



National Institute of Science Education and Research, Bhubaneswar



RESEARCH & DEVELOPMENT MANUAL



Sl. No.	Contents	Page No.
1	Overview	1
2	Research and Development Cell	1
3	Research Advisory Committee	2
4	Research and Development Activity	2
5	Type of Research Projects	3
5.1	Sponsored Research Project	3
5.1.a	Individual Research Project	3
5.1.b	Collaborative Research Project	4
5.2	Consultancy Project	8
5.3	International Project	12
5.4	Special Grants	14
5.5	Travel Grants	14
6	Professional Development Fund (PDF)	15
7	Department Promotional Account (DPA)	17
8	Guideline for operation of Project Funds	18
9	Submission of Progress Report	20

disbursement of all committed expenditure including honoraria, institute overheads and service tax.

[2] Consultancy Projects

The Institute has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry. The institute encourages Faculty to undertake consultancy work. The work should enrich the professional experience and the knowledge as a faculty member of this Institute.

The Institute considers carrying out consultancy projects as an important activity to achieve one of its objectives in contributing to the country's industrial growth. It also benefits the concerned faculty member and the institute in several ways, in addition to providing much needed service to the industry. The projects provide a firsthand knowledge of the current problems of industry, which is very helpful in tuning the curriculum to the industry's needs. The faculty members get an opportunity to apply their ideas on practical systems. The students working on these projects are exposed to practical experience useful in finding better jobs towards the end of their studies. Finally, the consultancy projects provide financial incentive to faculty, staff and students.

A faculty can also undertake routine or non-routine testing projects, which are required by industries/utilities for the performance evaluation of their specific products. The testing projects involve utilization of institute laboratory facilities. Institute, however, discourages undertaking any certification work, unless certain facilities of the institute are recognized by appropriate authority for this purpose.

Each consultancy project will have a Principal Investigator (PI) or Principal Coordinator (PC) and/or Co-PI/PC, if required. Industrial organizations usually approach the Institute for consultancy work through a faculty member or a functionary of the Institute (i.e. Dean, R&D or Director). When a faculty member is approached for the work, he/she will be the PI. If he/ she do not wish to be the PI or if the project is referred to a functionary, the PI would be identified through appropriate discussions.

Essential Guidelines:

- A consultancy project is one, where faculty and research staff provides knowledge and intellectual knowledge to industry (within India/outside India), primarily for their purposes. This is effectively a contract work in which all outputs belong to the sponsor.

- It is desirable that all payments by the funding agency for consultancy be routed through the Institute. This means, that whenever payments are received, they should be received by the Institute, which will then do the needful for compliance with statutory laws and then release the honorarium to the faculty/staff as the case may be.
- The requirement originates from the industry concerned. The faculty is expected to estimate the time and cost required to accomplish the task.
- **Preparation and Submission of the proposal:** Normally based on the requirement, proposal is prepared by the PI. It should specifically mention breakup of funds, normally consultancy fee as the primary component. It may also have budget for supporting manpower, equipment, travel contingency and other such costs to execute the consultancy project, as is being done for collaborative research projects.

The PI will be responsible for the following:

- Formulating the project proposal which may include (i) planning of the work to be done, (ii) estimating costs according to the guidelines provided and (iii) identifying other collaborating partners/coordinator and consultants, if necessary. The project proposal prepared by PI will be forwarded to the client through the Dean, Research & Development.
- Execution of work.
- Handling all communications with the clients after the project has been accepted.
- Submission of *intermediate/project progress report* and final project completion reports as agreed in the project proposal.
- Making recommendations to the Dean, R&D regarding the expenditure from the project funds and honoraria to be paid to faculty, staff and students.

The Institute requires the total cost of the project to be paid by the client, in advance, before the work commences either in lump sum or in phases not exceeding three. In case the project is to continue for more than a year, the Institute may permit, at its discretion, commencement of work with only yearly cost deposited in advance. All payments from clients will be received by the Institute. The expenditure and disbursements will be made as per the Institute norms.

After the cost of the project has been received, the R&D Cell will assign a project/job number and inform the same to the client, PI, Chairperson of the concerned School and accounts section (dealing with R&D accounts). This completes the process of initiation of a consultancy project.

Project file will be closed with the submission of final project completion report and disbursement of all committed expenditure including honoraria, institute overheads and service tax.

Service tax is subject to periodic revision by the Government of India. Service tax is not deducted on projects, if the funds are received in foreign currency. Service tax on equipment is not chargeable, in case equipment is to be returned to the funding agency/organization after completion of the project. This should be clearly spelt out in the MoU/proposal itself.

Budgetary Norms for Consultancy Projects:

From the total budget of the consultancy project applicable rate of service tax (subject to revision from time to time) as per GOI norms has to be deducted, which would be deposited in the Government account, in addition to the Institute overhead (current rate is 25% of the total amount for consultancy projects). The project investigator (PI/PC) will provide the break-up of the project amount at the time of submitting the proposal and also while opening the account. Estimates for the above expenses should be carefully prepared by the PI keeping in mind other market rates for equipment, material and services R&D norms for salaries, commercial rates for computer usage, etc.

Cost of a consultancy project will consist of two parts viz., actual expenses, and consultancy fee/ honoraria up to a maximum of 40%, which is to be transferred to P.I/P.C, if approved under the project. The actual expenses should cover the following costs related to the project:

- Permanent equipment to be procured.
- Consumables to be used.
- Computational charges (at commercial rates)
- Charges to be paid for the use of specific equipment in the School(s) of the Institute @ 10% of the project cost, excluding institute overheads, service tax, honorarium and salary of project staffs/manpower.
- Contingency expenses to cover cost of supplies, preparation of report, typing, drafting, stationery, reproduction, literature (books,

journals, membership fee of professional societies), postage and telephone (including rental and STD/ trunk call bill of telephone at residence) and other miscellaneous expenses.

- TA/DA to cover site visits, meetings outside the Institute and the participation in conferences within India or abroad. The most expeditious and convenient mode of travel should be used to minimize the period of absence from the Institute in accordance with existing rules of the Institute for TA. DA will be paid as per Institute rules. Actual lodging expenses, in addition to full DA, will be paid on production of receipt, as per the Institute R&D office norms. For each site visit, a fee will be charged at a rate specified in the project proposal.
- Faculty members going out of town on consultancy work will be treated on duty subject to a maximum of 30 days in a year.
- PI and other investigators will be permitted to use project funds (of one or several projects) for participation in conference/ workshops/ seminars within India and one conference/ workshop/ seminar outside India in a year. Normal Institute rules will be applicable for attending conferences/workshops and payment of TA/DA for such participations.
- Salaries of project employees/honoraria to other supporting staffs.
- Administrative expenses for providing infrastructure for execution of project and to cover indirect expenses. The Institute will charge overhead towards administrative expenses at the rate of 25% of the total project cost (excluding the service tax).
- The 50% of the overheads from consultancy projects is transferred to the respective R&D overhead account of the Institute and the balance 50% to the concerned **Departmental Promotion Account (DPA)**.
- Any other cost.

For consultation fee/ honorarium to be paid to faculty members and supporting staffs of the institute engaged in such project, it is up to a maximum of 40%, if approved under the project. This depends upon several factors such as importance of advice, expertise available in the country, experience of the faculty, etc.

The Institute will undertake routine and non-routine testing jobs at standard fee or at the charges estimated by the faculty member who will supervise the testing work with applicable rate of service tax. The

testing fee charged from the client will be divided into three equal parts for Institute overhead, R&D Fund, and distribution to faculty and staff assisting in the project. It is, however, expected that the permissible amount may be distributed to faculty and staff in case of non-routine testing jobs and only to staff members for routine testing jobs.

Institute will have a **Professional Development Fund (PDF)** in which part of overheads from the ongoing projects and honorarium out of outreach activities, etc. can be transferred and utilized for professional development activities.

Limitations:

Despite the fact that consultancy projects are encouraged by the Institute, it has some limitations as follows:

- The time spent by faculty/ staff members on consultation work should be limited, on an average, to one day a week.
- Absence of faculty/staff member on consultancy work from campus should be limited to 30 days in a year, which should normally not exceed 7 working days at a time in a semester.
- It is expected that only those consultancy projects will be accepted by the Institute, which provide challenge befitting professional competence of the faculty members. Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of the faculty members.

[3] International Project:

- Funds are received in foreign currency;
- Service tax is not applicable;
- The research collaboration of NISER with the other party/funding agency should be in conformity with the laws of both the Countries and/or International laws as the case may be.
- A MoU/agreement that satisfies all the conditions, particularly of the overheads, service tax will be approved by the Institute. Any deviation from the norms (e.g. reduction of overhead) will have to be discussed and explicitly approved. The approving authority for any relaxation is the Research Advisory Committee duly recommended by the Dean, R&D.
- The copy of the proposal will be sent to the R&D Cell for records.