SPONSORED RESEARCH CELL

STEPS INVOLVED IN A PROJECT LIFE CYCLE

It is a fundamental duty of every Faculty of the university to carry out research work through sponsored project grants from various funding agency, in addition to regular teaching. In order to make the faculty aware about various steps involved in executing a project (i.e., Project Life Cycle) following steps were provided.

Step 1: Faculty prepares a proposal with due consideration of Institute Norms and Budget. It is desired that every project should have a Co-PI which will help to manage and execute the project smoothly.

Step 2: Uploading of Proposal details in the Institute Website. (**Link**)

Step 3: Obtaining Endorsement Letter from Registrar through DRIE office.

[Note: If the proposal is screened in by the sponsoring Agency, then PI will be asked to make a presentation at the Sponsoring Agency, physically or through online mode. PI should be ready with Crisp and Focused PowerPoint Presentation].

Step 4: PI may get email notification about the Sanction of the project. PI should intimate the DRIE office and submit the Sanction Letter along with **Requisite Form** duly filled. **(Link)**

Step 5: Recruitment of Research Scholars under Project. [A detailed SOP is provided for this specific activity].

Step 6: Purchase of all necessary Items and Equipment's in compliance with Institute Purchase policy. [A detailed SOP is provided for this specific activity].

Step 7: Submission Monthly Absentee Report for the project scholars to release Salary. **Link** & **Link1 Download word format from BIT web portal.**

Step 8: All travel related requirements need prior permission from HOD and DRIE. Faculty may look into the Institute TA/DA rules and eligibility before planning the travel. [A detailed SOP is provided for this specific activity].

Step 9: Creation of Statement of Expenditure (SE) and Utilization Certificate (UC) by the PI along with the covering letter mentioning the project code and submit it to office of DRIE for getting signed and audited. This need to be done every year. **(Please use the form given by the Funding Agency).**

Step 10: Renewal of Project Scholars appointment after one year with Annual Satisfactory Assessment Report duly signed by HOD, PI and One Member from the Department. **(Link).**

[**Important Note:** Each project will be assigned with Unique Project Code. Appointment or extension Letters will be issued to project scholars only when there is a fund available under project.]