



# INDIAN INSTITUTE OF TECHNOLOGY INDORE

## Consultancy Proposal Format (Annexure 1)

1. Objective of the consultancy : .....
2. Project methodology : .....
3. Type of the Industry/Company/Firm : .....
4. Project Title : .....
5. Details of the PI and CO-PI

S.NO	Name of the PI & Co-PI with Designation	Employee Id No.	Expertise of the PI & Co-PI	Contribution in terms of Man hours*
1				
2				
3				
4				

### Details of the Outside Investigators/ Experts

S.NO	Name of the Co-PI	Designation	Expertise of the Co-PI	Contribution in terms of Man hours*
1				
2				

6. Nature of the project#:  
( ) R&D&T/ ( ) Expert Advice/ ( ) Testing ( \* Tick mark as required )
7. Outcome of the projects : .....
8. Timeline with milestone : .....
9. Cost Estimate : .....
10. The form should be accompanied by Agreement\$/ Declaration (Attached format)

Signature of the Consultant/Faculty (PI)

Name of the Consultant/Faculty (PI) : .....

Date : .....



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## Costing of Consultancy Project (Annexure -2 )

Details of costing of Consultancy Project		
	Particular	Amount in INR (₹)
1	Consultancy Fee - PI (CF)*	
2	Consultancy Fee – 1 <sup>st</sup> Co-PI	
3	Consultancy Fee -2 <sup>nd</sup> Co-PI	
4	Consultancy Fee of the Outside Investigator/ Expert	
5	Project Staff Salaries (PSS) consolidate pay (For Temporary staff/ Research Staff involved in the project) Name :..... Designation :.....	
6	Operational Expenses (OE) (All other expenses related to the consultancy project)	
7	Capital Expenditure (CE) (Expenses towards purchase of capital equipment for the consultancy project)	
8	Sub Total ( Sum of S.No 1 to 7)	
9	Overheads (OH) (Charges at 20% of the Net project Cost i.e 20% of S. No . 11 )	
10	Contract Negotiation/Legal Expenses (CNL) (For project involving contracts, agreements and MOUs, negotiation charges may be appropriately included by Dean R&D)	
11	Net Project Cost (Addition of Item no. 8+9+10)	
12	GST and other Taxes (as applicable on S.No 11)	
13	Total Project Cost (11+12)	

\*The Consultant Fee will be limited to 20% of Net Project Cost in case of Category T (Testing) project.

### Declaration

**(a) Standard/Specific Condition:**

**(b) Conflict avoidance disclosure is to be attached.**

**(c) Manhours of PI:**

1. Signature of Consultant/Faculty (PI):.....

2. Signature of Consultant/Faculty (1<sup>st</sup> Co-PI ).....

3. Signature of Consultant/Faculty (2<sup>nd</sup> Co-PI )

4. Signature of the Expert/Outside Investigator .....

.....

Signature of Dean R&D



**Declaration (Annexure 4)**

It is hereby declared regarding the consultancy proposal and work order/Purchase Order/Letter no. .... dated ..... received from ....., that there does not exist any relationship between me and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of involvement of any immediate relatives and that there is not any scope for potential disproportionate self-gain.

Date:

**Consultant Signature-PI .....**

**Name:**

**Designation:  
(Seal)**

**Consultant Signature-1<sup>st</sup> Co-PI .....**

**Name:**

**Designation:  
(Seal)**

**Consultant Signature-2<sup>nd</sup> Co-PI .....**

**Name:**

**Designation:  
(Seal)**

**Consultant Signature-Outside Investigator  
/ Experts**

**Name:  
Designation**