

## **KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT**

### **Kerala State Young Scientist Award - Terms and Conditions for Research grant**

File No:

Date:

Name and Address of the P.I:

Title of the Project Proposal:

### **Terms and Conditions**

1. The scheme is constituted for the purpose of providing assistance in the form of grants to the recipients of KERALA STATE YOUNG SCIENTIST AWARD (KSYSYA) for scientific/research work. The KSYSYA awardee will be the Principal Investigator of the project

2. The proposals acknowledged by KSCSTE will have a reference number for future correspondence. Application for grant shall be made to the Director, Kerala State Council for Science, Technology and Environment (KSCSTE), Sasthra Bhavan, Pattom, Thiruvananthapuram in the prescribed proforma. . Research proposals should be reviewed by a panel of reviewers (national level) prior to the selection by the expert committee.

3. The assistance for the project will be for a maximum period of three years. Sanction will be given for the full period of investigation, but the funds will be released originally for only the first year and subsequently every year subject to satisfactory completion of the work and submission of UC & SE. Audited Utilization Certificate (UC) and Statement of Expenditure (SE) by Local fund audit or Finance Head of the Govt. institution/Universities countersigned by Head of the Institution and Chartered Accountant for affiliated colleges/NGO's countersigned by Head of the Institution should be submitted on an year to year basis.

(a) The maximum amount that can be granted will be subject to a total of Rs.50 lakhs (excluding the overhead cost) for 3 years. The Research fellowship will be Rs. 22,000/month and 10% institutional overheads(subject to a ceiling of Rs.2 lakh.) will be allowed which the institution can use at its discretion. However, the quantum of funding shall be subject to the recommendations of the committee and approval of Council. Service tax, Vat, Annual

(Principal Investigator)

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(Head of Institution)

maintenance Contract (AMC), etc. should be included in the budget during project submission and the expenditure has to be met from the project heads itself.

(b) Reallocation of funds within the total outlay and extension to the project period may be approved based on the specific recommendation of an expert committee. However re-appropriation from manpower and equipments will not be normally allowed. The PI should present the request for re-appropriation and extension before the committee for approval. In exceptional cases the project may be extended to one more year without any additional financial commitment.

(c) The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of receipt of the amount or Council order date, whichever is convenient to the applicant, and the same should be intimated in writing to KSCSTE.

4. For permanent, semi-permanent assets acquired solely or mainly out of the project grants, an audited record in the form of a register shall be maintained by the Institute. The grant shall not be utilized for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the Institute.

5. All the assets acquired from the grant will be the property of KSCSTE and should not be disposed off or encumbered or utilized for purpose other than those for which the grant had been sanctioned, without the prior approval of the Council.

6. At the conclusion/ termination of the project, the Council has the discretion to gift the assets to the Institute for research purpose or transfer them to any other Institute if it is considered appropriate.

7. The Institute/ PI will furnish Annual Progress Report of the work on the project on an yearly basis ((i.e. if the date of start of a project is 12.01.2012, the first Annual Technical Progress report shall be for the period 12.01.2012 to 11.01.2013, the next will be from 12.01.2013 to 11.01.2014 and so on). In addition, the Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. During the implementation of the project the Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit. On completion of the project 5 copies of the final consolidated Project Completion Report on the work done in the project should be sent to the Council within 6 months of the completion of the project year.

8. At the time of seeking further installment of grant, the Institute/ PI has to furnish the following documents:

a) Audited Utilization Certificate (UC) and Statement of Expenditure (SE) for the previous project year (in original).

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b) Latest authenticated Statement of Expenditure including Committed Expenditure, for the year till the previous month.

c) Technical Annual Progress Report, if not sent earlier.

9. The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. 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 carried forward as per the sanction from the Council.

10. 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.

11. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she shall be disqualified for getting any further grants and steps shall be taken against such person/persons for realizing the amount of grant. The Utilization Certificate and Statement of Expenditure (UC & SE) should be countersigned by the HOI to the effect that the grant has been utilized on the research items for which it was sanctioned. In all cases, the final expenditure statement (audited) and research report as well as utilization certificate shall be insisted to be submitted within three months of completion of the project.

12. The institute will maintain separate audited accounts for the project. If it is found expedient to keep whole grant in a bank account earning interest, the interest thus earned should be reflected in the Utilization Certificate. The interest thus earned will be adjusted towards further installment of grant. In the case of Government Institutions/Universities, the interest accrued can be waived.

13. The institute will not entrust the implementation of the work for which the grant is being sanctioned to another institution nor will it divert the grant receipts to other institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Council the entire grant received by it or the balance grant with it.

14. 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 (for leave, TA/DA etc) of the implementing Institute. They are not to be treated as employees of the KSCSTE and the Council will have no liability, whatsoever, for the project staff after completion of the project duration.

15. For the expeditious implementation of the research project, the PI will take the assistance of the Institute in the process of selection and appointment of staff and payment to them. Scale and emoluments for the posts not covered under Council's order are governed by norms prevalent in the implementing Institution or as may be decided in consultation with Council.

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16. The Council 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. 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.

17. The project becomes operative with effect from the date of receipt of Council order or the date on which the grant is received by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to this Department. It will, in no case be later than one month after the receipt of the grant by the Institute.

18. If the PI to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PI will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the PI.

19. Investigators wishing to publish technical/ scientific papers based on the research work done under the project should acknowledge the assistance received from Council, indicating the scheme Investigators are also requested to patent the outcome of the project in collaboration with KSCSTE. 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 research results.

20. The executive Committee/ Council may enforce additional guidelines for the operation of the scheme from time to time and the Institution/Investigators are required to observe such directions in the conduct of the research work.

21. The knowledge generated from the project will be the property of KSCSTE and should be properly acknowledged. Transfer of technology generated shall be done in consultation with the Council.

22. Projects not operational for more than one year may be treated as closed and the PI should be asked to submit detailed progress report and financial settlements and return any unspent money.

We agree to the terms and conditions stated above.

(Principal Investigator)

(Head of Institution)

(Seal)