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. |  |
| 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) |  |