

Standard Operating Procedures

for

Research Project Proposal Submission



Office of Dean
Research and Development
Pandit Deendayal Energy University
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1. OVERVIEW

The purpose of this Standard Operating Procedures (SOPs) is to delineate the structure and process followed by the Office of Dean (R&D) for review of proposals, issuance of Endorsement letter to Principal Investigator (PI), Co- Principal Investigator(s) (Co-PIs) and other members of the project proposal and record keeping of the awarded and completed proposals.

2. ELIGIBILITY

Faculty members (Principal Investigator(s), Co- Principal Investigator(s) and other members of the project proposal) applying to any call for project proposals need to ensure that they are fulfilling each essential eligibility criteria notified by the funding agency. In case of proposals prepared in collaboration with external (non-PDEU) institutions/organization, faculty members need to ensure the collaborators eligibility criteria notified by the funding agency. Faculty members need to ensure that all formats and guidelines (laid down by the funding agency and scheme) have been followed during the proposal preparation.

3. PROCESS TO REQUEST FOR ENDORSEMENT LETTER

Faculty members can obtain the **Endorsement letter/No-Objection Letter** or any such document, which is needed to be enclosed with the project proposal, from the Office of Dean R&D. Faculty members need to submit an application requesting Endorsement letter/No-Objection Letter at least **7- working days before the deadline**¹.

Following procedure need to be followed if a PDEU faculty member applies for a project proposal scheme as a **Principal Investigator**. Faculty member (Principal Investigator(s)) of the project proposal need to submit an application enclosed with the following documents to the Office of Dean (R&D):

1. Request application for Endorsement letter duly signed by the PI.
2. In case of Co-PIs:
 - 2.1. From PDEU and same department: Application duly signed by the PI and Co-PI.
 - 2.2. From PDEU and other department: Application duly signed by the PI and Co-PI, forwarded by HoDs of the PI and Co-PIs.

¹ In case the faculty member misses the deadline, s/he needs to appraise Dean R&D with immediate effect with all the documents.

- 2.3. From PDEU and other School: Application duly signed by the PI and Co-PI, forwarded by HoDs of the PI and Co-PIs, approved by school directors of the PI and Co-PIs.
- 2.4. From non-PDEU institutions or organization: Application duly signed by the PI and a letter from PIs/Co-PIs of other institution/organization².
3. Draft project proposal (including the budget details, PI and Co-PI details, etc.)
4. Call for Proposals document clearly indicating the funding agency, scheme name, Eligibility, Nature & Duration of Support, Selection & Mode Of Application, Role of the host institution and any other necessary details.
5. Bio-data of the PI and Co-PIs.
6. If the faculty member has applied to the scheme before, s/he need to submit previous project proposal in brief (Any proposal technically rejected should not be resubmitted without any substantial revision).

Following procedure need to be followed if a PDEU faculty member applies for a project proposal scheme as a **Co-Principal Investigator**. Faculty members (Co-PIs) of the project proposal need to submit an application enclosed with the following documents to the Office of Dean (R&D):

1. Request application for Endorsement letter duly signed by all the Co-PIs.
2. A document furnishing details of the PI and their institution/organization and details of non-PDEU Co-PIs.
3. In case of Co-PIs:
 - 3.1. From PDEU and same department: Application duly signed by the Co-PI(s).
 - 3.2. From PDEU and other department: Application duly signed by the Co-PI(s), forwarded by HoDs of the PI and Co-PIs.
 - 3.3. From PDEU and other School: Application duly signed by the Co-PI(s), forwarded by HoDs of the Co-PIs, approved by school directors of the Co-PIs.
4. Draft project proposal (including the budget details, PI and Co-PI details)

² In case the faculty member is unable to furnish the document, s/he will be required to approach Dean R&D (through an official appointment) and discuss the proposal.

5. Call for Proposals document clearly indicating the funding agency, scheme name, Eligibility, Nature & Duration of Support, Selection & Mode of Application, Role of the host institution and any other necessary details.
6. Bio-data of the PI and Co-PIs.
7. If the faculty member has applied to the scheme before, s/he need to submit previous project proposal in brief (Any proposal technically rejected should not be resubmitted without any substantial revision).

4. TIMELY REVIEW OF ALREADY AWARDED PROJECTS

Faculty members who are currently PI/Co-PI of any operating project funded by an external agency need to follow the below-mentioned procedure.

1. Progress report submission to the office of Dean (R&D) twice every calendar year (once by last working day of June and Once by last working day of December) of the project duration (report should be sent even if project has not become fully operational).
2. Progress reports should cover the work done, expenses incurred, publication and any other details during the duration of 6-months.
3. Format of Progress report should be similar to that of the funding agency/call for proposal scheme.

5. COMPLETED PROJECTS

Faculty members who have successfully completed any externally funded research projects as PI/Co-PI need to follow the below-mentioned procedure.

1. Project Competition Report:
 - 1.1. Cover page: Title of the project, PI(s) and Co-PI(s) names and details, implementing institution(s) and other collaborating institution(s) details, date of commencement, planned and actual date of completion.
 - 1.2. Other necessary details.
2. Format of the project completion report should be similar to that of the funding agency/call for proposal scheme.