**SPARC GIANT Proposal Submission Template**

**Important Instructions:**

1. Please refer to the guidelines and strictly adhere to it.
2. Please fill up this document carefully. Insert the signed declaration in to this document, then convert it into a single compressed .pdf file and upload.
3. Please ensure that the same proposal with identical project title has been uploaded in the SPARC-GIANT as well as DAAD portal.
4. The proposal should be submitted through online proposal submission system only. No other mode of submission will be acknowledged and considered for further processing.
5. Submitted forms which does not follow this template **strictly** or doesn’t specify the theme or doesn’t follow the word limit may not be considered for review. Please strictly stick to guidelines. **Deviation including exceeding the page/ word limit may lead to disqualification.**

**Last Date of proposal Submission to SPARC portal is 11th February 2025 18.00 Hrs IST**

**Please also ensure that your German counterpart has uploaded the proposal in DAAD portal within the due date.**

**Project Title:**

**Theme:**

**Abstract (**Maximum 250 words)

**Keywords (5 Keywords):** [Five in number] Key, key2, key3, key4, key5

**Indian PI Details**

**Name of Indian PI:**

**PI Institute:**

**Department:**

**Cell Phone:**

**Email address:**

**Nationality:**

**Passport #:**

**Indian Co-PI Details (Please add details about all Co-PI, maximum two Co-PI allowed)**

**Name of Indian Co-PI:**

**Co-PI Institute:**

**Department:**

**Cell Phone:**

**Email address:**

**Nationality:**

**Passport #:**

**German PI Details**

**Name of German PI:**

**Institute:**

**Department:**

**Phone:**

**Email Address:**

**Nationality:**

**Passport #:**

**German Co-PI Details (Please add details about all Co-PI, maximum two Co-PI allowed)**

**Name of German Co-PI:**

**Institute:**

**Department:**

**Phone:**

**Email Address:**

**Nationality:**

**Passport #:**

**Proposal Details**

**Objectives** [3-5 bullet points]:

**Background and Motivation** [250 words]:

**Research Plan** [500 words]:

**Complementarity & Justification of Inviting the German PI and Co-PI** (500 words):

**Complementarity & Justification of including the Indian Co-PI** (200 words):

**Research deliverables and timelines (**Year-wise breakup, 1 page max):

**Academic Deliverables:**

Name of the Proposed Monograph/ Book:

Name of the Proposed Workshop (s):

Details about academic deliverable (max 1 page)

**Impact of the project and targeted beneficiaries** [150 words max]:

**Novelty and Scope of IP (max 250 words):** Novelty and scope of IP should be specified here

**Expertise Details**

**Prior expertise of investigators in the domain area:**

Expertise of International PI [250 words]:

Expertise of International Co-PI [250 words, for each Co-PI]:

Expertise of Indian PI [250 words]

Expertise of Indian Co-PI [250 words, for each Co-PI]:

**Travel Details:**

**(Total funding combining all Germany faculty can be given for a maximum of 3 months)**

Travel Details of International PI and Co-PI:

Number of Visits proposed for International PI (maximum 2):

Duration of each visit:

Details (max 100 words):

Number of Visits proposed for International Co-PI (maximum 2):

Duration of each visit:

Details (max 100 words):

**Travel Details of Indian PI and Co-PI (travel to be funded from CPDA):**

**(Maximum Number of Visits for each Indian PI and Co-PI is 1)**

Duration of visit of Indian PI in Days and tentative timeline:

Duration of visit of Indian Co-PI in Days and tentative timeline:

**Travel Details of International Student:**

Level of the student: Post Graduate/ Ph. D (please strike off which is not applicable)

Duration of each visit:

Details (max 100 words):

**Travel Details of Indian Students:**

Number of Visits proposed for Indian Students:

Duration of each visit:

Details (max 100 words):

**Budget Details (In a separate page)**

\*Overhead & contingency will be up to 20% of SPARC budget or 15 Lakhs whichever is lower

**For conversion use 1 USD = INR 88**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget Head** | **Number of visits** | **Days / Months**  | **Year 1 (Total Amount in INR)** | **Year 2 (Total Amount in INR)** | **TOTAL** |
| 1. Budget towards payment to the International Faculty (refer to the rate in the guidelines)
 | PI Visit |  … days  |  |  |  |
| Co-PI visit | … days |
| Co-PI visit | … days |
| PI Visit | … days |  |  |
| Co-PI visit | … days |
| Co-PI visit | … days |
| 1. Budget towards payment to the International Student (refer to the rate in the guidelines)
 | No. of Students  | …. Months each |  |  |  |
| No. of Students | …. Months each |  |  |
| 1. Budget towards travel of the Indian Student (refer to the guidelines)
 | No. of Students | …. Months each |  |  |  |
| No. of Students | …. Months each |  |  |
| 1. Budget for SPARC Workshop/Symposium
 |  |  |  |  |
| 1. Budget for writing Text Book/ Monograph
 |  |  |  |  |
| 1. Total without overhead & Contingency

(A+B+C+D+E) |  |  |  |  |
| 1. Total overhead & Contingency (20% of F) or Rs 15,00,000 (which ever is lower)
 |  |  |  |  |
| 1. Contingency (20% of G)
 |  |  |  |  |
| 1. Overhead (80 % of G)
 |  |  |  |  |
| **Grand Total (F+G)** |  |  |  |  |

**Insert signed Endorsement letter from the Head of the Institute of Indian PI**

(Insert a screenshot of the of the letter of endorsement signed by the Head of the Institute (Director/ VC/ Dean R&D)

**\*Insert signed Endorsement letter from the Head of the Institute of Indian Co-PI**

(Insert a screenshot of the of the letter of endorsement signed by the Head of the Institute (Director/ VC/ Dean R&D) (Refer to Annexure 1)

(\*The two endorsements can be combined in case the PI and the Co-PI are from the same Institute. But in the letter it must be clearly written who will participate as PI and who as Co-PI).

**Insert a signed letter of Interest from the German PI and each German Co-PI**

Letter must be on her/his Letterhead and must contain the project name and the name of the Indian PI who will host the German Faculty members, and also must highlight the involvement of the PI/Co-PI in any past/present SPARC project.

(Insert a screenshot of the signed letter of endorsement here)

**CV of Indian PI (2-page max)**

**CV of Indian Co-PI (2-page max)**

**CV of International PI (2-page): max 500KB and mandatory**

**CV of International Co-PI (2-page): max 500KB and mandatory**

\*Inclusion of all CV are mandatory. And submission with CV that are longer than 2 pages will not be considered.

**Monograph outline (Max 1 page)**

**Course outline: (Max 1 page)**

**Details of Present or Past SPARC projects undertaken**

**(As PI or as Co-PI)**

**List of relevant projects and publications of the Team members (max 2 page)**

**Annexure 1**

**Format for Letter of endorsement**

**On Official Letter Head**

**Endorsement Certificate from the Host Institute**

This is to certify that:

1. The applicant Prof./Dr. …………………… , is working as ………………… in this Institute. He joined the institution on ………….. I endorse him/her to submit Project titled: “<Project Title>” for possible funding under the SPARC – GIANT program.
2. The applicant is in regular position as defined by the term “Regular” in SPARC-GIANT guidelines.
3. The applicant will assume full responsibility for implementing the project as Principal Investigator.
4. The grant-in-aid for SPARC-GIANT project from Ministry of education, through IIT Kharagpur 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 letter/ order.
5. No administrative or other liability will be attached to Ministry of Education or IIT Kharagpur at the end of the Research Award.
6. The University/Institute will provide basic infrastructure and other required facilities to the investigator for undertaking the research objectives.
7. The University/Institute will assume to undertake the financial and other management responsibilities of the project.
8. The University/Institute shall settle the financial accounts to IIT Kharagpur as per the prescribed guidelines within three months from the date of termination of the Research Award.
9. PFMS Code of the Institute: <PFMS Details>

Signature of the Head of Institute