



Dhirubhai Ambani
Institute of Information and Communication Technology

Policy on the Sponsored Research Projects

1. Hiring of the Research Associates

1. The PI shall ensure that the junior research fellows (JRFs) and the other research associates are hired **only if** the requisite funds are available from the sponsoring agency for the entire duration of the JRF's contract.
 - a. The hiring process shall *not* be initiated when the manpower subhead of the sponsored project does not have the requisite funds.
2. The sponsoring agency often has a policy to release the funds in installments. In these cases, the JRF contract should be aligned¹ with the fund release schedule.
 - a. As an example, for a two-year project, the funding agency may provide the first year fund at the commencement of the project and the second year fund after successful completion of the first year of the research project. In this case, the JRF contract shall be initially for only the first year of the project and it shall be renewed only after the sponsoring agency has released the second year funds.

2. Institute Level Support

1. The Institute may extend a loan to the manpower subhead of the sponsored research projects in the following two scenarios:
 - a. The sponsoring agency withdraws the funds after the JRF is hired and before his/her contract ends.
 - b. The sponsoring agency has not released the next funding installment by the date of the termination of the JRF contract. To prevent a discontinuity in the research project progress, the Institute may provide a loan to the manpower subhead of the research project. Through this loan, the JRF contract may be extended for a maximum duration of **three months** provided the PI obtains an approval from the Director and Dean Research.
2. The total financial loan provided by the Institute shall not exceed the following:
 - a. At the Institute level: a maximum of **INR 50 lakhs** aggregated over the past three years from the present date.
 - b. Per faculty limit: a maximum of **INR 5 lakhs** aggregated over the past three years from the present date

¹ This requirement may be waived in exceptional cases. See 2.1.b.



- i. The per-faculty limit is discretionary and may be adjusted by the Director and Dean Research (e.g., if this per-faculty limit is reached but the Institute-level limit is not reached).
- c. If either of the above two maxima are reached, the subsequent such requests may not be granted.

3. Use of Received Grants

1. Equipment: all equipment purchase should match the equipment list stated in the research proposal submitted to the funding agency
2. Travel: the travel component of the received funding shall be used for the travel related to the project. Specifically,
 - a. The purpose of the travel **should fulfill** the research objective of the project and should be **directly related** to the project.
 - b. The travel component **shall not be** utilized for attending conferences and workshops or presenting papers which are not the outcome of the research project.
 - c. Exception to the above is as follows:
 - i. PI obtains an approval from either the PI of the consortium project or the funding agency on an explicit statement that the use of the travel for all the research activities (even those not related to the topic of the sponsored project) of the PI, the Co-PI and the research staff is permissible
3. Consumables and Contingency: at the discretion of PI and Co-PI.

4. Purchase Process²

1. Initiation of purchase process
 - i. Principal Investigator (PI) prepares an indent setting out:
 - a. name and code number of project
 - b. items to be purchased, including specifications, quantity, whether consumable items, etc.
 - c. estimated expenditure
 - d. specific budget head to be charged
 - e. intended use; and
 - f. confirmation about availability of project funds.
2. Authorisation of purchase
 - i. For items costing up to Rs 20,000/-:
 - a. PI himself/herself authorizes the purchase.
 - b. PI sends a copy of the indent to Dean (R&D) for information.

² This section is based on the purchase policy dated 22/10/2010.



- ii. For items costing up to Rs 100,000/-:
 - a. Dean (R&D) authorizes the purchase.
 - iii. For items costing Rs 100,000/- and above:
 - a. Director authorizes the purchase upon recommendation of a procurement committee.
 - iv. In all cases, PI has the responsibility to verify that funds are available in the project for the purchase.
3. Purchase and payment process
- i. A duly authorized indent will be used by the commercial as a basis to initiate the purchase and payment process set out below.
 - ii. Purchases up to Rs 5,000:
 - a. Cash/cheque/credit-card purchases of consumables / components are permitted. The total amount of such purchases should not exceed Rs. 10,000 per month per project. No indent is required for such purchases.
 - b. By the 10th of every month all cash/cheque receipts or credit-card statements related to cash/cheque/credit-card purchases in the preceding month must be submitted for reimbursement. Reimbursement will be processed by accounts on approval of Dean (R&D).
 - c. A consumables register is to be maintained by PI and produced at audit time.
 - iii. Purchases up to Rs 20,000:
 - a. Purchase order to be placed on approval of the quotation(s) by the Registrar.
 - iv. Purchases up to Rs 1,00,000:
 - a. Three quotations must be obtained by commercial.
 - b. Purchase order to be placed on approval of the quotation(s) by the Registrar.
 - c. For proprietary items, the purchase should be recommended by a procurement committee.
 - v. Purchases up to Rs 25 Lacs:
 - a. Limited tender enquiry to be carried out and placed for approval of the Director.
 - b. For proprietary items, the purchase should be recommended by a standing purchase committee appointed by the Director.
 - vi. Purchases above Rs 25 Lacs:
 - a. Advertised open tender enquiry should be carried out and placed before the standing purchase committee for recommendation.
 - b. Purchase order to be placed on approval of the Director.

T. Bandyopadhyay
T. Bandyopadhyay
Director
DA-IICT, Gandhinagar

