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**PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, JABALPUR**

Dean RSPC Office

**Checklist for Submission of Project Proposal**

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| **Particulars** | **Remarks** **(Yes/ No/ Not Required)** |
| 1. **Project Proposal in required format**

(including original and photo copies and one copy for office record of Dean RSPC). |  |
| 1. **Budget details**

(With different heads including % and amount of institute overhead). |  |
| 1. **Covering letter**

(Signed by PI, marked to Dean RSPC, and recommended and forwarded by head of department). |  |
| 1. **Endorsement letter in institute letter head**
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| 1. **Certificate by PI of the project**
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| 1. **Concern letter of Co-PI from India and foreign country**
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| 1. **Details Required**
 | 1. Details of PI/Co-PI
 | * + 1. Name & Affiliation
 |  |
| * + 1. Signature
 |  |
| 1. Duration of Project
 |  |
| 1. Budget
 | * + 1. Non-Recurring (Capital)
 | 1. Equipment |  |
| * + 1. Recurring
 | 1. Manpower |  |
| 2. Technical Support Staff |  |
| 3. Consumable  |  |
| 4. Contingency  |  |
| 5. Travel |  |
| 6. Overhead |  |
| 1. **Duly Filled Ethical Clearance Form**
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