



**RESEARCH PROJECT PROPOSAL FORMAT**  
(Please, Follow the Guide Line Provided Herewith.)

1. The application is submitted in response to (Please tick on): (a) General Rolling Advertisement,  
(b) Specific Advertisement. If 'b', mention Advt., No. \_ / Date of Advt.: \_

2. Title of the Project:

(A detail write-up of the project proposal, maximum in ten pages, as per the guideline, should be provided as **Appendix-A**)

3. Duration of the project \_

4. Total Financial Assistance Applied for (in Rs.)\_ \_ (Provide breakup of the Proposed Budget in **Appendix-A** and sign it with date.)

5. Personal Details of the Principal Investigator (Please provide the detail in CV as **Appendix-B** and sign it with date):

i. Name: \_ ; ii. Sex: \_ ; iii. Date of Birth: \_ ; iv. Nationality: \_

v. Category (GEN/SC/ST/OBC). (Provide Copy of Certificate, if /SC/ST/OBC); vi. Whether belong to NER : \_

vi. Complete Address for Communication:

vii. E-mail ID : \_ ; ix. Phone No.: (Mobile) \_ ; x. (Land Line) \_

6. Academic Qualification and Experience of the Principal Investigator, whichever is relevant, (provide details in CV).

i. Current Designation / Position: \_ ; ii. Highest Qualification : (Year): \_

iii. Publication (in No.'s) Book \_ ; Papers/Articles In Journal \_ ; In Proceedings \_ ; in Others \_

iv. Teaching Experience (in year): UG \_ ; PG \_ ; v. Research Experience (in year) (Excluding M. Phil & Ph. D. Degrees) \_

vi. Research Guidance / Supervision (in No.'s) M. Phil \_ , Ph. D \_ , Post Doctoral \_

7. Whether the applicant has received / is receiving any financial support for this or any Research Project / Fellowship / Grant from the ICPR or any other Agency earlier/ at present? **YES / NO.** (Please tick on; If 'yes', provide detail in the CV. if, 'no', make a declaration in the CV.)

8. No.'s of Co-investigator(s), if any: \_ (provide respective CV(s) along with list of publications as Appendix- B (1), B (2), and so on).

9. Any other information which may be helpful in evaluating the proposal. **YES / NO** (Please tick on; Attach as **Appendix - C**)

10. Name of the Institution where the project will be undertaken and details of collaboration, if any, intended.

11. Details of information about grants received in previous years from ICPR and outstanding, if any.

**Declaration:** I declare that the information provided and statements made in this application and its attachments / appendixes are true to the best of my knowledge and belief. This is prepared in accordance with the prescribed Guideline and Instruction.

Name & Signature  
of Co- Investigator (s)  
(i)  
(ii)

Name & Signature  
of the Principal Investigator

Registrar / Principal / Director / Chairman  
( Name & Signature with Seal)

## GUIDELINE (FINANCIAL) FOR RESEARCH PROJECT FUNDED BY ICPR

All applications for financial assistance to Research Projects must be submitted in ICPR format that can be downloaded from ICPR website.

### Organizations eligible for assistance:

Proposals submitted by an individual should be associated with one of the following categories.

- A. Central University
- B. State University
- C. College affiliated to either A or b above.
- D. Institution of national Importance receiving grant from UGC/Central Government
- E. Research Institute funded by Central/State Government
- F. Deemed University
- G. NGO/Society engaged in promotion of philosophical research. To be eligible to seek financial assistance under this scheme, NGO/Society must be non-profit making and registered under the Societies Registration Act and should be registered in Niti Aayog PORTAL.

Application may be sent to the council along with all the documents, through proper channel. Applications may be sent in any time in the year. The proposals will be evaluated by Academic Advisory Committee for the consideration of the Research Project Committee. The committee meetings are generally held 4 to 5 times during a year to consider and decide the proposals received subject to availability of fund.

The proposal for financial assistance for the project must contain the following:

1. A clear exposition of the aim of the project,
2. A justification of the project,
3. A detail work plan (phase wise or year wise) and
4. A detail budget with a break up under each head. No major deviation from the approved budget will be allowed later. No asset creation is permissible from the grant sanctioned.

The following heads will be considered permissible/non-permissible heads for financial assistance for Projects:

S.No.	Particulars	Permissible
1.	Internationaltravel	No
2.	Domestic Travel	Yes (Air ticket must be booked from Government authorized agency Balmer Lawrie, IRCTC and Ashoka Travels & Tours in economy class) Budget under this head may not exceed 30% of the total project cost (including accommodation at those places). A detail travel plan must be proposed and a prior approval of the travel plan by the Council is required).
3.	Local transportation related to project work	Yes
4.	Books	Yes, budget under this head may not exceed 40% of the total approved project cost.
5.	Stationary	Yes
6.	Xeroxing/Typing	Yes
7.	Secretarial/Research Assistance	Yes
8.	Contingency	Yes, budget under this head may

not exceed 10% of the total approved project cost.

9. Publication

No

10. Regarding retaining books and assets like computer, laptop, printer etc. it was decided that 50% of the cost would be borne from the project grant and the scholars can be asked to retain the assets by paying remaining 50%.

In case of projects involving translation from some classical texts, the detail of the original text along with a specimen of translation must be enclosed with the proposal.

Progress report of the project must be submitted to the Council every six month.

Other terms and conditions for the release of funds:

The instalments disbursement of funds would be in in sequence of 40:40 ratio for the first and second instalments and the remaining 20% grant be released only after the receipt of the final manuscript.

The duration of the project may not exceed three years. At the end of each financial year, the individual is required to submit

[A]. A detail academic report on the work of the project done,

[B]. Audited statement of accounts duly certified by the Chartered Accountant mentioning the total grant received, accompanied by the photocopies of expenditure vouchers;

[C]. Utilization Certificate duly certified by the Chartered Accountant, for the release of next installment.

Subject to the review of the yearly work on the project, the next installment will be released.

**SANCTION ORDER FORMAT**  
(Particulars and Terms & Conditions for information to applicant)

Sanction of the Indian Council of Philosophical Research is hereby accorded for sanction of Rs. .... (Rs. .... only) as a project grant towards project ..... **(Title)**, awarded to .....(Name with complete affiliation). Necessary grant will be released through the affiliated institution i.e. Registrar/Principal, .....(Complete address of affiliating University/Institute/College) as per the existing guidelines of Project Grant. The installments of release of funds would be in three-slots i.e. 40% initially Rs..... (Rs. .... only). After each six monthly report and evaluation of the Project, subsequent grants i.e. 40% i.e...../ (Rs only) can be released. Only on receipt of the final manuscript the remaining 20% i.e., Rs..... (Rs. ....only) would be released. The duration of the project will be as per approval.

The project grant is subject to the following terms and conditions.

1. The sanctioned amount of the project grant shall be utilized exclusively for the purpose for which it is sanctioned. Regular account shall be maintained with regard to expenditure (with receipts and cash bills) incurred out of the project grant including travel and TDS liability.
2. Project expenditures must be according to project guidelines.
3. The grantee shall submit interim academic progress reports in every six months. A soft copy of the same report should also be submitted by email, which may be uploaded in the ICPR Website.
4. In order to claim the subsequent installments, the grantee shall submit the following.
  - (a) The detailed academic progress report on the work already completed, and the work to be completed.
  - (b) Expenditure till the date either by submitting original receipts / vouchers with a statement of expenditure, or by submitting Audited Statement of Account (ASA) along with a Utilization Certificate (UC) issued by a Chartered Accountant, duly supported by photocopy of receipts and vouchers.
  - (c) TDS (Tax Deduction as Source) as applicable under income tax rule may be deducted and submitted to the income tax department in time under the TIN No. of the grantee. All the documents (except submissions by email) should always be submitted through proper channel.
5. Immediately after the project is over the payee shall submit the following.
  - a. The final manuscript on the project with due acknowledgement to ICPR, along with a summary / brief report, both in hard bound copy and in soft copy. The summary report of the project, which will be submitted by email, will be uploaded in the website of the Council.
  - b. Complete account of the expenditure out of the grant sanctioned. This can be furnished either ways as mentioned in 4.b above along with the TDS as 4.c above.
6. The matters of intellectual property rights and publications will be as per the Project Guide-Line available in the website of the Council.
7. Multiple funding of the projects sponsored by ICPR is strictly prohibited.
8. In case of discontinuation of the project by the scholar / payee, he/she will be liable to return the entire project grant received from the grant of the Council, failing

which the Council can institute legal action. Legal dispute, if any, will be settled in the Court of Delhi.

The amount of Rs ..... /(Rupees ..... only) out of the grant sanctioned herein for the project grant would be released through Bank transfer the Registrar/Principal, ..... (affiliating Institute/College etc). , through Bank transfer to .....(account no.) at Bank of .....(Bank address). IFSC ..... (Code) MICR.....(Code). The amount sanctioned herein is debit to the head of **Account** .....(**Account Head**) Project Grants for Project out of the budget allocation of the Council for the current financial year.

(Authority: Approval of Member Secretary -----)

Director (P&R)

Accounts Officer, ICPR, New Delhi (Bill Attached)

Copy to:

1. Registrar, ..... Affiliating University/Institute/College
2. Grantee.....(Complete address with email)

# BANK AUTHORISATION LETTER

/WE

Organization /Society/ NGOs name/Institution/College/University's name) would like to receive the sums disbursed by the Indian Council of Philosophical Research, New Delhi to me/us electronically to our bank account:detailed below:

<b>Payee's Particulars</b>
Address _____
District _____
Pin code _____
I.T. Permanent Account Number _____
Telephone number with STD code _____
Fax No.if any _____
<b>Bank Details</b>
Name of the Bank _____
Bank Branch(full address& Telephone number) _____
Bank Account Number _____
Account type _____
Modeofelectronictransfer available -RTGS, NIFD any other _____
IFSC code _____
MICR code _____

Account number and IFSC/MICR codes have been verified by me and are correctly recorded above

SD\*

Manager  
(Bank branch maintaining the Account)

Seal

\*(to be signed by the Manager of the Bank)

Signature

**Name** \_\_\_\_\_  
Name of Organization \_\_\_\_\_

Registration No \_\_\_\_\_

Authority & Place of Registration

Date of Registration