

Guideline Notes for Sponsored Research Projects

- Project responsibility: Sponsored research projects allow for new resources to be created in the Institute. These projects are headed by a Principal Investigator (PI), and should have Co-Principal Investigators (co-PIs)/administrative PI (to operate the project, in case PI is out of station) and the deliverables are the responsibility of the PIs. The Institute provides the PIs necessary support.
- For each sponsored project, the entire expenditure for the operation of the project is required to be met out of funds provided by the sponsoring agency. The responsibility for operation of the project lies with the PI.
- Preparation and Submission of the Proposal: The project proposal should be formulated according to the format prescribed by the concerned funding Agency. The format is available at the respective website of each Funding Agency.

Project proposal forms for some funding agencies are available at http://web.iitk.ac.in/olddord/forms/Project_Proposal.htm.

- While making an estimate of the funds required for a project, the following budget heads should be taken into account:
 - (a) Salary of Project Staff including PhD scholars
 - (b) Equipment
 - (c) Consumables
 - (d) Travel (domestic, international)
 - (e) Contingency
 - (f) Overheads (@20% of project cost)
- Overheads: Overheads are calculated @20% of the total project cost. Please refer Guidelines XV Section B.
[Guidelines_overheads.pdf](#)
- In International project:
 - o Funds are received in foreign currency;
 - o The research collaboration of IITK with the other party/funding agency should be in conformity with the laws of both the Countries and/or International laws as the case may be.
- Sponsored project refers to one in which the PI does not charge honoraria. For a project sponsored by a government agency, no honorarium in any form can be claimed. Amount may be used by the PIs as approved in the respective budget head by the funding agency.
- The proposal should be submitted to the Dean: Research & Development (after getting it forwarded by the HOD/Head of the Center) for signature. Forwarding is required to ensure that sufficient resources are available, and the project can be executed.
- The soft copy of the proposal will be sent to the Office of records. The Dean R&D is the competent authority for approving all project proposals.
- Endorsement cum letter of forwarding for the project proposal is printed on the letter head and is signed by the Dean: Research & Development. Project proposal is attached as an annexure to the letter [PDF](#).

- A proposal that satisfies all the conditions, particularly of the overheads, will be approved immediately. Any deviation from the norms (e.g. reduction of overhead) will have to be discussed and explicitly approved. The approving authority for any relaxation is the Dean.
- The Office will make a suitable record of the proposal, and then courier the project proposal to the concerned agency along with the Institute's cover letter. Alternatively, it may be given to the PI for forwarding it to the agency.
- IPR issue: All IPR related issues are agreed between the Institute and the funding agency. Preferably, IPR will be jointly shared by IIT Kanpur and the funding agency. For Board approved IPR policy of the Institute, please refer [PDF](#).
- MoU/Agreement preparation: The Institute has Board approved guidelines for drafting MoU/Agreement [PDF](#).
- When MoU is clear from all angles and acceptable to both the parties, it is sent to the Director, IITK for approval along with the Note File (summary of MoU).

After approval, PI/HOD/DORD/DD/Director as the case may be along with witness sign the MoU.

- Function of the Office of R&D: The Office acts as a liaison between the Institute and funding agency to undertake sponsored projects.

After the project is sanctioned, for registration, operation of the Project, please refer function of the Office of R&D in Section C.

- After completion of the project, final report should be submitted to the funding agency, a copy of which is given to the Dean's office for records.
- Final report along with utilization certificate and any unspent amount in the project account is sent to the funding agency.