

Guidelines for undertaking Research projects

1. The expression of Interest received directly or through the Institute is to be examined by the prospective Project Investigator and interaction may be made with the funding agency if necessary for clarification.
2. Final Research proposal with the desired deliverables along with the budget, justification of budget including Institutional overhead charges, as applicable needs to be submitted through HoS to the Dean (R&D) office along with the endorsement format(as per the Funding agency), duly filled in by the PI, for endorsement
3. The final proposal may be forwarded to the funding agency by the PI/R&D office as the case may be.
4. After receiving the sanction letter and the payment from the agency the PI shall submit the Sponsored Project submission format#2 to the R&D office; R&D office shall allot project code.
5. The Research project is to be executed by the PI as per the sanction order from the agency. The final report of the research project, after execution, would be submitted by PI either through R&D office or directly to the agency with a copy to R&D office. SE/UC would be prepared in R&D section at the end of each Financial Year during the Project and final SE/UC at the end of the project.
6. On submission of the completion report to the R&D office, the unspent balance if any would be refunded to the funding agency. The PI needs to submit the following documents to initiate the closure of the Project.
 - a) A one page write up on the Project along with research thrust area
 - b) A copy of Final Project Report
 - c) Handing/taking over of Equipment procured under the project to HoS/HoD/Dept. (Format#3)



**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
RESEARCH & DEVELOPMENT UNIT (R&D)**

(To be submitted along with the sanction letter from the sponsoring agency)

1. Title of the Research Project
2. Name of the sponsoring agency & address
3. Sanction letter no. & date
4. Total amount sanctioned
5. a) Duration
b) Date of commencement of the project
6. Name of the School, where Research is to be performed
7. Name(s) & Designation of the Principal Investigator(s)
8. Name(s) & Designation of the Co-Principal Investigator(s)

9. Year-wise break-up of grant sanctioned:

Heads of expenditure	1 st year (Rs.)	2 nd year (Rs.)	3 rd year (Rs.)	4 th year (Rs.)	5 th year (Rs.)	Total (Rs.)
Salary/ Fellowship						
Equipment						
Consumables						
Contingencies						
Travel						
Institutional overhead						
Other (please specify)						
Total						

10. Mode of payment of grant in instalments, if any

11. Details of project staff sanctioned

Name of the post	Consolidated compensation / fellowship	No. of post

12. Whether necessary expertise and facilities are available within the School.
If no, then state where the additional facilities are available in the Institute

Yes / No

Signature of Principal Investigator

Recommended

Signature of the Head of the School with Seal

Dean(R&D)



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute Of Technology Bhubaneswar

अनुसंधान और विकास
Research & Development

Capital Equipment Asset Transfer Form

(To be completed this form when transferring Equipment/Non-recurring items on closure of the Research Project to the HoS/HoD/Dept.)

Name of the Project.....

Project Code.....

Transfer Detail

Following equipments have been handed over to the Hos/HoD/Dept/School on completion/ closure of the project RP.....

Equipment/Non-Recurring Items				
Serial No.	Name	Purchase Value	Date of Procurement	Remarks

Handing Over

Signature of the PI

Date:

Taking Over

Signature of the HoS/HoD/Dept- in-Charge

Date:

(To be submitted to R&D Section on completion off Research Project)