College of Natural Resources College Research Grant Approval Form

# **Annexure 1:** CRG Proposal Approval Form (to be approved by the CRC)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Title of the proposal: | | | |
| 2. Research start date: | | 3. Research end date: | |
| 4. Team Members | Designation/Dept. | Email and Phone no. | No. of outstanding R/P/C |
| i) PI |  |  |  |
| ii) Co-I |  |  |  |
| iii) Co-I |  |  |  |
| iv) Co-I |  |  |  |
| 5. Problem Statement | | | |
| 6. Research objective(s) | | | |
| 7. Review of key literatures | | | |
| 8. Methodology (should include study area, research design, data collection methods and data analysis procedures) | | | |
| 9. Workplan (include as Annexure 1) | | | |
| 10. Estimated budget (breakdown of all costs) (Include as Annexure 2) | | | |
| 11. Ethical considerations | | | |
| 12. Research dissemination (e.g., publication in journals, periodicals, etc.) | | | |
| 13. Bibliography | | | |
| Recommendation of the CRC  **Signature of the Chair College Research Committee** | | | |

Signature

# Name: Date:

**Annexure 3:** Approval Form for Financial Support from the CRG (for endorsement by the CRC)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Title of the proposal: | | | |
| 2. Research start date: | | 3. Research end date: | |
| 4. Team Members | Designation/Dept. | Email and Phone no. | No. of outstanding R/P/C |
| i) PI |  |  |  |
| ii) Co-I |  |  |  |
| iii) Co-I |  |  |  |
| iv) Co-I |  |  |  |
| 5. Total funds required for the research. Nu. | | | |
| 6. Total funds requested from the CRG. Nu. | | | |
| **Remarks**: | | | |
| **Signature of the Chair College Research Committee** | | | |

# **Annexure 4:** R/P/C Registration Form (to be submitted to the DRIL office)

|  |  |  |
| --- | --- | --- |
| 1. Title of R/P/C: | | |
| 2. Assigned Registration no.: | | 3. Registration date: |
| 4. R/P/C start date: | 5. R/P/C end date: | |
| 6. Funding agency: | | |
| 7. Fund amount (Nu/US$/€/¥): | | |
| 8. CRC approval date: | | |
| 9. Research Centre registered under: | | |
| 10. Name of the PI: | | |
| 11. Dept. and Designation of the PI: | | |
| 12. **Signature of the PI**: | | |
| **Signature of the DRIL**: | | |

Please attach a copy of the final proposal.

**Annexure 5:** R/P/C Progress Reporting Form

|  |  |  |
| --- | --- | --- |
| 1. Date of Progress report submission: | | |
| 2. Title of R/P/C: | | |
| 3. Registration no.: | | 4. Registration date: |
| 5. R/P/C start date: | 6. R/P/C end date: | |
| 7. Total fund used. Nu: | 8. Total fund balance. Nu. | |
| 9. Activities completed     | | |
| 10. Planned activities pending     | | |
| 11. Signature of the PI: | | |
| **Signature of the DRIL**: | | |

This form should be filled and submitted every six months, if the R/P/C is of more than one year. For those R/P/C, which are of one year or less, this form should be submitted and submitted at six months or mid-way through the R/P/C or whichever is earlier.

**Annexure 6:** R//P/C Completion Reporting Form

|  |  |
| --- | --- |
| 1. Date of Completion report submission: | |
| 2. Title of R/P/C: | |
| 3. Registration no.: | |
| 4. R/P/C start date: | 5. R/P/C end date: |
| 6. Total fund used (Nu): | 7. Total fund balance (Nu) |
| 8. Activities completed     | |
| 9. Attach evidence of completion of the R/P/C in the form of article, report, monograph, etc.)     | |
| 10. Signature of the PI: | |
| 11. **Signature of the DRIL**: | |

**Annexure 7:** Time Sheet Preparation Form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of the R/P/C: | | | | | | |
| **Sl. No.** | **Date** | **No. of hours/days (specify)** | | **Activities** | | **Remarks** |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
| **Total** |  |  | |  | |  |
| **Name and signature of the PI Date:** | | | **Verified by DRIL: Date:** | | **Approved by President Date:** | |

**Annexure 8:** Budget Preparation for R/P/C (Example)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **Unit** | **Rate** | **Quantity** | **Amount (Nu)** | **Remarks** |
| 1. | Printing papers | Rim | Nu. 220/rim | 3 | 660 |  |
| 2 | Travel | Days | Nu. 1,500/day | 10 | 15,000 |  |
| 3 | etc. |  |  |  |  |  |
| 4 | etc. |  |  |  |  |  |
|  | Subtotal |  |  |  |  |  |
|  | F&A fee | 10% of the subtotal cost | | |  |  |
| **Grand total** | | | | |  |  |