **➤ Submission of Pre-Proposal**

Once the call for proposal is notified, the PI has to initially submit a Pre-proposal for the proposed research fitting into the identified domain themes/subthemes, as explained above, through online.

The pre-proposal shall be in 2 pages synopsis in the prescribed format and a total of not more than 5 pages including basic information and brief Bio data of PI.

#### **➤ Scrutiny of the Pre-proposal**

On receiving the pre-proposal, acknowledgement with a reference number will be issued to the PI through email or SMS. The project proposal will be scrutinized thereafter. Complete proposals with all the relevant documents will be preceded further for Peer Review and the incomplete proposals will not be processed further and summarily rejected.

➤ **Peer Review of Pre- Proposal**

Short listing of the pre-proposals shall be done by a Preliminary Screening Committee (Constituted by KSCSTE) comprising of subjects experts from major domain area from reputed Institutions and Members of the PAC. The pre-proposals will be sent to the Members well in advance. A centralized evaluation will be carried out by the committee to decide whether the proposals are Recommended or Not Recommended to the next stage. This is a binary selection. The committee may form its own internal evaluation metrics. Those proposals that are recommended by the Committee will only be considered for the next stage. Detailed proposals will be invited from the PIs who have been recommended in Stage 1.

**Stage2: Submission and Evaluation of Detailed (Full) Proposal**

➤ **Submission of Detailed Proposal**

The PIs of the selected pre-proposals will be informed to submit the detailed Proposals (Full Proposals) through online within the stipulated time frame.

➤ **Scrutiny and Peer Review**

The Full Proposals will be scrutinized for completeness, and the complete proposals would be sent to three subject experts per proposal (including reviewers from outside Kerala) in the concerned field for peer review. Based on the review reports from referees and if at least 2 reviewers Recommend, then the proposals will be placed in the Programme Advisory Committee for ETP (PAC-ETP) for final decision.

The full proposals may be evaluated based on an Evaluation Metrics containing 7 criteria (scores from 5 to 0 - max to min with decimal grading being allowed).

5: Excellent: Proposal addresses the criterion well, no short comings as such are found.

4: Very Good: Proposal addresses the criterion well, a few shortcomings are found.

3: Good: Proposal addresses the criterion well, but there are several shortcomings.

2: Fair: Broadly addresses the criterion, but there are serious inherent weaknesses.

1: Poor: Criterion is inadequately addressed, and there are serious inherent weaknesses.

0: Fails to address the criteria cannot be evaluated.

Sl No.	Criterion	Score					
		Excellent 5	Very Good 4	Good 3	Fair 2	Poor 1	Fail 0
1	Clarity and relevance of the objectives						
2	Soundness/dependability of the concept						
3	Extent for potential beyond The state of the art						
4	Coherence and effectiveness of work plan and appropriateness of allocation Of tasks and resources						
5	Expertise and Complementarities of PI and Co-Is.						
6	Environmental and socially Important impact						
7	Suitability of the budget						

✓ **Clarity and relevance of the objectives**

Are the Objectives clear, measurable, realistic and achievable within the project duration?

✓ **Soundness/dependability of the concept**

Is the scientific/technical concept fundamentally flawless?

✓ **Extent for potential beyond the state of the art**

Does the proposed concept demonstrate a clear vision, does it have a potential to make a step-change in its field?

✓ **Coherence and effectiveness of work plan, appropriateness of allocation of tasks and resources**

How clearly the work plan is described, how appropriate is it towards realizing the Objectives?

Are the activities scientifically/technically feasible?

Are the tasks written in the work plan feasible in the time frame projected? Do the PIs have the resources to complete the tasks?

✓ **Expertise and Complementarities of PI and Co-Is.**

Does the proposal along with the Resume demonstrate that the applicants have the expertise and capabilities to deliver the project? Are the Investigators capable of carrying out the research project successfully?

Are their skills unique and complementary towards realizing the objectives?

✓ **Environmental and socially important impact**

Has the applicant identified potentials take holders and stated the relevance and possible benefits to the stakeholders? Whether the Investigators explored the possibility of commercialization of the research output?

✓ **Suitability of the budget**

Whether the budget provided is adequate or exorbitantly high for carrying out the research project?

PIs of those proposals recommended by the PAC-ETP would be further invited for a detailed presentation before the PAC in Stage 3.

➤ **Presentation before the Programme Advisory Committee (PAC)**

The PI/Co-Is of the shortlisted full proposals will be invited to present the proposal before the PAC. PAC is a high level Committee comprising of National Level Experts and constituted by KSCSTE. The Committee assesses the objectives, scope, content and social relevance of the proposed project and recommends the nature and quantum of assistance to be provided to the approved project. The decision made by KSCSTE based on the recommendations of PAC on such proposal shall be final.

## 10. Issuing Sanction Order

- Based on the recommendations of the PAC and with the approval of the competent authority, Offer letter with the recommendations of PAC will be issued to the Principal Investigator / Co-Investigator of the approved project. The PI accepting the offer may execute the Terms and Conditions (T&C) in the prescribed format.
- If the documents furnished by the PI are in order, Sanction Order will be issued. The sanction order includes breakup of funds allocated under the different heads like Equipment, Manpower, Travel, Consumables, Contingencies, etc. The total cost of the project will be finalized based on the latest quotation(s) of the equipments approved under the project and other relevant documents related to manpower, contingencies, etc. submitted by the Principal Investigator.
- Copies of the Sanction Order will be sent to the Principal Investigator (PI) and Head of the Institution (Principal/ Registrar/ Director/ Comptroller etc. as the case may be). Any correspondence with the KSCSTE regarding the project should invariably quote the file number as shown in the Acknowledgement and all correspondences should be addressed to the Director, KSCSTE.
- After issuing Sanction Order from KSCSTE, the Council will take steps to effect the payment electronically.

- The research grant for the project is released on the basis of yearly requirements taking note of the technical progress and expenditure incurred. The first sanction order indicates the budgetary allocation for the entire duration of the project under various heads like Equipment, Manpower, Travel, Consumables, Contingencies, Institutional Overhead, etc. The first installment of grant (1<sup>st</sup> year grant) will be released along with the first sanction order.
- Diversion of fund from Equipment, Manpower, etc., is normally not allowed. However, on genuine grounds, any reallocation/ re-appropriation of grant under different heads may be considered based on the recommendation of PAC and with the approval of KSCSTE. The Equipments sanctioned in the project should be procured at the earliest to avoid any cost escalation. The PI and the implementing Institution should complete all formalities in advance for placing the order. There should not be a break/ time gap in between the project period. The project has to be carried out continuously and it shall be completed on expiry of approved duration.
- The Institution shall not entrust the implementation of the work for which the grant is being sanctioned to another institution nor shall it divert the grant to other institution as assistance. In any case the Institution is not able to implement the project; it should refund the entire grant or the balance grant to KSCSTE at the earliest.
- Once the project is sanctioned, PI should furnish the following documents.
  - ✓ Date of start of the project in the prescribed form.
  - ✓ Specifications of the equipments purchased.

## **11. Date of Start of the Project**

The project becomes operative with effect from the date of sanction order or receipt of grant by the Implementing Institution. This date should be intimated to KSCSTE by the Institution authorities/ Principal Investigator. The date of start of the programme should in no case be later than one month after the receipt of the fund by the Institution.

## **12. Submission of Progress Reports**

The Principal Investigator shall furnish Progress Reports on the activities of the project on a half yearly basis. Half yearly Progress Reports should be submitted with effect from the Date of start of the project. In addition, PI shall also submit Annual Progress Reports

Covering the details of entire work carried on project-year-basis within 1 month of completion of each project year.

### **13. Mid Term Project Evaluation**

The Programme Advisory Committee (PAC) will review and evaluate the progress of the project on yearly basis. The PI/Co-I(s) will be invited to present the technical progress of the project. The Investigators should attend the review meeting since it provides an opportunity to get their project reviewed and any mid-term requests by the PIs for additional grant/ extension in duration etc. are considered by KSCSTE during the review. Subsequent release of grant would be based on the review and the recommendations of PAC. Descriptive evaluation will be carried out against each of the following criteria;

- a) Is the project execution as per the projected timeline?
- b) Is there sufficient participation from each of the collaborators involved?
- c) Are the mile stones achieved?
- d) Are there any specific bottle necks that the PIs have identified?
- e) Are the alternate solutions to the bottlenecks/road blocks projected?
- f) Does the proposal execution need a course correction?

Based on the assessment of the research progress, the ongoing projects are graded in a scale of 1 to 10. If the grade is below 6.0, then the project will be terminated, and the balance amount will not be released.

### **14. Periodic submission of SE&UC**

- The Implementing Institution shall forward the audited financial statements - Utilization Certificate (UC) and Statement of Expenditure (SE) countersigned by the Head of the Institution to the effect that the grant has been utilized for the research work for which it was granted.
- Audited Utilization Certificate and Statement of Expenditure (audited by Accounts Officer in case of Government Institutions and audited by Chartered Accountant in case of Aided/Govt. supported Institutions) of the previous year in the prescribed format should be furnished within three months of completion of the project year calculated from the date of start of the project (This period will be referred to as the project year- I, II, III respectively w. e. f. the date of start of the project.) The project year – I is calculated from the date of start of the project and not based on the financial year. [e.g., If the date of start of the project is 01.10.2021, the project year – I will be from 01.10.2021 to 30.09.2022 and not from 01.10.2021 to 31.03.2022]
- The Implementing Institution will maintain separate audited accounts for the project. Any interest accrued should be reported to KSCSTE and should be reflected in the Statement of Expenditure.

## **15. Release of further instalments of Grant**

- The subsequent instalment of grant would be released annually on the basis of expenditure incurred in the previous project year & expected expenditure in that year, based on the thorough Mid-term review and evaluation of the progress and by the recommendation of PAC. Annual Progress Report and Audited Utilization Certificate and Statement of Expenditure of the previous year in the prescribed format (audited by Accounts Officer in case of Government Institutions and audited by Chartered Accountant in case of Aided/ Govt. supported Institutions) including committed expenditure for the next year shall be forwarded through the Head of the Institution within 3 months of the completion of project year.
- However, any request for release of the next instalment should be accompanied by the following documents: a) Audited Utilization Certificate and Statement of Expenditure for the previous project year (in original) b) Latest authenticated Statement of Expenditure including Committed Expenditure and interest accrued if any and a detailed Annual Progress Report.
- If substantial funds are available after verifying the Utilization Certificate & Statement of Expenditure, amount will not be released. If the funds are nearing to be over during the middle of the year, a Statement of Expenditure should be submitted for the interim release of grant. The request for grant should however reach KSCSTE at least 30 days in advance.
- In the case of project duration exceeding one year, the unspent amount need not be refunded at the end of first or second year as the case may be, but the amount may be automatically adjusted towards the release of subsequent grants, unless or otherwise specified.
- The grant amount sanctioned for the I<sup>st</sup>, II<sup>nd</sup> or III<sup>rd</sup> year should be utilized within the same project year and the unutilized portion of the grant amount should not be used without prior permission from the Council. Subsequent release of grant should be based on the yearly appropriation of the grant utilized for the purpose for which it was sanctioned.

## **16. Re-appropriation of Fund and Extension details**

- Re-appropriation of fund within the total budget may be approved based on the recommendation of PAC. The PI shall submit the request for re-appropriation in the prescribed format. However, re-appropriation from manpower and equipment will not be normally allowed.
- The extension of duration of the project will not be granted normally. In exceptional cases where the work could not be completed within the stipulated time, PI should submit request for extension in the prescribed format, six months before completing the

tenure. The final decision will be based on the recommendations of PAC and/or with the approval of KSCSTE.

#### **17. Conditions if the progress is not satisfactory**

- During the progress monitoring/ review, if the project is awarded with grade below 6.0, which means progress is poor, then the project will be terminated and the balance amount will not be released.
- KSCSTE reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. Also, the PI is liable to refund the grant amount in part or in full in case of unsatisfactory implementation of the project or unwillingness to co-operate with the Council for monitoring/evaluating the progress of the project.

#### **18. Submission of Documents on Project Completion:**

On completion of the project, the PI through the Institution should send the following documents to KSCSTE to enable settlement of the accounts and project:

- ✓ 3CopiesoftheFinalTechnicalReport (FTR) in the prescribed format(soft binding without using plastic material)
- ✓ 2copiesoftheProject Completion Report(PCR) in the prescribed format(soft binding without using plastic material)
- ✓ Soft Copy of FTR and PCR
- ✓ Consolidated audited Statement of Expenditure and Utilisation Certificate
- ✓ Asset Transfer Certificate in the prescribed format
- ✓ DD/ Cheque for any unspent amount with the Institution in favour of the Member Secretary, KSCSTE.

The above documents must be submitted within 3 months of completion of the project. The PIs who submit the FTR after 6 months shall not be considered for future support under any research scheme.

#### **19. Final Review of the Project:**

A Review will be arranged for all the completed projects. The Projects will be evaluated by the Programme Advisory Committee (PAC) based on an Evaluation Matrix and scores are provided in a scale of 0 to 5 against each of the criteria in the following evaluation matrix.

Sl No	Criterion	Score					
		Excellent 5	Very Good 4	Good 3	Fair 2	Poor 1	Fail 0
1.	To what extent has the project met its Original objectives						
2.	If changes were made from the original proposal, why and how have these Improved the Objectives						
3.	Did the PIs follow the work plan and timelines						
4.	Are all the proposed activities completed						
5.	Was the project implementation methodologies and scientific/technical Procedure correct and valid						
6.	Status of scientific/technological achievement compared to state of the art						
<b>Scores to be allotted based on the numbers</b>							
7.	Number of new graduates through this project						
8.	Number of publications in peer Reviewed Journals						
9.	Number of publications in peer Reviewed conferences						
10.	Patents applied/awarded						
11.	Startups/spin off created if any						
12.	New collaborations established during The project						
13.	Technology readiness level achieved						
14.	Details of follow up actions						

Based on the evaluation by the PAC, Projects will be awarded with Grades based on the following criteria.

**A Grade–90%and above**

**B Grade–80%- 90%**

**C Grade–70%-80%**

**D Grade–60%-70%**

No projects shall be sanctioned to the PIs in future by KSCSTE, whose project will be graded below ‘D’.

## **20. Guidelines for Publication of Research Output**

- Investigators, who wish to publish technical / scientific papers based on the research work done under the project, should acknowledge the assistance received from KSCSTE.
- The Investigator(s) should not enter into any collaboration with a foreign party (individual/ industry) without prior approval of KSCSTE.
- Investigators are also requested to publish some of the research papers emerging out of the project work in leading Indian Journals.
- If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the results.
- The knowledge generated from the project will be the property of KSCSTE and should be properly acknowledged. Transfer of technology generated, applications for patents, etc., shall be done only in consultation with KSCSTE and as agreed upon by KSCSTE and the Implementing Institution.

## **21. Guidelines for IP Output generated**

Transfer of technology generated, applications for patents, etc., shall be done only in consultation with KSCSTE and as agreed upon by KSCSTE and the Implementing Institution.

## **22. Other necessary Conditions**

### **Principal Investigator (PI)&Co-Investigator(s )and the Implementing Institution**

- The project team consists of the Principal Investigator, Co-Investigator(s) and the project personnel appointed as per the sanction order. There can be a Project Advisor also, if the PI wishes. The advisor shall be a senior fellow in the field with reputation and experience in handling such Projects. The PI has the primary responsibility of the implementation of the project. It is necessary to ensure that the project is carried out by the project team in a cohesive manner. Periodic meetings of the team are essential for this purpose.
- KSCSTE's name should be engraved or affixed permanently on all equipments / instruments procured and also in the fabricated ones under the ETP programme of KSCSTE like '**Procured under the ETP project sanctioned from KSCSTE**'.
- In case of PIs who would be superannuating during the duration of the project, association of a "in-service" Co-Investigator should be ensured. On the superannuation of the PI, the Co-Investigator could be considered as the PI subject to the approval of the Head of the Institution and KSCSTE. In such cases, the Institution authorities should inform to KSCSTE, well in advance, about their "no objection" for providing the infrastructural facilities to the PI assigned for implementation of the project after superannuation. However, it is suggested that PI should ensure that the project term is well within the superannuation period. PI may apply accordingly for easy file handling.

- Having accepted the responsibility for the implementation of the project, the PI should be committed to implement the project over its duration and should have no plans to go on long leave.
- In case, the PI is shifting to another institution on new appointment/ transfer/ long term deputation, the project could be transferred to that institution with the mutual consent of both the institutions and of KSCSTE. Such requests for transfer of the project should be sent well in advance and should be accompanied with 'No Objection' certificates from both the Institutions and the Endorsement Certificate from the new Institution.
- In case the PI leaves the project due to unforeseen circumstances, the Co-Investigator could be considered as the PI subject to the approval of the Head of the Institution and KSCSTE. Such a request should be sent at least well in advance along with a detailed bio-data of the Co-Investigator and with consent letter from PI and Head of the Institution.
- The PI as well as the implementing institution has the responsibility of informing KSCSTE about any change in the status of the PI/ Co-Investigator including relieving them on short term deputation for a continuous period of 3 months or more.
- The Implementing Institution has an important role to play and in consultation with KSCSTE should take steps to ensure successful completion of the project, before relieving the PI or make proper alternative arrangements for ensuring the successful completion of the project.
- PI should strictly adhere to the purchase procedures of the implementing institution for the purchase of equipment sanctioned for the project.
- The implementing Institution should provide necessary infrastructure facilities which should be adequate for smooth implementation of the project.
- Normally only one project will be sanctioned to a Scientist/Researcher at a time by KSCSTE. The PI can submit further proposals only after the successful completion of the sanctioned project. In case of budget constraints, preference will be given to the projects which are applied for the first time.
- A maximum of two projects shall be granted to a PI. In case of exceptionally worthy project proposals, such cases shall be decided separately by KSCSTE
- For permanent, semi-permanent or infrastructural assets acquired solely from the project grants, an audited record in the form of a register in the prescribed format shall be maintained by the Institution. The term "Assets" include (a) the immovable property acquired out of the grant; and (b) movable property of capital nature where the value exceeds Rs.5,000/- The Institution is required to send to KSCSTE list of assets acquired from the grant. The grant shall not be utilized for construction of any building unless specific provision is made for this purpose in the sanction order.
- All the assets acquired from the grant shall be the property of KSCSTE and should not be disposed off or encumbered or utilized for any purpose other than those for which the grant had been sanctioned, without the prior sanction of KSCSTE.
- After completion/ termination of the project, KSCSTE shall be free to sell or otherwise dispose off the assets which are the property of KSCSTE. The Institution shall render to the Government necessary facilities for arranging the sale of these

assets. KSCSTE also has the discretion to gift the assets to the Institution or transfer them to any other Institution if it is considered appropriate and justified.

### **Selection of Project Staff**

- The application to the position shall be invited on an open basis through advertisements and there shall be a selection committee constituted for the purpose.
- PI should furnish the details of the Project personnel recruited in the project along with a copy of Appointment Order. If a vacancy arises in the due course, details of new project personnel appointed should also be reported promptly.
- Project personnel will be eligible only for casual leave, as per rules of the Institutions. PI may authorize participation by such staff in any scientific event in India or abroad which may be treated as on duty. Maternity leave as per Govt. of India instructions would be available to all categories.
- Students, selected as Project Fellows are encouraged to register for higher qualification and the tuition fees to undertake this may be reimbursed to the student from the contingency grant sanctioned under the project grant, subject to the discretion of the PI/ Head of the institution.
- All the personnel including research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions of the implementing Institution. No reference on these issues should be made to KSCSTE and that KSCSTE will not be responsible for such appointments.
- The KSCSTE will have no liability, whatsoever; for the project staff after completion of the project duration and cannot make any claim either to the implementing institution or to KSCSTE for any type of appointment.
- Scale and emoluments for the posts which are not covered under these guidelines are to be governed by the norms prevalent in the implementing Institution.
- Government Departments/Institutions/Agencies shall ensure that the above guidelines are followed in regard to the remuneration and the other benefits to the research personnel engaged in R&D projects funded by KSCSTE.

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