Check List for Funded Research Project

Name of Principal Investigator & Dept. :

Name of CO-PI & Dept.   :

Title of the Project   :

Funding Agency   :

Category (Major / Minor)   :

Project Sanctioned Date   :

Project Duration   :

S. No	Requisite	Available / Not Available	Verified & Approved
1	Proposal Copy.		
2	Acknowledgement for Project Submission.		
3	Sanction Order.		
4	Proof of Transactions.		
5	Audit Statement.		
6	Six months Progress Report (For every 6 months).	**Multiple Files**	
7	Expenditure Statement in Tabular Form.		
8	Utilization Certificate.		
9	Non-Recurring Expenditure - Equipment purchase (Quotation, Purchase order, Tax invoice, Delivery Challan)		
10	Recurring Expenditure (Invoice for consumables, Travelling Allowances, Others)		
11	Outcome of the project (Publication, Patent, Commercialization of the project, Others)		
12	Email Notification (from Sponsoring Agency) and its responses		

Faculty In-charge   **ERP In-charge**   **Dept. Research**   **Asso. Dean-CFRD**   **Dean-CFRD**

Verified by

IQAC Team   **Dean-IQAC**