



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Research & Development (R&D)

Consultancy Project Submission Form

(to be submitted along with the original request from the agency as well as the final proposal to be sent by the consultant to funding agency)

DETAILS OF THE CONSULTANCY PROJECT:

1. Title of the Consultancy Project :
2. Name of the agency & Address :
3. Name of the Consultant - in – Charge :
4. Name of the Consultant (s) :
5. Name(s) of the School by whom the consultancy is to be executed :
6. **The consultancy projects involves** (Tick Appropriate one)
 - 7.1 Use of no Institute facilities
 - 7.2 Use of Institute facilities such as Computer, Network, Space, etc.
 - 7.3 Primarily testing and interpretation including laboratory testing.
7. a) Consultancy fee (including recurring expenses) :
- b) Institute Overhead (as per Sl.No. 7 above) :
- c) GST {applicable rate of (a) above} wherever applicable (see rear page for details) :
- d) Gross consultancy Charges (a+b+c) :
8. Proposed Date of Commencement of work :
9. Proposed Date of Completion of work :
10. **Sharing of the consultancy fee**
 - 10.1 Total cost of the project (8.a) : \
 - 10.2 Institute Share (8.b) : \

The above proposal may please be approved.

(Signature of Consultant-in-Charge)

RECOMMENDATION OF THE HoS

This is to recommend that the consultancy project belongs to the category 7.1/7.2/7.3 (please strike the ones that are not applicable) and the Consultant (s) would be given necessary facilities and permissible leave provided the consultant (s) make (s) necessary arrangements for the assigned teaching, research and administrative loads.

Signature of HoS

Approved by

Dean(R&D)

CALCULATION OF CONSULTANCY FEE

Sl. No.	Type of Consultancy	Rate or overhead (after deduction of GST)
1.	Use of no Institute Facilities	25%
2.	Use of Institute facilities such as Computer, Network, Space etc.	30%
3.	Primarily testing and interpretation including laboratory	35%

If project cost after deduction of GST (Prior to overheads) is X; then overheads of p% will be charged on X as per the table, GST will be as applicable on (X + p% overheads). For example, for a project cost of X = 100 and 30% overheads, the calculation is as follows:

Project Cost = Rs. 100.00
Overhead = Rs. 30.00
GST = (Rs. 100.00 + Rs. 30.00) x (18%)= Rs. 23.40
Total Cost of the Project: Rs. 153.40