**Format for obtaining endorsement certificate/NOC for submission of project proposal to funding agency**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of the Faculty/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of the funding agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Title of the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Your role in the project: (PI/Co-PI) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. If your role is PI then specify Co-PI‘s name and vice versa: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Whether Co-PI is for: collaborative purposes or administrative purposes
7. Names of the collaborators/organization, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Project duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Deadline for submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Estimated Budget: Overall Rs. \_\_\_\_\_\_\_\_\_\_ JNCASR’s part Rs. \_\_\_\_\_\_\_\_\_\_ Overhead charges Rs: \_\_\_\_\_\_\_

**Note:**

1. If it is required to issue the tax invoice by the Centre, note that the amount of GST will not be given credit to the project fund.
2. A minimum of 10% overhead charges to be included in the project proposal. If the sanction order does not have an overhead component, the Centre will deduct 10% of overhead charges by default, out of the sanctioned amount.
3. Equipment projected, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Any financial commitment from the Centre towards equipment/consumables: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Whether additional space is required to house the equipment: Yes No

If yes, kindly indicate the area of space required (In sq. ft): \_\_\_\_\_\_ by \_\_\_\_\_\_\_\_ and Location \_\_\_\_\_\_\_\_

1. Major departmental resources required for the project, if any- e.g. electricity, animal facility, etc.

Yes No

If yes, please specify the details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Manpower projected, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Number of ongoing projects: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Number of project proposals submitted to funding agencies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A copy of the project proposal/draft summary of the proposal needs to be enclosed for reference.**

***Note:*** *Submission to Chair, - at least 4 working days before the submission deadline*

**Signature of the Co-PI with date (if applicable) Signature of the PI with date**

*(To be forwarded to Dean, R&D at least 2 working days before the submission deadline)*

**Recommendations/Remarks**

**Signature of the Chair with date**