

## Check-list for Contract Research Projects

1. Name of the Institute :
2. Mandate of the Institute :
3. Title of the proposed Project :
4. Objectives of the Project :
5. State whether the subject falls within the mandate of the Institute :
6. Specify the nature of the contract :
  - a. Sponsored project
  - b. Collaborative project
  - c. Grant-in-aid project
7. In cases of (b) and (c) specify the proposed mode of contributions from the contracting agency and the Institute in the form of manpower, infrastructure, equipment, other inputs, training, etc. :
8. Brief description of the benefits to be accrued from the project both in terms of productivity and generation of scientific knowledge :
9. Is there any ongoing project(s) with similar objectives within the country or abroad? :
10. If yes, please name them and give justifications for the current project :
11. Name of the sponsoring/ collaborating agency :
12. Whether the sponsoring/collaborating agency is under a State Government/Central Government/Government Undertaking/ the U.N./any other International Agency/Private Organisation/ or Others (specify) :
13. Whether the required man-power, equipment and infrastructural facilities for undertaking the project are available at the Institute :
14. If not, what alternative arrangements are being made to execute the project? :
15. Total outlay of the project :

16. Total budgetary contribution committed by the Institute
17. Institute's man-power committed to the Project (in man-months) :
  - a. Scientific
  - b. Technical
  - c. Administrative
  - d. Supporting
18. Total budget outlay of the Institute for the current financial year :
  - a. Plan
  - b. Non-Plan
  - c. Other sources
  - d. Total
19. Percentage contribution of the project to the total outlay of the Institute for the current year :
20. Percentage of all contract projects to the total outlay of the Institute for the current financial year
21. Percentage contribution of all contract projects, contract services, consultancies and other outside sources to the total outlay of the Institute for the current financial year.

(Signature)  
Head of the Project Processing/Monitoring  
Cell of the Institute