



## INDO-FRENCH CENTRE FOR THE PROMOTION OF ADVANCED RESEARCH CEFIPRA

### GUIDELINES FOR THE IMPLEMENTATION OF CEFIPRA PROJECTS

Projects implemented under CEFIPRA shall be subject to the following guidelines as well as any particular conditions stipulated by Director, CEFIPRA, from time to time.

#### **I. Financial**

As already agreed vide certificate enclosed with the Proposal, the institution of the Principal collaborator in each country shall assume all financial and other management responsibilities of the project work conducted in that country.

##### **1. First release of grant:**

When a project is recommended by the Scientific Council of CEFIPRA and approved by the Indian and French Governments, the Director, CEFIPRA would be sending an approval letter with the detailed budget for the total duration of the project, with year-wise break-up. The Principal Collaborators of the project should send bank details of their institutes verified and attested by the bank for the transfer of funds with a request for the release of fund. Demands for release of funds required by any of the Joint Collaborators shall be sent through the concerned Principal Collaborator.

##### **2. Date of start of project:**

The Principal collaborators of the project should propose a mutually agreed date as official starting date within one month of receipt of grant by their institutions. The starting date of the project can not be related to the appointment date of the students/post-docs under the project.

##### **3. Financial management:**

i) All funds from CEFIPRA shall be released to the head of the institution of the Principal Collaborator in each country (or any other officer of the institution expressly designated for the purpose by the Head of the institution), who shall ensure that the funds are used exclusively for the project and as per the budget approved by CEFIPRA. He/she shall also be responsible for disbursement of funds released against accepted demands from the collaborator.

ii) The Head of the Institution (or the officer designated by him) shall render to CEFIPRA an annual Utilisation Certificate and statement of accounts with all funds received and expenditure incurred. However, the supporting documents such as receipts/vouchers for payments made should be available with the institute concerned and should be

produced on demand. Funds for second and third years of the project will be released only on receipt of the statement of account of the previous year in the prescribed format.

iii) As on 1<sup>st</sup> April and 1<sup>st</sup> October of every year, the Principal collaborators should give a statement on expenditure incurred during the previous 6 months and the anticipated expenditure for the forthcoming 6 months

iv) Purchase of equipment approved in the budget shall be made by the institution of the Principal Collaborator, following the purchase procedures normally adopted in that institution. Purchase of equipment should be completed before the end of the first year of the project. Funds will be released on receipt of copies of the quotations/proforma invoices duly certified by the competent authority of the institute. However, the final invoice of the purchase of equipment shall be sent to CEFIPRA. The release of funds for equipment will be limited to the actual cost incurred on the purchase or the amount approved in the budget, whichever is less.

v) Possession of the equipment by the institution after the completion of the project: All equipment acquired with CEFIPRA grants would remain as the property of CEFIPRA. Such equipment shall be retained in the respective institutions where the work is being carried out and not transferred to any other institution. In order to calculate the depreciation and for maintenance of the asset register of the equipment, the institution is requested to transfer the asset to CEFIPRA after the purchase is effected along with the following details duly certified by the Principal Investigator and the competent financial authority of the institute:

1. Project No. and title
2. Name of the equipment
3. Cost of equipment in Indian Rupees (if the same is imported, cost of foreign exchange and other expenses in connection with import with details)
4. Date of purchase
5. Date of start of operation/use
6. Treatment of these asset in the books of your institute/organization
7. Location of the asset
8. Please also give a certificate in the statement about the status of the equipment as follows:  
“It is certified that the assets are maintained in working condition”.

The institution should make sure the safe custody of the equipment and to send the certificate along with the value of the equipment purchased under the project at the end of each financial year.

vi) Within one month from the end of the approved duration of the project, a comprehensive statement of accounts detailing all funds received and expenditure incurred shall be sent to CEFIPRA and any unspent balance from the funds received should be refunded to CEFIPRA in one instalment.

vii) Re-appropriation (i.e. moving funds from one item of the budget to another) upto ten per cent of funds from one head to another within the approved budget of a research project can be done by the scientists concerned without any prior authorisation, except the following:

- No reappropriation shall result in an increase in the number and duration of visits to India/France.

- Fund released for manpower cannot be transferred to any other heads
- Any savings in the purchase of equipment shall not be used for other heads of the budget.
- Any re-appropriation beyond ten per cent will require prior authorisation by Director, CEFIPRA.

#### 4) Appointment of JRF/SRF/RA (PhD student/Post-doc) under CEFIPRA Projects:

In any advertisements/announcements for employment of manpower for the project as per the budget approved by CEFIPRA, it shall be clearly indicated that **the posts are for a project funded by the Indo-French Centre for the Promotion of Advanced Research (CEFIPRA) and the post is co-terminous with the project duration.** Insofar as persons so employed for the project, CEFIPRA shall have no liability whatsoever except provision of funds for the salaries/fellowships upto the budget approved in the budget.

For Indian side, the fellowship will be applicable as per the rate stipulated by Department of Science & Technology. National eligibility of the PhD/Post-Docs/Master students should be maintained by the institution of the collaborator.

For French side, PhD students/Post-Docs/Master students may be appointed under the project. If the PhD student/Post-Doc selected to work in French Lab is an Indian national, the fellowship will be made by CEFIPRA through CAMPUS FRANCE. For processing visa and fellowship through Campus France, the following documents are required

1. "Convention d'Accueil" which should be signed by the institute of the French Principal Collaborator as well as the préfecture de police
2. "Programme de stage d'études" Établi sur papier à en-tête de l'établissement d'accueil ( signé par le Directeur de laboratoire, s'il s'agit d'un établissement de recherche française) Ce programme doit certifier que l'intéressé n'exerce pas de tâche productive pour l'établissement et n'est lié par aucun rapport de subordination à celui-ci.
3. Latest CV of the candidate duly attested.
4. Passport size photograph of the candidate (e-version)
5. PhD certificate (if it is a post-doc)

The originals of the "Convention d'Accueil" and "Programme de stage" should be sent to the PhD student/Post-Doc for processing visa and scanned copies to CEFIPRA for processing his/ her fellowship through Campus France. The PhD student/ Post-Doc should get in touch with CEFIPRA for ticketing and visa procedure, once his/her name was proposed by the PIs to CEFIPRA. CEFIPRA will be sending a visa recommendation letter addressed to the French consulate to the student/Post-Doc for his/her visa gratis. The original "Convention d'Accueil" along with French Visa affixed on the passport will be carried by him/her to France.

After one year of appointment in French Lab, the Indian student/Post-doc will be eligible for a visit to Indian collaborator's Lab for one month, once in the total duration of stay in France. If there is no project visit approved for the student working in French Lab under the project, CEFIPRA will bear the travel cost and will provide Rs.15,000/- as remuneration. This visit will be in addition to the total visits sanctioned under the project.

The expenses related to the carte de séjour and University fees will be reimbursed to the student/post-doc by CEFIPRA.

In addition to Indian and French nationals, other nationals working in a French research organisation/University and/or registered as French students can also be appointed under CEFIPRA project, if justification for appointment is given by the French PIs/Collaborators of the project. If it is a French PhD student/Post-doc selected to work in the French Lab, CEFIPRA will be transferring the budget for manpower to the French institution. All the expenses related to the student/Post-doc such as travel, University fee etc should be met from the approved budget for Manpower under the project. Henceforth, PhD students/Post-Docs of other nationals, the budget for Manpower may be processed through Campus France or transferred to French institution.

List of possible candidates for post-doc/doctoral positions is posted on CEFIPRA web-site so that the collaborators of CEFIPRA projects could utilise it for the selection of desired candidates if available in the list.

## II. Scientific

1. The approved project proposals would be used as the key guides for monitoring scientific purposes. Major deviations, if any, should be suitably identified and reported to the Director, CEFIPRA, for concurrence.
2. The scientists would submit **Annual Reports** of the work being carried out after each financial year in the prescribed format along with the statement of account.
3. The progress of the implemented project will be reviewed during the mid way of its project duration by the Scientific Council of CEFIPRA to suggest corrective measures, if required. The scientists should submit a joint **Mid-term Report** in the prescribed format. The continuation of the project will be decided during the mid-term review based on the progress made under the project. Based on mid-term evaluation, the council can decide to terminate the project. If half of the budget allocated to visits is not utilized by mid-term of a project, the unutilized budget will be forfeited unless justification is provided by the Principal Collaborators of the project. Moreover, the budget allocated for visits to each funded project will be considered as a global envelope, whatever the number of visits that will be performed in the limit of the allocated amount during the course of projects.
4. The principal Collaborators shall also submit a detailed **Final Report** on completion of the approved duration of the project in the prescribed format. The Final Report shall be a joint report for the entire project work covering activities undertaken in India and in France.
5. The Indian or French Principal Collaborators of the project will be invited for a presentation to the Scientific Council of CEFIPRA depending on which country the meeting of the Council is being held, for the mid-term and final presentations.
5. Any major findings should, however, be reported immediately without waiting for the periodic reports.
6. The scientists concerned are encouraged to publish their results, with due acknowledgement to CEFIPRA. In such acknowledgements the name of the Centre in full "**Indo-French Centre for the Promotion of Advanced Research – CEFIPRA**" should appear. .pdf version of such publications shall be sent to CEFIPRA, within a period of one month from the date of publication.

7. Any patents or other rights arising out of this project shall be governed by the Intellectual Property Right Guidelines of CEFIPRA.

### **III. Closing of the project:**

For the settlement of the account and closing of the project, final Scientific report in the prescribed format and comprehensive statement of account from both sides should be received by CEFIPRA. After Final review of the project based on the presentation given by the Principal Collaborator, a grading will be given to the project by the Scientific Council of CEFIPRA.

Projects which receive "Excellent" grading will be provided one additional mutual visits of 15 days each for the Principal collaborators of the project to each others laboratory to encourage further interaction. This visit should take place within one year from the date of the final review of the project.

The Principal Collaborators of the projects received Excellent/Very Good grading can submit a new proposal to CEFIPRA without waiting. In other cases a three-year-wait period is required to submit again. In addition to that the Principal Collaborators of the Excellent/Very Good project can submit a proposal to CEFIPRA to organise an Indo-French workshop/training school of their area of research to motivate young researchers for fostering further the Indo-French S&T collaboration. The proposals including the seminar proposals received from the Principal Collaborators of such projects will be undergoing the complete evaluation process along with other proposals received by CEFIPRA.

ON ANY MATTER THAT HAS NOT BEEN COVERED HERE, THE DECISION OF DIRECTOR, CEFIPRA, SHALL BE FINAL AND BINDING.