

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

Date:

Name and Address of the P.I:

Title of the Project Proposal:

Science Research Scheme (SRS) - Terms and Conditions

1. The scheme is constituted for the purpose of providing assistance in the form of grants to regular faculty of an academic institution/scientist in research laboratory and R&D organizations in the Kerala State with particular relevance to the economic and industrial development of the State. Grants will be paid for specific projects to cover expenditure on manpower, equipment, consumables, contingencies and travel.
2. The project proposal will include the quantum of assistance required, competence of the scientist who is doing the project and the facilities at the institution where the work is to be carried out. Research proposals should be reviewed by a panel of reviewers (national level) prior to the selection by the Programme Advisory Committee (PAC).
3. The assistance for the project will be for a maximum period of -----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 Statement of Expenditure (SE) & Utilization Certificate (UC). Audited SE & UC by Local fund audit or Finance Head of the Govt. institution/Universities countersigned by Head of the Institution and Chartered Accountant for affiliated colleges 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.30 lakh (excluding the overhead cost) for 3 years. The implementing institution is eligible for an overhead @ 10% of total expenditure subject to a ceiling of Rs.1 lakh, which will be released on successful completion of the project and after settlement of the SE & UC. However, the quantum of funding shall be subject to the recommendations of PAC and approval of Council. Service tax, VAT, Annual 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 the Group Monitoring Workshop (GMW)/PAC. 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 GMW/PAC for approval. Extension of duration of project beyond 6 months will not be granted normally.

(Principal Investigator)

(Seal)

(Head of Institution)

- 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.
 - d) In research proposals from Central institutions, a collaborator from the State institution is desirable. The infrastructure support provided in the scheme shall invariably be given to the State institution. In very rare and deserving cases, the PAC can recommend equipment to Central Government institutions; however, the final approval lies with the Executive Vice President of the KSCSTE
 - e) Even though funds are sanctioned for the whole duration of the project, third year grant of a project shall be released only upon recommendation of the Committee during the GMW/PAC. This also shall be based on the publications in peer-reviewed journals or indications of the scope of publications/patents based on the quantum and quality of the work accomplished.
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. PI should strictly adhere to the purchase procedures of the implementing institution for the purchase of equipments sanctioned for the project. 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 SRS project sanctioned from KSCSTE'**.
 6. 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. 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 year basis. 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. 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.
 8. At the time of seeking further installment of grant, the Institute/ PI has to furnish
 - a) Audited Utilization Certificate (UC) and Statement of Expenditure (SE) for the previous project year (in original);
 - b) Latest authenticated Statement of Expenditure including committed expenditure, for the year till the previous month; and
 - c) Annual progress report counter signed by HOI within a period of 3 months from the completion of the project year.

(Principal Investigator)

(Seal)

(Head of Institution)

9. The grant amount sanctioned for the Ist, IInd or IIIrd 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.
10. 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 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.
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. In all cases, the final expenditure statement as well as utilization certificate (audited) counter signed by HOI shall be insisted to be submitted within six months of completion of the project. On completion of the project 3 copies of the Final Technical Report on the work done in the project should be sent to the Council within 6 months of completion of the project period
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. Regarding the recruitment of Project Staffs, 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 Staffs will be eligible only for casual leave, as per rules of the Institution. 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.
15. 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.

(Principal Investigator)

(Seal)

(Head of Institution)

16. 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.
17. 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.
18. 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.
19. No premature closing is allowed except those wherein the PAC/GMW has recommended closing of the project due to poor progress/non-compliance of the terms of implementation. There should be an institutional mechanism to ensure successful completion of the project by the transfer of the project to the next eligible person, if available or to return the funds received till date to the Council.
20. 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.
21. In case the PI leaves the project due to unforeseen circumstances, 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. In such case, 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.
22. 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. 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. Patents shall be filed only with the concurrence of KSCSTE.
23. The Executive Committee/PAC 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.

(Principal Investigator)

(Head of Institution)

(Seal)

24. 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.
25. 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)