Check list for Research Grant 2023 Application

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| 1. **Agreement from Co-PI**
 | **Check**  |
| 1-1 | For AC: Did you attach a copy of agreement letter or email for the collaboration from Co-PI?  |  |
| Does the agreement include the agreement for travel of Co-PI or the faculty members of Co-PI team to IITH? |  |
| 1-2 | For IC: Did you attach a copy of agreement letter or email for the collaboration from Co-PI? |  |
| Did you attach a copy of agreement letter for the cost-sharing of JPY200,000 in cash and disclose potential conflicts of interests?  |  |

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| 1. **Attachment 2: Research Team Member (PI and Co-PI)**
 | **Check**  |
| 2-1 | Did you include at least one master’s student in your (PI’s) research team?  |  |
| 2-2  | Did you clarify the research tasks of each team member for PI’s and Co-PI’s research team?  |  |

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| 1. **Attachment 3: Time Schedule**
 | **Check**  |
| 3-1  | Did you clarify the person in charge and the schedule for each research sub-topic? (Clarify the tasks for “expected student” as well.) |  |

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| 1. **Attachment 4: Budget**
 | **Check**  |
| 4-1 | Did you specify the name of each item? (General name is not accepted, such as chemicals, parts etc.) |  |
| 4-2  | Did you explain the necessity of each item with immediate relevance to the research methods must be clearly explained? |  |
| 4-3  | Did you confirm that the total amount of research equipment is less than INR 1,000,000 and the estimated price of a set of equipment is not more than INR 800,000?  |  |
| 4-4  | Are consumables meet the following definition? * The unit price is not more than INR 29,000 and the number of usable years is less than eleven
* The unit price is more than INR 29,000, but the number of usable years is less than one year.
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| 4-5  | Did you check if the total amount is calculated correctly and less than INR 2,000,000?  |  |

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| 1. **Documents to be submitted**
 | **Check**  |
| 5-1  | Application form  |  |
| 5-2 | Attachment 1, 2, 3, 4  |  |
| 5-3 | Copy of agreement letter or email from Co-PI  |  |
| (For IC) Copy of agreement letter for cost sharing |  |
| 5-4 | Specification and budgetary quotations of research equipment as a reference for the budget  |  |
| 5-5  | Quotation for international airfare for traveling to Japan (if you have plan to visit Japan)  |  |