

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

**Grant under Technology Development and Adaptation Programme (TDAP)**

Title of the Project Proposal:

Name and designation of Principal Investigator (PI):

Name and designation of the Co- Investigator (Co-I):

Address of the Institution:

File No.:

1. The scheme is constituted for the purpose of providing assistance in the form of grants for technology development and demand driven adaptation of technologies, with particular relevance to the State of Kerala in the economic and industrial development. Grants will be paid for specific projects to cover expenditure on manpower, equipment, consumables, contingencies and travel.
2. 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 only in installments and subsequently subject to satisfactory completion of the work and submission of Utilization Certificate (UC) & Statement of Expenditure (SE) audited by a chartered accountant. The UC & SE shall be furnished on a project year-to-year basis.

- a. The quantum of funding shall be subject to the recommendations of Technical Committee for Technology Development and Adaptation Programme (TC-TDAP) and approval of KSCSTE.
  - b. Reallocation of funds within the total may be approved based on the specific recommendation. However, re-appropriation from manpower and equipment will not be normally allowed. The PI should submit application for reallocation and extension well before time. Extension of duration of project beyond 6 months will not be granted normally.
  - 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.
3. 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.
4. All the assets acquired from the grant will be the property of KSCSTE and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior approval of KSCSTE.
5. At the conclusion/ termination of the project, KSCSTE has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.
6. The Institute/ PI should furnish Annual Progress Report of the work on the project on an yearly basis (ie. if the date of start of a project is 12.09.06 the first Annual Technical Progress report shall be for the period 12.09.06 to 30.09.07, the next will be from 01.10.07 to 30.09.08

and so on). The PI should also submit the Quarterly Progress Reports every three months, which reflect the progress of the project. 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 should 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 the final Project Completion Report in the prescribed format (both soft copy and hard copy) on the work done in the project should be sent to KSCSTE.

7. At the time of seeking further installment of grant, the Institute/ PI has to furnish the following documents:
  - a) Utilisation Certificate (UC) and Statement of Expenditure (SE) audited by a chartered accountant in the prescribed format for the initial payment (in original or copy if sent earlier);
  - 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.
8. 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. The second installment of project grant will not be released, without the audited statement for the first installment. 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.
9. The unutilized portion of the grant amount at the end of the project period shall be refunded to KSCSTE 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 automatically carried forward, unless otherwise it is specified.

10. 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.
11. The institute will maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the 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.
12. 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 KSCSTE the entire grant received by it or the balance grant with it, as decided by KSCSTE.
13. 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.
14. The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised 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 KSCSTE for monitoring or evaluating the progress of the project.

15. The project should become operative within one month from the receipt of fund at the institute. This date, called the date of start, should be intimated by the Institution authorities/ Principal Investigator to KSCSTE through an official letter.
16. 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. If the Head of the Institution, fails to do the above in cases where the PI leaves the institution, KSCSTE has the right to terminate the project and the institution will be liable to refund the grant amount in full.
17. Investigators wishing to publish technical/ scientific papers based on the research work done under the project should acknowledge the assistance received from KSCSTE, indicating the scheme. Investigators are also requested to publish some of the research papers emerging out of the project work in leading Indian Journals.
18. 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. In such cases, the legal rights shall be proportionately shared with KSCSTE, unless specified, as the case may be.
19. The Technical Committee/ KSCSTE 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.
20. 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 KSCSTE.

We agree to the terms and conditions stated above.

**Signature with date &  
Name and Designation  
of the Principal  
Investigator**

**Signature with date &  
Name and Designation  
of the Co-Investigator**

**Signature with date &  
Name and Designation  
of the Head of the Tie-  
up Institution**

**Office Seal with  
Date**