



Indian Institute of Technology Jodhpur
Office of Research & Development

No. IITJ/R&D/2023-24/12

Date: 04th January 2024

Notification

Subject: Guidelines for re-appropriation and release of the next installment of approved Seed Grant Projects-reg.

It is hereby notified that the guidelines for re-appropriation and release of the next installment of approved Seed Grant Projects are as follows:

1. In case of a request by the PI for the re-appropriation of funds within Heads (Recurring/Non-Recurring) or transfer of funds from one head to another, the proposal needs to be put up for consideration of Dean (R&D). Dean (R&D) shall recommend the proposal for approval of the Competent Authority in case of minor revision; In case of any major revision, the proposal will be put up before the review committee for deliberations and subsequent recommendation.
2. The Annual Progress Report of the seed grant project shall be submitted by the respective PI on time (attached as **Annexure-A**). The next installment of the grant may be released by the Office of R&D after the receipt of the Annual Progress Report from the PI.

This issues with the approval of the Competent Authority.


Prof. Samanwita Pal
Dean(R&D)

Distribution:

1. Director-for kind information
2. Deputy Director-for kind information.
3. AD(R&D)
4. All Heads
5. All Faculty
6. All Staff
7. All Project Staff
8. Office of R&D
9. Webmaster for updating in R&D Webpage



Indian Institute of Technology Jodhpur
Project Progress Report for the period _____

1. Project Title :
2. Date of Commencement :
3. Approved Date of Completion :
4. Revised Date of Completion, if any :
5. Principal Investigator :
6. Progress Report Serial No. :
7. Reporting Period :
8. Objective(s) (As stated in the proposal):
9. Modified Objective(s), if any:
10. List of Activities as per approved project, accomplishments for the Review Period*
(Approved Activity Chart with time line to be enclosed)

Activity	Progress

* In case of the frozen projects, the PIs to submit complete report giving details of achievement with respect to the approved/revised objectives.

11. A brief description of Technical/Scientific Achievements for the Period of Review (*Please enclose as Annexure with the Project Progress Report*)

12. Activities Remaining, current status and shortfall, if any:

Activity	Current Status	Shortfall, if any with reasons

13. Plan of Action for next six months:



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Project Progress Report for the period _____

14. Journal Publications during the Review Period

Title of the Paper	Journal, Issue, etc. with impact factor	Authors

15. Presentations in Symposia/Conferences during the Review Period

Title of the Paper Presented	Symposium /Conference with h index	Dates of the Symp./Conf.	Authors

16. Patents filed during the Review Period

- 16.1 Title
- 16.2 Inventors
- 16.3 Date of filing

17. Other Achievements during the Period of report

(New Facilities created, HRD, Technology Demonstration, Social Benefits, Notable Services rendered, project proposal being planned to be submitted to external funding agencies)

18. Any other Comment of Significance

19. Financial Status on the Day of Reporting

Amount Sanctioned (Head wise)	Amount Received (Head Wise)	Amount Spent (Head wise)	Balance Amount (Head wise):

- a. Whether re-appropriation of budget sought (If yes, indicate the type of re-appropriation required with justification)
- b. Whether any additional funds are required (If yes, indicate the amount sought with justification)



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20. Action taken on the Observations of the Project Review Committee in its preceding meeting

Observations	Action Taken

Signature of PI:

Name of PI :

Place :

Date :