

COVERING LETTER FOR APPLYING FOR RESEARCH GRANTS

To,

The Director (Technical)
Ministry of Mines
Shastri Bhavan
New Delhi-110 003

Sir,

1 A research project titled “_____”
_____“ is forwarded herewith.

2 It is certified that the same project or project with similar objectives has not been submitted to any other funding agency by the Investigator.

3 We have carefully read the terms and conditions of sanctioning the project and agree to abide by them.

4 The organization will provide all necessary infrastructural facilities (both laboratory and administrative) if the project is sanctioned.

5 The organization is fully responsible in regard to matters pertaining to the project.

6 Certified that the equipment proposed in the project proposal are not available in the Department/Institution or are available in the Department/Institution but not available for dedicated project use.

Yours faithfully,

(Principal Investigator)

Date.....

Place.....

(Registrar/Director/Head of the Institution)

Certificate of Originality and No Duplication

This is to certify, that the project proposal submitted by me is an outcome of my original work. I have duly acknowledged all the sources from which the ideas and extracts have been taken. The project is free from any plagiarism and bears no duplication with existing work / ongoing projects.

(Signature of PI)

Designation:

PROJECT BUDGET (*)

(*) If more than one institution is involved, the budget summary and budget break-up has to be submitted separately for each institution.

Budget Summary

	I Yr	II Yr	III Yr	Total
CAPITAL (A)				
Non CAPITAL (B)				
Institution O/H (C)				
Total Recurring (B + C)				
TOTAL A + B + C				

BUDGET BREAK-UP

A. Capital Expenditure (**)

S No	Equipment Description	I Yr	II Yr	III Yr	Total

(**) Capital Expenditure includes the following:

- (i) Bought out new equipments
- (ii) up gradation of existing equipments
- (iii) design and system integration of new equipments
- (iv) spares for existing equipments
- (v) Engineering software and its AMC

Any repairs etc to the existing capital equipment should be under repairs and fabrication given in B(iv) Other Projects.

B. Recurring (Non Capital) Expenditure

	Item Description	I Yr	II Yr	III Yr	Total
B(i)	Human Resource (JRF, SRF, RA, consultant only)				
B(ii)	Expendables/Consumables				
B(iii)	Travel				
B(iv)	Other Project Costs (a) Fabrication, Operational Job works, Field work, AMCs, Repairs & Maintenance etc				
	Other Project Cost (b) Testing charges (external paid out only);				
	Other Project Cost (c) ...pl				

	any specify				
	Other Project Cost (d)....pl any specify				
B(v)	Contingency				
B(vi)	Dissemination of Research (workshops, publications ..)				
	TOTAL (Recurring)				

C. Institution O/H

C Institution O/H	I Yr	II Yr	III Yr	Total
1% (A) Capital PLUS 5% (B) Recurring				

(Signature of PI)

Designation:

Recommendations of Head of Institution

Note:-

- (i) All expenditure towards the project to be included
- (ii) Staff salaries and expenses of routine nature not directly related to the project shall not be charged to Ministry of Mines as project cost.
- (iii) Project are for 3 year duration, extendable by not more than 2 years subject to prior concurrence of the Ministry of Mines
- (iv) In case of variation of cost, revised estimate on proforma will be supplied at the commencement of the financial year, giving reasons

ENDORSEMENT FROM THE HEAD OF THE INSTITUTION

(To be given on letter head)

Title of the Project:

1 The Institute certifies the participation of _____ as the Principal Investigator and _____ as the Principal Co-investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Principal Co-investigator will assume the responsibility of the fruitful completion of the project (with due information to the MoM).

2 Certified that the equipment and other basic facilities mentioned in part IV of Annexure III of guidelines and such other administrative facilities as per terms and conditions of the grant, will be extended to the investigator(s) throughout the duration of the project.

3 The Institute assures to undertake the financial and other management responsibilities of the project.

Date:

Place:

Name and Signature of the Head of the Institution