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

Dean RSPC Office

**Checklist for Submission of Project Proposal**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** | | | | |  |
| 1. **Certificate by PI of the project** | | | | |  |
| 1. **Concern letter of Co-PI from India and foreign country** | | | | |  |
| 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** | | | | |  |