**SPARC Project Proposal Submission Template**

**Important Instructions:**

1. Please refer to the guidelines carefully.
2. Please fill up this document carefully. Insert the signed declaration of the PI and the Co-PI in to this document, then convert the document into a single compressed .pdf file and upload.
3. The proposal should be submitted through online proposal submission portal only. No other mode of submission will be acknowledged and considered for further processing.
4. Submitted proposals which does not follow this template strictly or do not specify the theme or do not follow the word limit may not be considered for review. Please strictly adhere to guidelines.

**Project Title:**

**Theme:**

**Partner Country:**

**Abstract (**Maximum 250 words)

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

**Indian PI Details**

**Name of Indian PI:**

**PI Institute:**

**NIRF Rank:**

**Department:**

**Cell Phone:**

**Email address:**

**Nationality:**

**Passport #:**

**Indian Co-PI Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Indian Co-PI:**

**Co-PI Institute:**

**NIRF Rank:**

**Department:**

**Cell Phone:**

**Email address:**

**Nationality:**

**Passport #:**

**Foreign PI Details \_\_\_\_\_\_\_**

**Name of Foreign PI:**

**Institute:**

**QS World University Rank 2026:**

**Department:**

**Phone:**

**Email Address:**

**Nationality:**

**Passport #:**

**Foreign Co-PI Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of I Co-PI:**

**Institute:**

**QS World University Rank 2026:**

**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 International PI and Co-PI** (500 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 Deliverables: (max 1 page)

Details about Potential Technology Development/Patent/Copy-Right:

Possibility of Developing a Prototype/Working Model:

Details about the Possibility of Developing a Prototype/Working Model:

**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 Indian PI [250 words]

**Travel Details for International PI:**

Travel Details of International PI:

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

Duration of visit 1(maximum 1 month) in days and tentative timeline:

Duration of visit 2 (maximum 1 month) in days and tentative timeline:

**Travel Details for International Co-PI:**

Travel Details of International Co-PI:

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

Duration of visit 1(maximum 1 month) in days and tentative timeline:

Duration of visit 2 (maximum 1 month) in days and tentative timeline:

**Travel Details of Indian Students:**

Number of Visits proposed for Indian Students (maximum 2):

Duration of visit 1 (maximum 6 months) in Months and tentative timeline:

Duration of visit 2 (maximum 6 months) in Months and tentative timeline:

**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 90**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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)
 | Visit 1 | ……days |  |  |  |
| Visit 2 | ……days |  |  |
| 1. Budget towards payment to the International Student (refer to note\*)
 | Visit 1 | ……days |  |  |  |
| Visit 2 | ……days |  |  |
| 1. Budget towards travel of the Indian Student (refer to the guidelines)
 | Visit 1 | ……days |  |  |  |
| Visit 2 | ……days |  |  |
| 1. Budget for Project related Consumables
 | Combined  |  |  |  |  |
| 1. Budget for Prototype/ Working Model Development
 | Combined |  |  |  |  |
| 1. Budget for SPARC Workshop/Symposium
 |  |  |  |  |
| 1. Budget for writing Text Book/ Monograph
 |  |  |  |  |
| 1. Total without overhead & Contingency

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

\*In case of International student visiting India: Student will be entitled to Rs 1000 per day (PhD level) or Rs 400 per day (UG/PG level). No Air Fare to be provided.

**Institute PFMS Code:**

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

*\*(Separate letter required for PI and Co-PI if they are from two different Institutes, Same Endorsement with names of Pi and Co-PI clearing stating their role to be mentioned if they are from the same Institute)*

**Refer to Annexure 1 and Annexure 2**

**Insert a signed letter of Consent/Interest from the Foreign PI and 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 Foreign Faculty members.

**(Mandatory: Separate letter required for PI and Co-PI)**

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

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

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

**CV of International PI (2-page): mandatory**

**CV of International Co-PI (2-page): mandatory**

**List of relevant projects and publications of Indian PI (max 1 page): Mandatory**

**List of relevant projects and publications of Indian Co-PI (max 1 page): Mandatory**

**List of relevant publications of Foreign PI (max 1 page): Mandatory**

**List of relevant publications of Foreign Co-PI (max 1 page): Mandatory**

**Monograph outline (Max 1 page): Mandatory**

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

**Details of Patent likely to be filed:**

**Details about Possible Development of Technology (it is preferable to develop a working model/ prototype):**

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

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

**Annexure 1**

 **Format of endorsement for Indian PI**

**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. S/he joined the institution on ………….. I endorse him/her to submit Project titled: “<Project Title>” for possible funding under the SPARC program as the PI.
2. The applicant is in regular position as defined by the term “Regular” in SPARC guidelines.
3. The applicant will assume full responsibility for implementing the project as Principal Investigator.
4. The grant-in-aid for SPARC 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 one month from the date of termination of the Research Award.
9. PFMS Code of the Institute: <PFMS Details>

Signature of the Head of Institute

**Annexure 2**

**Format of endorsement for Indian Co-PI**

**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. S/he joined the institution on ………….. I endorse him/her to submit Project titled: “<Project Title>” for possible funding under the SPARC program as the Co-PI.
2. The applicant is presently a faculty in this Institute.
3. The applicant will assume the responsibility for implementing the project as Co-Principal Investigator.
4. The grant-in-aid for SPARC 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 one month from the date of termination of the Research Award.

Signature of the Head of Institute