

Scheme for Promotion of Academic and Research Collaboration (SPARC)
General Advisory/ Useful suggestions for preparing the SPARC proposal.

Updated December 2025

The PIs are strongly advised to go through this document carefully while preparing and submitting a SPARC proposal.

For proposal submission after 1st January 2026, please ensure that you have:

- 1) The revised guidelines
- 2) The updated “Project Submission Form”

*You must have the version of both the document updated in “December 2025”

Login and project Submission:



- Go to Login and Project submission page. Create your login. If you have a login in the old “SPARC” portal, it will not work. Only PIs who have created a fresh login during SPARC Phase 4A can use the same login. Rest, all other have to create a fresh login.
- After you login, you will find there is option for filling up some details. There will be place for filling up the names of One PI and One Co-PI from both sides.
- In case you have more than 1 (that is 2) Co-PI from either side, please mention the name of one Co-PI in the portal form and names and details of both Co-PI in the “Project Submission Form” (doc file). More than 2 Co-PI will not be allowed under any circumstances, for a SPARC research project.
- Please note all the Co-PI MUST be from SPARC eligible institutes.

Please pay attention to the following points. This will help you plan and execute your project better.

Indian Faculty visit is not funded by SPARC. Kindly refer to the guidelines.

Regarding International Faculty Visit:

- i. Only the International PI/Co-PI named in the project can be funded. No other international experts can be invited using SPARC funds.
- ii. Minimum duration of a International faculty visit is 7 days and maximum is 2 months per year. and will be between **15 days to 4 months over the entire duration of the project**. **No visit shorter than 7 days can be funded through SPARC.**
- iii. Each faculty is expected to visit the Indian Institute twice during the project duration.
- iv. Duration for each trip will be mentioned in the sanction order. So kindly work out the duration of each trip with the International faculty clearly and in details. (example: if one 30 days visit for an international faculty is approved, after approval please don't request to split it up in to 2 visits each of 15 days duration. This causes severe administrative problems).
- v. **Please refer to the guidelines for the “fund” for “international faculty travel”. This amount depends on the duration of stay.**
- vi. The fund for “International Faculty visit” includes:
 - a). Return air fare
 - b). Accommodation in the Indian Institute & Local travel.
 - c). Remaining amount to be paid as honorarium subject to TDS @ 30% u/s 195.
 - d). International faculty visit clearance must be taken following MoE norms.
 - e). No payment should be made if International faculty visit is less than 07 days.
 - f). Total **combined** duration of visit **combining** all international faculty must be between 2 months and 8 months over the entire project duration.

Regarding Indian Student Visit:

1. Ideally 2 Indian PhD students must be identified who will undertake the visits to the laboratories of the International PI/Co-PI. Make this clear to your International Partners. The students must be registered PhD students at PI/Co-PI Institute.
2. Number of visits as per sanction order must be undertaken by the students.
3. Master students generally not allowed.
4. Post Docs not allowed.
5. **Minimum duration of a visit by an Indian student is 3 months. No payment can be made to the students if the visit is less than 3 months.**
6. Breakup for student budget

Airfare + Insurance + Visa at actuals: **Limited to USD 2,500/-**

Monthly stipend: **USD 1800 per month** (No receipt required)

(basically USD 60 per day)

7. Indian students can visit only to the location of the SPARC International PI/Co-PI can be funded. No visit for attending conferences or visits to other university/ country/ institute can be claimed from SPARC budget.

Regarding International student visit:

1. International students/ post-docs working with the International PI/Co-PI are welcome to come to the Indian Institutes and work with the Indian PI/Co-PI.
2. However, for the International students no airfare will be paid to from the SPARC project.
3. If International student comes to Indian Institute, s/he comes is entitled to Rs. 1,100/- per day (Rs. 37,000/month) for PhD students and Rs. 400/day (Rs. 12000/month) for master students.
4. PI can pay the hostel charges for such visiting International student from the Contingency fund, if desired.

Regarding Organization of SPARC Workshop:

1. Preferably two SPARC workshops have to be conducted over the duration of the project.
2. In each SPARC workshop, preferably both the International PI and Co-PI, or at least one of them **MUST** be physically present. [A SPARC workshop cannot be held in absence of at least one International SPARC visitor.](#)
3. Indian experts from other Institutes/University/Colleges must be invited during the SPARC workshop. Their TA and DA may be met from the workshop budget.
4. Large number of students **must** be invited to attend the SPARC workshops. Students from other institutes, including those from other nearby colleges/ institutes/ universities must be invited.
5. There should be no or very nominal registration fees for the students.
6. In case the PI wished to combine the SPARC workshop budget for organizing an International conference s/he can do it for only **one of the SPARC workshops**. **In that** case the SPARC logo must be put on the conference flyers and SPARC should be given the status for the main conference sponsor.

Video course development (mandatory Requirement)

1. As a part of every SPARC project a 25-40 hours video course must be developed and archived at least every international faculty should record for 10 hours the Indian PI/Co-PI must record for at least 3 hours each.
2. For recording towards the course recording has to be taken contingency head of the project.
3. Maximum rate of recording/ videography is Rs 3,500/- per hour, which can be taken from the contingency grant of the project.
4. Course recording should be NPTEL type.

Publication of Book/ Monograph (Mandatory Requirement)

1. At the end of every project a monograph/ book must be written by the participating PI and Co-PI must be brought out by a reputed publisher.
2. A monograph/ book must be published by a **reputed publisher** and must have an ISBN number.
3. The SPARC logo must be on the cover of the book.
4. One hard copy of the Monograph must be shared with the National Coordinator at the end of the project.
5. Note: A book of Abstract or a conference proceeding is NOT going to be treated as a Monograph. It should be designed in such a manner that it can act as a text for the course developed around the SPARC project.

Prototype Development:

It is highly desirable that a prototype/ working model comes out of the SPARC project.

1. The PI who have asked for prototype fund will have to submit a separate undertaking confirming they will develop a working model. PI has to submit a working model and must be ready to participate with the working model in any tech fare/technology demonstration fest.
2. Prototype budget cannot be used for just purchasing of minor equipment only.

Consumables:

Consumable budget can be used for chemicals and other consumable item as per the institute norms.

The prospective SPARC PIs are requested to prepare their proposal along the points mentioned above.