Department of Science and Technology
WISE-KIRAN Division
https://dst.gov.in/

WISE Fellowship for Ph.D. (WISE-PhD)

The Department of Science and Technology (DST) is starting a new programme 'WISE Fellowship for Ph.D. (WISE-PhD)' under 'Women in Science and Engineering-KIRAN (WISE-KIRAN)' Scheme with aim to provide opportunity to carry out Ph.D. in Basic and Applied Sciences. The project proposals are invited under 'WISE-PhD' programme from unemployed women who desire to pursue Ph.D. with this fellowship.

Subject Areas: Support is available in 5 subject areas namely, i) Physical & Mathematical Sciences; ii) Chemical Sciences; iii) Life Sciences; iv) Earth & Atmospheric Sciences, and; v) Engineering & Technology.

Eligibility: Women who want to register themselves for Ph.D. or already registered in Ph.D. but not getting any fellowship are eligible to apply in WISE-PhD programme for financial support. It is mandatory to register for Ph.D. within 6 months of receipt of the recommendation letter. Following are primary eligibility criteria:

a. **Qualification:** The applicant should have M. Sc./ M. Tech. or equivalent degree like B. Tech., M.Phil., M. Pharm. etc. in basic and applied sciences from a recognized University/ Institute.
b. **Age**: The age should be 27-45 years. However, there is 3 years of age relaxation in the upper age limit for SC/ ST/ PH candidates.
c. **Employment:** Women in regular employment are not eligible for WISE-PhD.

Project Duration: The project is tenable for a maximum period of five (5) years or till submission of Ph.D. thesis, whichever is earlier.

Emoluments: The fellowship amount under WISE-PhD programme is Rs.31,000/- along with House Rent Allowances as per norms, a Research Grant of Rs.1.00 lakh per year, and Institutional Overhead Charges as per DST norms.

Selection Process: A preliminary screening will be done of the project proposals received under WISE-PhD and final selection would be made as per the recommendations of the Subject Expert Committees (SECs). The final decision of DST will be communicated to the applicants only after obtaining due administrative and financial approvals.

How to apply: The call is open throughout the year for proposal submission under WISE-PhD at ePMS (https://onlinedst.gov.in). The proposal format is available at https://dst.gov.in, https://onlinedst.gov.in and 'https://online-wosa.gov.in' under WISE-KIRAN Division.

For detailed information, please refer WISE-PhD Guidelines at https://dst.gov.in and https://online-wosa.gov.in. For further clarification email at enquiry-wosdst@gov.in.

Last Date of Submission: Proposal submission is open throughout the year.

INSTRUCTIONS FOR FILLING ONLINE APPLICATION

1. For detailed guidelines on the WISE Fellowship for Ph.D. (WISE-PhD) programme, please refer to the **Annexure-4** of this document.
2. Log on https://onlinedst.gov.in/ to access the home page of the "DST e-PMS Portal".
3. Before filling up the form candidates are advised to carefully go through the Relevant Advertisement published at the DST Website (www.dst.gov.in) and also available under Schemes and Formats in the e-PMS Portal (https://onlinedst.gov.in/Projectproposalformat.aspx).
4. To save your time and avoid data loss, please download the proposal format, fill in all the information required as per the format (Word and PDF) file (**max. size 5Mb**), and then keep it ready for upload during submission of mandatory documents.
5. Click on "New PI Registration" and fill in the requisite details for New user registration. **In the 'Personal Information' section, fill – Department, Institute, and Institute Address as per the Host Institute identified for WISE-PhD programme. Fill in the Designation as 'WISE-PhD Fellow'**
6. After logging-in, click on the "Submit proposals" link, which would take you to a page seeking multiple information starting with – General information, Principal investigator, etc. Fill in all the mandatory information sought against each menu, as applicable. (If you belong to SC/ ST/ PH category and wish to claim age relaxation, select the options accordingly and upload supporting document)
7. In the 'Financial Details' section, enter the 'WISE-PhD Fellow' fellowship amount for each year calculated on the basis of Rs. 3,72,000/- per year (@Rs. 31,000/- per month). Calculate and fill the HRA amount on the basis of the applicable rate @ 0/ 9/ 18/ 27 percent of the fellowship amount. Research grant is @ Rs. 1,00,000/- per year, and Overhead is @ Rs. 50,000/- per year, which are fixed and have to be filled accordingly.
8. If you have the PFMS Unique Code of the Host Institute, then fill it in the 'PFMS Details'; else, leave this section.
9. After filling in all the above particulars, preview your detail before the final submission of the application form by clicking on the "Preview" button. The preview page will display all facts/ particulars that you have mentioned. If there is something that you wish to update, go back and correct the information or else proceed with the filled details by clicking on the "Submit" button to finally push data into the server.
10. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

LAST DATE FOR RECEIPT OF APPLICATIONS

The online Application portal is open throughout the year for proposal submission.
For any enquiry, please contact enquiry-wosdst@gov.in

PLEASE NOTE

1. It is mandatory to submit the proposals only through **online mode**.
2. The PI is required to see the completeness of the application before it is submitted finally. Once a proposal is submitted, another one can be submitted only when the last one is rejected upon

evaluation. The PI shall keep a copy of the submitted proposal for their reference. There is **no need to submit hard copy of the proposal at the DST.**

3. Incomplete or wrongly filled-up application format or application with a lack of essential information/ documents will be summarily rejected.
4. Proposal submitted through e-mail will not be entertained. Application format is available at the online portal (https://onlinedst.gov.in/, https://online-wosa.gov.in/)/ given on the website (https://dst.gov.in/). Submission of proposals other than in the prescribed format shall summarily be rejected without any further processing as per programme norms.

Mandatory Documents to be uploaded with the Online Proposal:

- *Complete Proposal in Prescribed Proposal Format (pdf)*
- *Complete Proposal in Prescribed Proposal Format (docx)*
- *High School Certificate*
- *Highest Degree Certificate*
- *SC/ ST/ PH Certificate (if claiming age relaxation)*
- *Certificate from the Head of the Institution*
- *Ph.D. Registration Letter (if registered)*
- *Consent letter from Scientist Mentor cum Ph.D. Supervisor*
- *Bio-Data of Scientist-Mentor*

Please note that an incomplete Proposal/ Proposal not in the prescribed Format would summarily be rejected and no correspondence in such cases would be made in this respect. The name of the successful candidates shall be displayed on the Website after the completion of the evaluation process.



Ministry of Science and Technology
Department of Science and Technology

Prescribed Format for WISE Fellowship for Ph.D. (WISE-PhD)

SUBJECT CODE - Please specify Subject Code (I-V) :

Physical & Mathematical Sciences	I
Chemical Sciences	II
Life Sciences	III
Earth & Atmospheric Sciences	IV
Engineering & Technology	V

DECLARATION BY THE CANDIDATE

I have gone through the fellowship rules and conditions of the award and if selected, I agree to abide by them. The particulars given in the form are correct and I am prepared to present myself for presentation/ discussion, if called upon to do so.

Date: Signature of the Candidate:

Section – A (General Information)

Name (in Block Letters) :

Date of Birth :

Father's name :

Mother's Name :

Mailing address :

Permanent address :

E-mail (mandatory) :

Mobile No. (mandatory) :

Telephone (O) :

Employment Status (Unemployed/ Temporary) :

Whether belong to SC/ ST/ OBC/ PH, specify :

Marital Status :

Husband's Name (if Married) :

Project Execution Institute (Host Institute) :

Project Execution Address including Department :

Academic record (from 12th onwards):

Qualification	Passing Year	Subject(s)	Board/ University/ Institute	Marks (%/ CGPA)
12th				
Graduation				
Post-Graduation				
Others				

Highest Educational Qualification Details:

1. Degree Name :
2. Subject :
3. Dissertation Title, if any :
4. Institute Name and Address :

Ph.D. Registered: YES _____ NO _____

1. If Yes, then Date of Registration (submit proof for the same) :
2. Title of Ph.D. thesis :
3. Name and Designation of Guide :
4. Name and Address of the Institute :
5. Summary of Ph.D. Work (in 500 words) :
6. Are you getting any fellowship for Ph.D.? if Yes, then give details :

Professional Experience (Research/ Academic/ Technical):

S. No.	Designation	Employer	From Date	To Date	Nature of employment

Total No. of Publications:

Details of significant publications/ patents:

S. No.	Paper Title	Authors	Year	Journal	Volume	Impact Factor
1.						
2.						
3.						
4.						
5.						

- Name three (3) institutions and scientists in the country who are working in the proposed area of research

- Any other relevant information

Section – B (Details of the R&D Project)

1. Title of the Project :
2. Broad subject area (as given in Subject Code) :
3. Area of specialization :
4. Summary of the proposal (in 500 words) :
5. Objectives :
6. Novelty :
7. Review of Literature (National and international status) :
8. Methodology :
9. Work Plan :
10. Expected deliverables/ outcomes :
11. SSR Activity Plan :
12. Details of Proposed Scientist-Mentor
    a. Name of Mentor :
    b. Designation :
    c. Date of Birth :
    d. Department :
    e. Address of the Institution :
    f. Total No. of Publications/Patents :
    g. List of last 5 years publications in cited journals (also attach detailed bio-data with publications/patents) :
13. Details of financial requirements for the duration of the project (up to 5 years) and year-wise phasing

S. No.	Head	Rate	1st Year	2nd Year	3rd Year	4th Year	5th Year	Total
1.	Fellowship	Rs. 31000 per month						
2.	HRA	00/ 09/ 18/ 27 percent						
3.	Research Grant	Rs. 100000 per year						
4.	Institute Overhead	Rs. 50000 per year						
Grand Total								

Enclosures:

1. Complete Proposal in Prescribed Proposal Format (pdf)
2. Complete Proposal in Prescribed Proposal Format (docx)
3. High School Certificate
4. Highest Degree Certificate
5. SC/ ST/ PH Certificate (if claiming age relaxation)
6. Certificate from the Head of the Institution
7. Ph.D. Registration Letter (if registered)
8. Consent letter from Scientist Mentor cum Ph.D. Supervisor
9. Bio-Data of Scientist-Mentor

Incomplete application in any respect shall be summarily rejected

Frequently Asked Questions (FAQs)

1. **Who is PI?**

   Principal Investigator (PI) is the WISE-PhD Fellow, i.e., the applicant.

2. **What is the last date for application submission?**

   The portal is open throughout the year for proposal submission.

3. **What is the age limit for WISE-PhD?**

   27-45 years

4. **Is there any relaxation in the lower age limit?**

   No, there is 3 years relaxation in the upper age limit for SC/ ST/ PH candidates.

5. **I am not registered for Ph.D. Can I apply?**

   Yes, subject to other eligibility criteria.

6. **I am registered for Ph.D. and receiving a fellowship, am I still eligible to apply?**

   No

7. **I am in 3rd /4th /5th year of Ph.D. Am I eligible to apply?**

   No

8. **Is a research paper mandatory to apply for WISE-PhD?**

   No

9. **Where should I apply?**

   https://onlinedst.gov.in

10. **Where do I get the guidelines and formats for applying?**

    Please visit
    https://onlinedst.gov.in/Documents/ProjectProposalFormat/SchemeId_2319_Advertisement_WISE_PhDwithInstructionSheet_ePMS_Revised.docx

11. **Who will register for WISE-PhD at the online portal?**

    PI should register/ apply.

12. **Institute where I register for my Ph.D. and Implementing Institute of WISE-PhD; are the same?**

    Yes.

13. **Should Ph.D. guide/ supervisor be the same as Scientist mentor?**

    Yes

14. **Can I change the topic of the proposal during Ph.D. registration?**

    Only minor modifications may be possible. Before applying, the applicant should finalize the topic and plan of work with the scientist mentor.

15. **Can the duration of WISE-PhD exceed 5 years?**

    No

16. Can the duration of WISE-PhD be less than 5 years?

Yes

17. I have filled the application online. Do I need to fill the Proposal format provided in the Formats section also?

Yes. The docx and pdf file of the offline proposal available in formats is to be mandatorily uploaded in the Submission section of the Online form.

18. For technical issues in filling the form whom should I contact?

pmso.dst@nic.in

19. Do I need to send hard copies of the proposal to DST?

No

20. In how much time can I expect the result of my submission?

Around 6 months

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Annexure-1

CERTIFICATION BY THE HEAD OF THE INSTITUTE

(i) Ms. ……..the Principal Investigator of the project entitled ……... …… ……..…… will assume full responsibility for implementing the project.

(ii) The date of appointment starts from the date on which the University/Institute receives the first sanction grant from the Department of Science and Technology.

(iii) The investigator will be governed by the rules and regulations of the University/ Institute for the duration of the project.

(iv) The University/ Institute will provide basic infrastructure and other required facilities to the Investigator for undertaking the research project.

(v) The University/ Institute will take into its books all assets received under this sanction and its disposal would be at the discretion of the Department of Science and Technology.

(vi) The research grant by the Department of Science and Technology will be used to meet the expenditure on the project and for the period for which the project has been sanctioned as indicated in the sanction order.

(vii) The audited statement of accounts, utilization certificates and other reports and documents as required under the scheme will be submitted to the department.

Signature of the Head of the Institution with seal

Annexure-2

Consent Letter from Mentor of WISE-PhD Project

This is to certify that I, Dr./ Prof. ……. agree to act as a mentor in the WISE-PhD project entitled "……

……".

I'll support and guide the PI of the project Ms. …….. academically as well as administratively while implementation of her project during its whole tenure.

(Signature of Mentor)
Name and stamp of mentor

Annexure-3

Format for
Detailed Bio-data of the Mentor

(to be uploaded)

1. Name, Address, Gender, Date of Birth, email, Institution's Address, etc.
2. Academic Qualifications (University/ College from where attained, year of passing, class, Thesis title etc.)
3. Publications list (Title of paper, authors, Journal details, pages, year, etc.)
4. Patent list, if any
5. List of Projects implemented

Annexure-4

Guidelines for Implementing Research Projects

Under

WISE Fellowship for Ph.D. (WISE-PhD)

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY
TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD
NEW DELHI-110016.

INTRODUCTION

This document provides WISE Fellowship for Ph.D. guidelines for implementation of project proposals supported under 'Women in Science and Engineering - KIRAN (WISE-KIRAN)' Division, Department of Science and Technology (DST).

These are general guidelines needed in an ideal situation. In addition to these, the implementing agency has to follow its own rules and regulations, wherever necessary for a smooth implementation of project.

For further details, please contact the concerned officials dealing with the programme.

The Department reserves the right to review these guidelines and modify them.

Contact, Head of the Division:

Dr. Nisha Mendiratta,
Head & Adviser,
WISE-KIRAN Division,
Department of Science and Technology,
Technology Bhavan,
New Delhi-110016.

In case of any specific clarifications please contact	
Dr. Vandana Singh **Scientist-F** **WISE-KIRAN Division** **Department of Science and Technology** **Technology Bhavan,** **New Delhi-110016.**	**Mr. Shubham Goel** **Scientist-B** **WISE-KIRAN Division** **Department of Science and Technology** **Technology Bhavan,** **New Delhi-110016.**
e-mail: enquiry-wosdst@gov.in **Telephone:** 011-26534166	

GUIDELINES TO APPLY IN 'WISE FELLOWSHIP FOR Ph.D. (WISE-PhD)'

The "WISE Fellowship for Ph.D." of the Department of Science and Technology aims to provide opportunity for pursuing Ph.D. in Basic and Applied Sciences to women scientists and technologists between the age group of 27-45 years.

Scientific Disciplines: (1) Physical and Mathematical Sciences [PM]; (2) Chemical Sciences [CS]; (3) Life Sciences [LS]; (4) Earth and Atmospheric Sciences [EA]; and (5) Engineering & Technology [ET].

Target Group: The women who want to register themselves for Ph.D. in one of the above-mentioned scientific disciplines. Women who are already registered for Ph.D. but not getting any fellowship are also eligible. Candidates in regular employment are not eligible for WISE Fellowship for Ph.D.

1. **Eligibility:** Following are primary eligibility criteria for WISE-PhD-
   a. **Educational Qualification:** Women Scientists having Post-Graduate Degree in Basic/ Applied Science or equivalent degree like M. Phil., M. Tech., M. Pharm., etc. or B.Tech. are eligible for WISE Fellowship for Ph.D.
   b. **Age:** The minimum age to apply in the programme is 27 years and maximum is 45 years (Relaxation of 3 years in the upper age limit is allowed for SC/ ST/ PH candidates). Women scientists, less than 27 years of age are NOT eligible. Cut-off date for age calculation would be the date of submission of WISE-PhD application.
2. **Tenure of WISE-PhD:** Maximum up to 5 years.
3. **Project Proposal:** It is mandatory to work on same scientific problem in Ph.D. and WISE-PhD Project.
4. **Who Can Apply:** Unemployed women who want to pursue Ph.D. can apply for fellowship under WISE-PhD. The programme is open for both candidates; those who have not yet registered as well as who have already registered for Ph.D., but not availing fellowship from any sources. Although, candidates who have completed two (2) years duration in Ph.D. as on the date of application are not eligible.

   Upon recommendation, the candidate has to mandatorily register herself for Ph.D. within six (6) months of Approval Letter receipt.

   When/ Where to apply: The call for submission of new proposal under WISE Fellowship for Ph.D. shall remain open throughout the year at DST's ePMS portal "https://onlinedst.gov.in/". The call for proposals shall be announced on https://dst.gov.in/.
5. **Financial Support:** The Programme provides Fellowship stipend of Rs. 31,000/- per month to the applicant and Research Grant of Rs. 1.0 Lakh per year along with House Rent Allowance and Institutional overhead charges @Rs. 0.50 Lakh per year.

GENERAL GUIDELINES AND INSTRUCTIONS FOR PROJECT IMPLEMENTATION

A. Sanction Order:

i) Once the project is technically approved, a formal sanction order is issued as per the recommendations of the Subject Expert Committee (SEC). **The first sanction order provides the detailed breakup of funds allocated under Recurring grant heads like Fellowship, Research Grant and Overhead.**

ii) **Any correspondence with the Department regarding the project should invariably quote the Sanction Order No. and date, and should be addressed to the concerned official by name.**

B. Date of Commencement of Project & its Duration:

i) The duration of the project is generally up to five (5) years and this is specified in the first sanction order. However, the duration may be less as per the recommendation of the SEC.

ii) **The project becomes operative with effect from the date on which the first grant is released to the implementing Institution.** This date should be intimated by the Institution authorities/ Principal Investigator to this Department. *It will, in no case be later than one month after the receipt of the grant by the Institute.*

C. Principal Investigator & Scientist Mentor:

i) The Principal Investigator (PI) will be primarily responsible for the implementation of the project. The project team consists of the PI and the Scientist Mentor as per the sanction order. It is necessary to ensure that the project is carried out by the project team in a cohesive manner.

ii) Upon recommendation, the candidate has to register herself for Ph.D. within 6 months of intimation of the same from DST, failing which the project may be terminated.

iii) Husband or close relatives cannot be mentor of the project.

iv) Women Scientist i.e., PI of the project is to be treated as temporary employee and will be governed by the Administrative rules/ service conditions of the implementing Institute. No reference on these issues be made to this Department. *The Department will have no liability, whatsoever, for the PI after completion of the project duration.*

v) PI has to report to the duty to the Scientist Mentor as per duty hours of host institute.

vi) As per DST's new Scientific Social Responsibility (SSR) Guidelines, the ethical obligation of knowledge workers in all fields of science and technology to voluntarily contribute their knowledge and resources to the widest spectrum of stakeholders in society, in a spirit of service and conscious reciprocity. In this regard the women scientists are required to use and disseminate scientific knowledge and associated skills to different section of society for at least 30 days. PI may engage in SSR activities e.g. student internship, Training/ workshops, individual lectures, popular articles, reports in newspapers, web articles, etc. For further details about SSR guidelines please visit-

https://dst.gov.in/sites/default/files/SSR%20Guidelines%202022%20Book_0.pdf

vii) PI will maintain logbook/ register for all chemicals, glassware, equipment and travel details.

viii) Every progress report has to be certified by the Scientist mentor.

ix) Principal Investigator (PI) should acknowledge "WISE Fellowship for Ph.D." research grant in all publications emerging out of this particular project.

For example, "author acknowledges Department of Science & Technology, Government of India for financial support vide reference no……..... under 'WISE Fellowship for Ph.D.' programme to carry out this work".

PI is also advised to be either 'first' or 'corresponding' author in all publications.

x) The Fellowship is scientist – specific and cannot be transferred.

xi) Apart from the Fellowship and HRA, no other allowances such as PF, LTA, medical allowance, etc. will be permissible. ***No liability on any of these accounts will be borne by DST***.

D. The Implementing/ Host Institution (HI):

i) The host institution has an important role to play and in consultation with this Department, should take steps to ensure successful completion of the project by expedite processing of financial and scientific documents of women scientists.

ii) Host Institute will maintain the attendance register of PI. This information will be made available to DST as and when required.

iii) In case the PI leaves the project due to unforeseen circumstances, the host institute has to return the unspent balance along with the Utilization Certificate (UC) & Statement of Expenditure (SE).

iv) The PI as well as the implementing institution has the responsibility of informing this Department about any change in the status of the PI/ Scientist Mentor including relieving them on short term deputation for a continuous period of 3 months or more.

v) The implementing Institute should provide full infrastructural facilities such as accommodation, water, electricity, communication facilities etc. for smooth implementation of the project.

vi) Due acknowledgement of technical support/ financial assistance resulting from this project grant should mandatorily be highlighted by the grantee organization in bold letters in all publication/ media release as well as in the opening paragraphs of their Annual Reports during and after the completion of the project.

E. Leave:

i) Having accepted the responsibility for the implementation of the project, the PI should be committed to implement the project over its duration and should have no plans to go on long leave especially after joining the project duty.

ii) All kinds of leaves e.g. casual leave, maternity leave etc. will be entertained as per rules of host institution.

iii) During the Fellowship duration, the candidate should not be away from the project for a period of more than 15 days in continuation and 30 days total without the prior consent of DST. Further, PI has to take permission of host institute to participate in scientific assignment abroad, conference, etc. and then submit all the detailed documents to DST for final approval

on said purpose.

iv) Participation in any scientific event in India or abroad shall be treated as on duty.

v) The project stands terminated in the absence of the PI for a continuous period of 3 months without intimation to this Department.

F. Change of Host Institution:

i) The Change of Host Institute will not be allowed under any circumstances.

ii) The transfer of project to other Institution is allowed only in rare circumstances on the recommendation of Subject Expert Committee.

iii) In case of transfer, the project account at previous host institute has to be settled in PFMS. Further, due to tedious process of transfer, PI should implement project at new host institute after receipt of Sanction Order only.

G. Mentor Change:

i) The change of mentor is not encouraged as this programme is directly connected with Ph.D. of the PI and also it has several administrative issues. However, in rare cases the request of change of scientist-mentor can be placed to DST with NOC of present mentor and acceptance of new mentor for its final permission.

ii) In any case, mentor cannot be changed without DST's approval.

H. Extension of Project Duration:

i) The project can be extended for maximum duration of six months without any additional cost. Fellowship will also NOT be given for extended duration.

I. Release of grants in yearly installment and financial management:

i) After technical approval from the SEC, Approval Letter will be issued. The PI has to submit relevant documents like ZBSA (Zero Balance Subsidiary Account) details of the HI, HRA declaration, mentor details, etc., for release of grants. The project approval shall stand cancelled if all the sought documents are not furnished within two (2) months from the date of issue of Approval Letter.

ii) The first sanction order indicates the budgetary allocation for the duration of the project under various heads like Fellowship, Research Grant, Overhead, etc. The first installment consists of the recurring grant for the first year of the project.

iii) Goods (Consumables etc.) available in GeM portal are to be procured mandatorily online through GeM only as per the provisions of Rule 149 of GFR.

iv) In subsequent releases, the project grant is to be released on the basis of yearly requirements taking note of the technical progress and expenditure incurred.

v) Head of WISE-KIRAN Division will be the competent authority for administrative approvals on leave, project transfer, mentor change, no-cost extension, early closer, foreign deputation, etc.

vi) Any request for release of the next installment should be accompanied by the following documents:

a) Utilization Certificate and Statement of Expenditure for the previous financial year (in original or copy if sent earlier)
b) Latest authenticated Statement of Expenditure including Committed Expenditure, for expenditure since 1st April of that financial year till the previous month.
c) Detailed Technical Annual Progress Report in prescribed format showing tables, graphs, photographs along with detailed results and analysis. PIs also need to submit achieved targets vs mentioned timelines.
d) All the documents including Annual Progress Report, Utilization Certificate, Statement of Expenditure, etc. should be submitted online at ePMS portal along with a soft copy through email to the programme officer. **There is no need to submit Hard Copy of the documents**.

vii) The Statement of Expenditure and the Utilization Certificates (GFR 12A) should be financial year-wise and are to be submitted within a period of 3 months from the 31st of March of that year ***(i.e. if date of start of the project is 12.01.2023, then the first Statement of Expenditure (SoE) and Utilization Certificate will be for the period 12.01.2023 to 31.03.2023, the next set of documents will be for the period 01.04.2023 to 31.03.2024 and so on)***.

viii) The institute will not entrust the implementation of the work, for which the grant is being sanctioned, to another institution nor will it divert the grant to other institute as assistance. In case the Institute is not able to implement the project, it should refund to this Department the entire grant or the balance grant at the earliest.

ix) For permanent, semi-permanent or infrastructural assets acquired solely from the project grants, an audited record in the form of a register in the prescribed format shall be maintained by the Institute. The Institute is required to send to this Department a list of assets acquired from the grant.

x) The grant shall not be utilized for construction of any building unless specific provision is made for this purpose in the sanction order.

xi) All the assets acquired from the grant will be the property of Government of India and should not be disposed-off or encumbered or utilized for purpose other than those for which the grant had been sanctioned, without the prior sanction of this Department.

xii) **For final settlement of the project:** Following documents are required for final settlement of the project:

a) The Utilization Certificate and Statement of Expenditure should show all the actual expenditure including committed expenditure. In case of reimbursement from DST, the negative balance in Utilization Certificate is required.
b) Detailed Project Completion Report showing all the results and analysis along with photographs, tables and graphs in prescribed format.
c) Equipment retention letter, if any.
d) If there is unspent balance at the end of project then refund of that amount in Consolidated Fund of India.

xiii) The Comptroller & Auditor General of India, at his discretion, shall have the right of access to the books and accounts of the Institute maintained in respect of the grant received from the Government of India.

xiv) In the new system of Fund transfer, grantee institutions will open a Zero Balance Subsidiary

Account (ZBSA) in the designated bank (i.e. in Bank of Maharashtra) and receive assignment of the approved amount against the CNA account, and no physical money will be transferred to the bank account of the grantee. The Grantee Institution is directed to use the Expenditure-Advance-Transfer (EAT) module of PFMS for making any further releases against CNA assignment. For any clarity on new mechanism of fund release, grantee institute may contact the designated Nodal Officer of the Scheme.

xv) The grantee organization is required to return all the unspent balances of all the programmes of DST under the scheme to CNA before receiving any fresh grant from the scheme- S&T Institutional & Human Capacity Building (Scheme Code-1817) of DST (in case, where Host Institution has not opened ZBS Account). This is a pre-requisite for receiving any fresh grant from any of the Central Sector Schemes.

xvi) The Grantee Institute must ensure other provisions of GFR-2017 and guidelines/ amendments issued from Government of India from time to time.

xvii) This Department reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress has not been made.

J. Progress Evaluation and Monitoring:

i) The PI through the implementing Institute will submit Annual Progress Report of the work carried in the project on an annual basis (i.e. if the date of start of a project is 01.10.2024, the first Annual Progress Report shall be for the period 01.10.2024 to 30.09.2025, the next will be from 01.10.2025 to 30.09.2026 and so on).

ii) In addition, this Department may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to suggest suitable measures to ensure realization of the objectives of the project. The Implementing Institute will provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit.

iii) This Department also organizes Group Monitoring Workshop (GMW) meetings wherein the PIs are invited to present the technical progress of their project. The Investigators should attend such workshops since it provides an opportunity to review their progress and experts' suggestions to strengthen their research. Subsequent releases of grant would be based on the progress made under the project and SECs recommendations on the same.

K. Guidelines for publication of results and safeguard of Intellectual Property Rights:

i) Principal Investigator wishing to publish technical/ scientific papers based on the research work done under the project, should acknowledge the assistance received from this Department. Further, it would be highly appreciated if PI publish these research papers emerging out from the project work in peer reviewed Journals having good impact factor.

ii) The Investigator should not enter into collaboration with a foreign party (individual/ industry) without prior approval of this Department.

iii) If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

iv) In the emerging scenario at the National and International level, the Intellectual Property Rights (IPR) has assumed greater significance. Following are the guidelines which the PI

and the implementing Institutions must follow in regard to IPR:

a) Institutions are required to seek protection of Intellectual Property Rights to the results of research on R&D projects. IPR include patents, registered designs, copyrights and lay out design of integrated circuits (IC), etc.
b) IPR generated by publicly funded R&D institutions/academic institutions, through projects funded by the Government Departments, be owned by the institutions and they will be required to file patent applications at their cost.
c) The Institutions can approach the Patent Facilitating Cell (PFC) set up by this Department to assist them for patent search, obtaining a list of patent attorneys, filing of patent application(s) in India and abroad. These institutions will be free to retain exclusively the benefits and earnings arising out of these IPR.
d) If the patent is taken by the Institute at its own cost, it is free to transfer the innovation to industry for commercialization, after concluding an agreement, as per its laid down procedures. However, the details of the agreement, amounts received, annual sales turnover of the product shall be intimated periodically to this Department.
e) If the institution is unable to file a patent application, within a period of 6 months of determination of filing a patent, this Department in consultation with the PFC and in public interest, may file a patent application, at its own cost, in the joint names. For this purpose, the institution shall render all assistance to this Department. In such cases, any earnings accruing from transfer and commercialization shall be shared equally by this Department with the Institution and the generator of the Intellectual Property.
f) IPR generated through jointly funded projects may be owned jointly by the Institution and Industry. The cost towards filing of patent application may be shared by the institution and industry as may be mutually decided upon on a case to case basis.
g) If the patent is taken jointly by the institution and industry and if the industry has contributed at least one-third of the project cost, the industry (and its associate) shall have the first option, to commercialize the innovation, without paying any royalty, within one year of the completion of the project. The industry shall have exclusive right for three years from the date of completion of the project.
h) The institution and industry may transfer the technology to another industry for commercialization, on terms and conditions as may be mutually agreed upon, on non-exclusive basis. Any earnings accruing from such a transfer and commercialization shall be shared between the institution and the industry as may be mutually agreed to. The details of the agreement, amounts received, annual sales turnover of the product shall be intimated periodically to this Department.
i) The Government shall have a royalty-free license for the use of the Intellectual Property for the purposes of the Government of India and this Department reserves the right to require the institution and the industry to license others and requires that anyone exclusively licensed to market the innovation in India must manufacture the product in India.
j) The institution may share the earnings, as per its laid down norms, with the generator(s) of Intellectual Property; provided, the institution sets apart not less than 15% of such earnings for crediting into a fund called Patent Fund. The patent fund should be utilized by the institution for renewal of the patent, protection of rights against infringements, for creating awareness and building competency on IPR and related issues and filing of new patents.
k) Project investigator working on the project is advised to ensure that they maintain a diary

for recording details of each exercise/ experiment etc. along with the dates. Such records will be useful for proving/ establishing the claim of first inventor and at times may be used as a tool for proving infringement.

l) For further information/ clarification on this subject, please contact:

Director
Patent Facilitating Cell
Department of Science & Technology,
Technology Bhavan, New Mehrauli Road
New Delhi - 110016.

The decision of the Secretary, Department of Science & Technology will be final in case of any violation of the above-mentioned Terms and Conditions and binding on the PI & respective Host Institution.

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