

Proforma for Reporting Completed Contract Research Project

1. Name of the Institute:

2. Title of the proposed Project (including brief of the project):

3. Name and address of the Principal Investigator who has undertaken the project:

Name:

Postal address:

Phone: Fax: Email:

4. Sponsoring agency:

a. Name and address:

b. Status:

Indian: Central Government/Government Undertaking/Stat Government/Private/NGO/other
(specify) _____

Foreign: U.N. agency/CGIAR Institute/Private Organisation/or other International
Agency

(specify) _____

5. Duration of the project (give specific dates and period):

6. Date of completion of project:

7. Whether the project required foreign visit by the members of project team: Yes/No

If yes, attach copy of the deputation report

8. Total outlay of the project:

(Provide break-up for different Operational Heads as given below)

i. Direct Expenses

a. Mandays cost

b. TA/DA cost

c. Consumables/chemicals/glasswares/raw materials/components.

d. Equipment usage costs

Existing equipment

New equipment

e. Institutional charges

f. External payment envisaged

g. Insurance cost

h. Contingencies (minimum 5% of the cost of the project)

ii. Intellectual fee:

iii. Any other cost specific to the project

(provide details with justification if there is any deviation from the proposed cost estimates)

iv. Service tax

9. Total intellectual fee accrued:

10. Intellectual fee shared with the project staff after accounting for additional and unforeseen expenditure:

- Participating scientist (Director and the scientists who give scientific intellectual input to the project):
- S&T staff in the project (technical, supporting and administrative staff of the project):
- Other staff at Institute (who have not been included in the category of staff as above for the specific project):

11. Has the benefit sharing been done as per the proposal and following the ICAR rules and guidelines? If there is any deviation, provide details with justification.

12. Amount accumulated as institutional income (as per 1.3.17 of ICAR Rules and Guidelines for Professional Service Functions): Total: _____

Amount accredited as institute income:

Amount accredited to ICAR headquarters:

Certified that the project has been completed as per the Agreement with the client and all issues relating to IPR have been addressed as per the ICAR rules and guidelines.

Principal Investigator (Signature)
Countersigned
PME cell I/c

Approval of the Director of Institute:(Signature)

Director of the Institute