Sponsored Project Management Lifecycle

Project Proposal Application along with Costing Sheet

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Submission of Endorsement format in word document to be issued from Office of Dean R&D, if any commitments/unusual (Special) terms & conditions related to space and financial implications from the Institute/Department, the same to be routed through the approval/signatures of PI & HoD

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Issue of Endorsement by Office of Dean R&D and Submission of Project proposal by Principal Investigator to the Funding Agency

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Receipt of Project Sanction Approval from the Funding Agency along with sanction of funds, start date of the project is from the date of receipt of funds (as per funding agency norms)

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Updation of new project details in the R&D Portal by PI duly uploading the sanction order with his/her login credentials

⬇

E-mail intimation (to rndsection@iiti.ac.in) from concerned PI along with UTR No with date of transaction and the amount of fund released by the funding agency for confirmation of the same by R&D Section
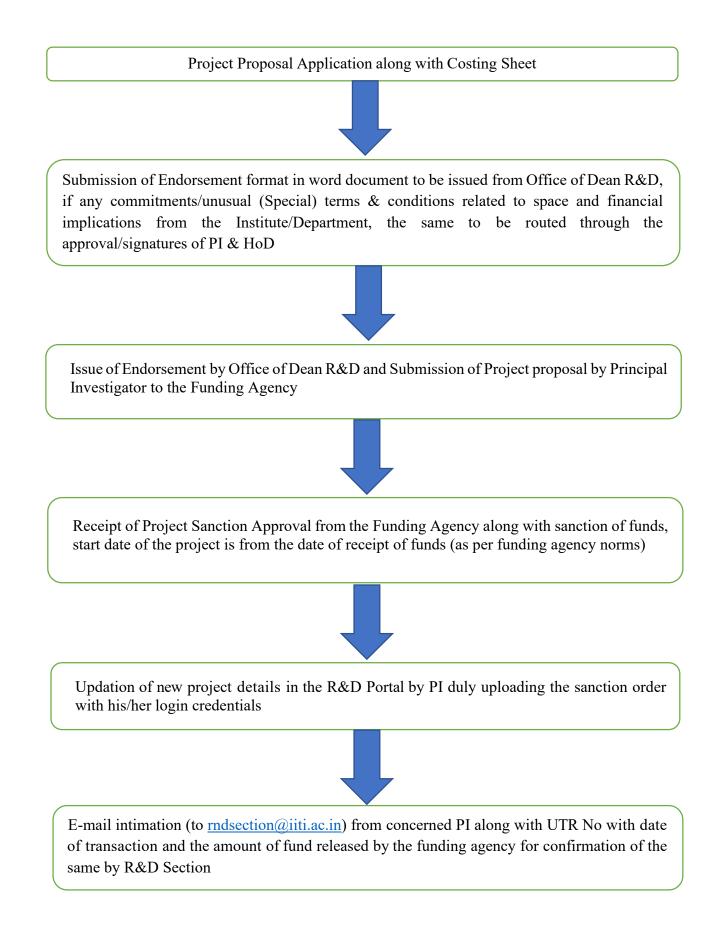
Creation and linking of google sheet by R&D section in the R&D Portal for verification of financial transaction details and the same is accessible to the PI. Google sheet is updated as and when transaction occurs related to the project for monitoring the budget, expenditure, and UC.

Verification of google sheet by PI

(If any changes required it may be suggested to rndsection@iiti.ac.in, lest the Google sheet will be freezed

As per PI confirmation to rndsection@iiti.ac.in, UC/SoE will be prepared at the end of every financial and completion of the project

If required by funding agency PI has to convey for PFMS EAT Module updation

Closure of the Project and the same to be updated in the R&D Portal

Incase of negative balance in the UC, immediately PI has to coordinate with funding agency for release of funds with a copy to rndsection@iiti.ac.in