

## **GUIDELINES FOR IMPLEMENTATION OF THE PROJECT**

### **1. Eligibility**

Central and State Government Research Institutes, Central and State Government Autonomous Research Institutes/Organizations of repute and Central and State Government Universities, may apply for grants to the Sarus Protection Society for Sarus conservation related projects as specified in Sarus Research Matrix

### **2. How to Apply:**

1. Projects will be invited by advertising in at least two leading news papers along with information being available on the Society website : <http://www.sarusprotectionsociety.org>
2. The projects will be submitted to the Society office in 10 copies in the prescribed format along with soft copy (in CD).

### **3. Sanction Order**

- i) Once the project is approved, a formal sanction order will be issued.
- ii) Copies of the sanction order with the terms and conditions/MOU annexed to it will be sent to the Principal Investigator (PI) / Head of Institution.
- iii) Any future correspondence with the Society regarding the project shall invariably quote the sanction order No. and date.
- iv) Subsequent to the sanction order, the **first installment** of funds (Fifty Percent of the total Project Cost) for a particular project will be released to the institution immediately on receipt of the filled and signed MOU in the form of a cheque/BD.
- v) **Payment of the Second** (Thirty percent of the total Project Cost) will be made after the **First Annual Progress Report** to the satisfaction of the *SPS* and on submission of Utilization Certificate (UC) of 75% of the first installment.
- vi) **Balance and Final payment: The final payment** (Twenty Percent of the total Project Cost) will be made after obtaining the Project Completion Report (PCR) to the satisfaction of the *SPS* and Utilization certificate for funds spent till then. RRC is empowered to decide the final disbursement on case to case basis.

### **4. Date of Commencement of Project and its Duration**

Typically short duration projects for a period of 2 years will be preferred.

**The project becomes operative with effect from the date on which the Draft/ Cheque is received by the implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to the Society. It will, in no case be later than one month after the receipt of the draft/ cheque by the Institute.**

**5. Principal Investigator and Co-Investigator (s) and the Implementing Institution**

- i) The Principal Investigator (PI) has the primarily responsibility for the implementation of the project. The project team consists of the PI, Co-Investigator(s) and the project personnel as mentioned in the project proposal. It is necessary to ensure that the project is carried out by the project team in a cohesive manner. Periodic meetings of the team are essential for this purpose.
- ii) In case of PIs who would be superannuating during the duration of the project, association of a “in service” Co-Investigator may be ensured by the Institute authorities. In such cases, the Institute authorities should inform to the Society, well in advance, about their “No Objection” for providing the infrastructural facilities to the PI for implementation of the project after his superannuation.
- iii) Having accepted the responsibility for the implementation of the project, the PI should be committed to implement the project over its duration and should have no plans to go on long leave.
- iv) In case, the PI is shifting to another institution on new appointment/transfer/long term deputation, the project could be transferred to that institution with the mutual consent of both the institutions and of the Sarus Protection Society. Such requests for transfer of the project should be sent well in advance and should be accompanied with ‘No Objection’ certificates from both the institutions and the Endorsement Certificate from the new institution.
- v) In case the PI leaves the project due to unforeseen circumstances, the Co-Investigator could be considered as the PI subject to the approval of the PI, Head of the Institute and the Society. Such a request should be sent at least 4-6 months in advance along with a detailed bio-data of the Co-Investigator.
- vi) The PI as well as the implementing institution has the responsibility of informing the Society about any change in the status of the PI/ Co-Investigator including relieving them on short term deputation for a continuous period of 3 months or more.

- vii) **The project stands terminated in the absence of the PI/ Co-Investigator for a continuous period of 3 months without intimation to the Society.**
- viii) The implementing institution has an important role to play and in consultation with the Society take steps to ensure successful completion of the project, before relieving the PI.
- ix) The implementing Institute/University/organisation shall provide full infrastructural facilities such as accommodation, water, electricity, and communication facilities etc. for smooth implementation of the project.

#### **6. Project Staff(s)**

- i) All the personnel including research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the Administrative rules/ service conditions of the implementing Institute/Organization. No reference on these issues will be made to the Society. **The Society will have no liability, whatsoever, for the project staff during and after completion of the project duration.**
- ii) In case of recruitment of JRF/SRF, candidates who have been declared successful at NET/GATE may be preferred. In other cases, candidates without NET/GATE may be recruited through a proper selection procedure. It is desirable to have Sarus Protection Society nominee in the selection process.

#### **Qualifications and Emoluments for Junior Research Fellow (JRF)/Senior Research Fellow (SRF)**

Sl. No	Designation & Qualification	Emoluments per month for first 2 years	Emoluments per month after 2 years/SRF
1	Junior Research Fellow (JRF) leading to PhD Post Graduate (PG) Degree in Basic Sciences and NET qualified OR Graduate Degree in Professional Courses and GATE or equivalent qualification	As per prevailing norms of Government of India, ministry of Science & technology , Department of Science and Technology	
2	Junior Research Fellow (JRF) leading to PhD Post Graduate (PG) Degree in Basic Sciences who have NET qualified for Lectureship		
3	Junior Research Fellow (JRF) leading to PhD Post Graduate Degree in		

	Professional Courses	
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The local institution should review the performance of the fellow after two years through an appropriate Review Committee constituted by the Head of Institution. The fellowship in the slab after 2 years of research experience may be provided after successful assessment by this review Committee. The Society will require the certificate from the Head of the Institution for the above.

**Research Associates (RA's)** : Research Associates may be fixed a consolidated amount at one of the 3 level's given below, depending upon the qualifications and experience. The Institute/ Organization concerned may decided the level in which a particular associate should be placed based on the experience.

vi) **Qualifications and Emoluments for Research Associates (RAs):**

Sl. No	Category	Emoluments per month
1	Research Associate I (RA-I)	As per prevailing norms of Government of India, ministry of Science & technology , Department of Science and Technology
2	Research Associate II (RA-II)	
3	Research Associate III (RA-III)	

JRF's, SRF's and Research Associate will not be entitled to DA, CCA, Bonus & LTC, Retirement Benefits. All Research Fellows may be provided Hostel accommodation wherever available and those residing in accommodation provided by the institute will not be eligible for drawing HRA. HRA may be allowed as per institution rule.

Leave and other entitlements: The JRR/SRF are eligible only for casual leave while Research Associates are entitled to leave as per rules of the host institution.

**Release of Grants and Financial Management**

- (i) On approval of the project by the Society, the first installment of grant for the project will be released.
- (ii) Diversion of funds from non-recurring head i.e. Equipment to recurring head like Manpower, Consumable etc. is normally not allowed. However, reallocation/reappropriation of grants under different heads requires prior approval of the Member Secretary, Sarus Protection Society.

- (iii) The Equipment sanctioned on the project should be procured at the earliest to avoid any cost escalation. The PI and the implementing Institute should complete all formalities in advance for placing the order.
- (iv) The subsequent installment of grant would be released annually on the basis of expenditure incurred in the previous financial year and expected expenditure in that year.
- (v) At the time of seeking further installment of grant, The Institute/ PI has to furnish the following documents:
  - a) Utilization Certificate (**UC**) and Statement of Expenditure (**SE**) for the previous financial year (in original or copy if sent earlier);
  - b) Latest authenticated Statement of Expenditure including Committed Expenditure, for expenditure since 1<sup>st</sup> April of that financial year till the previous month; and
  - c) Annual Progress Report, if not sent earlier.
- (vi) The institute/institution will maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to the Sarus Protection Society and should be reflected in the Statement of Expenditure. The interest thus earned will be treated as a credit to the Institute to be adjusted towards further installment of grant.
- (vii) The grant shall not be utilized for construction of any building
- (viii) In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Society the entire grant received by it.
- (ix) All the assets acquired from the grant will be the property of Sarus Protection Society and should not be disposed off or encumbered or utilized for purpose other than those for which the grant had been sanctioned, without the prior sanction of the Society.
- (x) Any instrument purchased out of the present project should be returned to the Sarus Protection Society after completion of the project.
- (xi) The Statement of Accounts and the Utilization Certificates are financial year wise and are to be submitted within a period of 3 months from the 31<sup>st</sup> of March of that year. (i.e. of date of start of the project is 12-01-2009 then the first statement of account and utilization certificate will be for the period 12-01-2009 to 31-03-2009, the next statement will be for the period 01-04-2009 to 31-03-2010 and so on.)

- (xii) **The Sarus Protection Society reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.**
- (xiii) At the end of the project, any un-spent balance out of the total amount sanctioned must be surrendered to the Sarus Protection Society through a crossed Cheque/ Demand Draft drawn in favour of Member Secretary, Sarus Protection Society.
- (xiv) The Institute/ PI will furnish a Half Yearly and Annual Progress Report of the work on the project in addition to the Project Completion Report (PCR).
- (xv) The contingent in the project may vary depending on the project and may be used to cover special consumables required for research/work. No expenditure is to be incurred for purchasing vehicles like car and jeep. The total amount of contingency may not exceed 10% to the total project cost.
- (xvi) **Demand for additional fund:** Under normal circumstances no additional funds for the project will be allowed. The proposal for additional grants in the project should be made in the prescribed proforma.

## **8. Project Appraisal, Implementation, Evaluation and Monitoring**

- i) Projects will be invited by advertising in leading news papers along with information being available on the Society website : <http://www.sarusprotectionsociety.org>
- ii) The projects will be submitted in 10 copies in the prescribed format.
- iii) The projects received will be screened by the Research Review Committee (RRC). The RRC may invite expert members in the field as external referees from time to time. The RRC will screen the projects submitted and screened projects will be placed before the Society.
- iv) The final approval for the project will be given by the Governing Body of Society.
- v) Once the project is sanctioned by Society, a memorandum of undertaking (MOU) will be signed between the Sarus Protection Society and the Institution concerned as per format within 3 weeks of sanction of the project. For this the Society shall send a copy of the MOU, along with the sanction letter and request the Institution to return the same duly filled in and signed, within the time prescribed above.
- vi) The first installment of funds for a particular scheme shall be released to the institution immediately on receipt of the filled and signed MOU. Subsequent releases shall be made on specific recommendation of the RRC about the satisfactory performance of the Project based on submission of Half yearly and Annual reports.

- vii) The PI through the implementing Institute will submit to the Society **5 copies of Half Yearly Progress Report** six months after the start of the project and thereafter submit **15 copies of the Annual Progress Report** of the work carried on the project. Release of funds will be withheld in the event of non-receipt of reports in time or unsatisfactory progress of the work.
- viii) The RRC shall review regularly the progress of the project.
- ix) The Half Yearly Progress Report and the Annual Progress Report (APR) will be reviewed by the RRC and if deemed necessary the Society will designate a Scientist/Specialist or an expert panel to review the progress of the project. The Annual Report shall be presented to the Society also. The definite recommendations made for improving the work, at the level of Society shall be communicated to the Principal Investigator for immediate compliance.
- x) In addition, the Society may designate Scientist/ Specialist/Panel or an Officer from the Society to periodically review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. The implementing institute will provide all facilities to the visiting Scientist/ Specialist/Panel or an Officer from the Society by the way of accommodation etc. at the time of their visit.
- xi) The Society also organizes Monitoring Workshops/ PAC meetings wherein the PIs/ Co-PIs and research staff are invited to present the technical progress of their project. The Investigators should attend such workshops since it provides an opportunity to review their progress based on which any mid term requests by the PIs for additional grants/ extension in duration etc. are considered by the Society. Subsequent releases of grant would be based on the RRC's recommendations.
- xii) On completion of the project, the PI through the Institute should send the following documents to the Society to enable us to settle the account:
  - a) 15 copies of the **Project Completion Report (PCR)** in the prescribed format;
  - b) Consolidated audited **Statement of Expenditure (SE)** and **Utilization Certificates (UC)**; and **Final Statement of Expenditure (FSE)**.
  - c) List of assets/ equipment in the prescribed format; and
  - d) DD/Cheque for any un-spent amount with the Institute/Organization.
- x) The salient findings/outcome of the project shall be presented in the Society Meeting.

## 9. Publication of Result and Patent Rights

- i) Investigators/ RA's wishing to publish technical/ scientific/other papers based on the research work done under the project should acknowledge the assistance received from Sarus Protection Society, indicating the project. The fact of receipt of assistance taken from Sarus Protection Society should be suitably acknowledged in the published material. Similar action should be taken in respect of the thesis submitted by a Research Assistant.
- ii) The Investigator (s) should not enter into collaboration with the foreign party (individual/ industry) without prior approval of the Sarus Protection Society
- iii) If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.
- iv) No Investigator shall make commercial use of the results of work of the project either by **patent** or otherwise. The SPS reserve the exclusive right to determine, after consultation with the Institute/ Investigator or any other person whom the SPS may deem fit, whether any patent shall be taken out and what commercial use, if any, shall be made of any results of the investigations. The patent, if any, shall be in the name of the Sarus Protection Society and SPS shall retain exclusive right to commercially exploit the process/information. The shares, if any, of the royalty to, the Investigator/ University/ Institute providing facilities, in the Sarus Protection Society will be determined by the SPS.