

## GUIDELINES FOR RESEARCH PROJECTS TO BE HOUSED IN CDE

1. For every project to be housed in the CDE
  - a. At least one PI should be a member of the CDE who is a regular (in service) faculty member of the department at the time the project is accepted to be housed at the CDE. The member PI should undertake responsibility for the project expenditures and outputs, and add a disclaimer regarding responsibility of the CDE in this regard. The member PI shall remain responsible if he/she resigns/retires/goes on long leave from the University, if the project is retained at CDE.
  - b. The project proposal must be approved by the Council, which will take into account compliance with CDE guidelines.
  - c. The proposal should explicitly state the project's budget, demands on CDE resources (including especially computing and staff requirements), timeline, output to be delivered, as well as its financial implications for the CDE.
  - d. At times, PIs might not have enough time to apply for Council approval beforehand. In such cases, it will be the sole responsibility of the CDE member PI(s) to ensure that the project complies with the CDE guidelines and relevant laws of the country. Moreover, the final proposal (including the detailed budget heads and subsequent revisions of the proposals, if any) must be shared with the CDE Council at the time of submission to the funding agency.
  - e. Any project-related appointment letter must be typed only on the official CDE letterhead, and countersigned by a CDE office bearer. It should be in the standard format available in the CDE, and include the duration, emoluments and other terms of the appointment. Any deviation from the standard format should be discussed with the CDE office bearers.
  - f. No honoraria or fee can be paid to a faculty member or other employee of the University.
  - g. All other remunerations payable to anyone working on a project housed at CDE, are treated as income and it is mandatory for CDE to deduct tax (TDS) as applicable.
  - h. On completion, the research findings and any data collected in the course of the research will be made available to other CDE members after a pre-specified time period (chosen by the PIs), unless restricted by the project sponsor. Publication of research results in any form must carry an appropriate acknowledgement to CDE, and a disclaimer regarding responsibility.
  - i. The project closing report or the final project report submitted to the sponsoring agency should also be submitted to CDE, with acknowledgment (if any) received from the agency. Sale or alienation of any fixed assets acquired from project funds should be approved by the agency.
  - j. Any advance taken by the Principal Investigators, Research Assistants and Field Supervisors for field surveys, travel, etc. should be settled within 60 days.
  - k. 15 percent of the total budget should normally be kept aside for CDE as overhead, to cover administrative expenses and cost of services which cannot be charged

separately. This is in addition to expenses for fax, photocopying, and printing, which will be charged at standard rates. Any request for waiver or modification of this requirement must be made by the PI at the time the request is made to house the project at the CDE, and the same must be cleared by the CDE Council.

1. If a project involves PI/Co-PI outside of the CDE, the CDE member who is a PI will be fully responsible for the project outputs and for monitoring the project academically and financially. This includes signing all expenditure vouchers.
2. For all projects involving foreign funding, whether from a foreign institution,\* association or individual (or an Indian citizen located abroad who obtains the funds from one of these foreign sources):
  - a. These projects come under the Foreign Contributions Regulation Act (FCRA), which require additional conditions to be met,\*\* among others:
    - i. A detailed budget.
    - ii. No payment to any other institution unless it has a valid FCRA registration, OR if it is a payment for goods and services. Exceptions can be made for transferring upto 10% of the annual receipts from a foreign source to other Indian institutions, after getting government permission.\*\* Transfers even to an FCRA registered institution should be subject to getting a written undertaking that it has not been proceeded against for FCRA violations.
    - iii. No payments to research collaborators (institutions or individuals) outside India.
    - iv. No payment for any activity beyond the purpose for which the foreign grant has been received, without explicit permission of the funding agency.
    - v. No payment for any activity or to an individual which can be regarded as “political”.
    - vi. Cash transactions to be avoided as far as possible.
  - b. The member PI from the CDE shall be responsible for ensuring that all of the relevant FCRA conditions are satisfied, including the record keeping related to the receipt and disbursal of funds. There are many detailed requirements and severe penalties for not complying with them, so PIs should consult [https://fcraonline.nic.in/Home/PDF\\_Doc/fc\\_faq\\_07062019.pdf](https://fcraonline.nic.in/Home/PDF_Doc/fc_faq_07062019.pdf) \*\*

\*A few international agencies/multilateral organisations like the United Nations, World Bank, and some others are exempted from this definition, and are not treated as foreign sources. Hence, the funds received from them are not considered as foreign contribution. A list of such bodies / organisations, which are not treated as ‘foreign source’, is available on the website [fcraonline.nic.in](http://fcraonline.nic.in).

**\*\* (These are likely to be revised in view of the amendment to the FCRA which has been passed by Parliament).**

3. Travel and Per Diem for PIs/Co-PIs for fieldwork, meeting with collaborators, or conference presentations:

- a) Travel: Economy class air fare, for travel by train First Class/AC-I fare will be payable.
- b) Conference presentations and meetings with collaborators abroad: Should be budgeted in the proposal and sanctioned (allowed) by the sponsor and MUST in compliance of the FCRA rules. Per diem:
  - International Travel – as per rules of the Ministry of External Affairs, GoI, for Group A employees.
  - Domestic Travel – as per rules applicable to Central Government Group A employees

NOTE: The overseas Co-PIs should be paid according to domestic travel rules for their travel with in India.

4. Designation of post-doctoral fellows and visiting fellows supported by project funds: The appointment letter must clearly specify the designation as *post-doctoral project fellow/visiting project fellow*, and mention the name of the project under which appointment is made.
5. Leftover project funds at the end of the project. If there are unutilized funds at the end of a project the same will be transferred to the CDE general funds unless the project funding agency requires the leftover funds to be returned to it. Returning of leftover funds to the funding agency will be subject to FCRA rules. Transfer of leftover funds to the General Fund will be after the final project report has been submitted to the project sponsoring agency. If no such report is required to be filed with the funding agency, the transfer will take place after the PI has filed the project closing report to the CDE.
6. Unpaid/unclaimed honoraria or consultancy fee of an ongoing project can be transferred to any other head of the same project, as mutually agreed by the PI(s) and the project sponsoring agencies, and reported to CDE. The unpaid/unclaimed honoraria or consultancy fees left over at the end of the project will be treated as part of the leftover project funds and transferred to the General Funds as mentioned in Item 5 above.

NOTE: These guidelines are to be applicable with prospective effect. However, if terms of an already ongoing project are found to be in conflict with the relevant rules of the University or the law of the land, the Council should take appropriate action to rectify the inconsistencies, regardless of the fact the project was duly approved by the Council in the past.

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