

Contract for Financial Assistance under National Research Program for Universities (NRPU)

Whereas the Higher Education Commission, subsequently referred to as the "Commission" has agreed to grant a financial assistance to (Name of PI & Unvi. address) -----

-----subsequently referred to at the '**Party**' for the **project entitled** "-----

Now it is mutually agreed as follows that:

1. Provisional award letter is acceptable to the Party and that Party will execute project as per term and conditions in letter & spirit.
2. The Party is a full-time regular faculty member (BPS or TTS) of the university/DAI and/or if Party is on contact, contact life of the party is not less than project life and that Party is not an adjunct professor or other.
3. The Party will not conduct any foreign/abroad visits utilizing funds released under the project of NRPU.
4. Party is not executing or submitted for consideration more than two projects simultaneously under NRPU.
5. The Party is not executing any NRPU project that has already been delayed by three (03) years.
6. **The party has incorporated all comments/revisions/amendments in the final proposal as suggested by evaluator(s)/reviewers in letter & spirit.**
7. The Party has already taken clearance from Institutional Ethical Review Committee (if required).
8. The grant received by the Party from the Commission will be exclusively utilized for the project strictly in accordance with the approved plan.
9. Any deviation in the approved plan, i.e. arrangement for supervision/ execution of the project or in the approved technical program shall require the prior approval of the Commission.
10. If Party intend to go abroad, or leave university for any reason, Party should have not only to inform HEC well before of his/her departure, but Party would also have to nominate a substitute for the period of his/her absence with a plan of activities of project and would do needful as well for getting nominee notified as substitute PI by HEC prior to his departure/leaving the university so that necessary project activities in absence of Party may be carried out by the nominee/substitute. Failure to compile with this clause would lead to refund of the whole released amount by the Party.
11. No project would be shifted from one university/DAI to another without provision of NOC of both universities/DAI(s), Party and Co-PI. In case of any conflict, Party has to refund whole released amount to the HEC. Party him/her self is responsible for completion/ settle down of any project under NRPU.
12. Subject project is genuinely novel and that there is no plagiarized material including self-plagiarism.
13. No portion of this project has already been submitted by the Party for funding to any funding agency and/or HEC and/or been funded to Party by any funding agency and/or HEC.
14. Party has never been blacklisted by HEC.
15. Machine (s), equipment(s), apparatus demanded for the subject project is/are not available in the University / Institute.
16. Any discovery made, patent and/or license obtained based on the research carried out with this grant will be in the name of the Commission and any income accruing there from, will be shared by the Commission and the Party according to a formula to be established by the Commission.
17. Any other income accruing there from any of the component of the project would be returned back to HEC before closure of the project and same cannot be used in any of the project activity.
18. In all publications, reports or presentations concerning the project, the support provided by the Commission will be duly acknowledged by the Party.
19. The Party must keep the HEC properly informed about any applications of the results obtained.
20. Host University/DAI will provide complete support for the establishment & operation of this project, and also provide other facilities necessary for the project including land, building, space, laboratories, machinery, equipment, transport, amenities including utilities and other services throughout the life cycle of this project.

21. The financial Assistance will be for a total amount of Rs. _____ /- (as per award letter) over a period of ---- months (as per award letter).
22. The assistance will be given to the Party in installments as shown below:

1st Installment	Rs. _____ /- (as per award letter)
2nd Installment	Rs. ___-_____/-(as per award letter)
3rd Installment	Rs. ___-_____/-(as per award letter)
23. The project funds shall be maintained in a separate account to be operated jointly by the Party & Vice Chancellor/Rector/Treasurer/Accounts Officer (in case of Centers) and all payments will be made by observing all codal formalities of university/ Government rules and regulations like PPRA rules etc.
24. All purchases will be made as per prescribed rules and regulations of the Government/University (like PPRA rules) where the project is located.
25. No foreign payments will be made neither to any foreign firm for the purchase of any item/equipment etc. nor to any foreigner (as Co-PI)/consultant etc. Hence Party will not open any LC for foreign payments from NRPU released grant.
26. Travel expenditure as per actual will be reimbursed from the head of local travel.
27. Any type of food/entertainment expenditure will not be reimbursed out of any budget head of NRPU released grant.
28. Principal Investigator will submit his/her annual expenditure statement after paying his/her all due payments of expenditures on the specimen of annual expenditure statements (1st, 2nd, 3rd & final consolidated) that is available on HEC-NRPU web site under download page well in time.
29. Party is agreed that next instalment will be released after deducting previous unspent amount (if any) reflected by PI in his/her annual audited expenditure statement submits to HEC.
30. The expenditure incurred from the grant will also be subject to periodical audit by the Commission and the Party shall produce the books of accounts to the persons(s) appointed for this purpose by the Commission.
31. Machines, equipment, apparatus or any other thing purchased out of the grant given by the Commission will remain the property of the Commission, or with the permission of the Commission, the University where the project is located.
32. Three annual progress reports with expenditure statement (3 copies) duly countersigned by Resident Auditor/Treasurer of the University/DAI etc. will be submitted by the Party to the Commission within fifteen days of the completion of each year in accordance with the instructions issued from time to time by the Commission to the Party.
33. The Commission shall have the right to evaluate the progress of research/ investigation/work done by the party through an evaluation Committee of experts/ reviewers/Independent reviewer/ expert to be appointed by the Commission for this purpose. This evaluation may include on-site inspections also (if required by Commission or expert(s)).
34. The release of the subsequent year award/next installment will be tied up with the satisfactory recommendations/approval of the Annual Progress Report by the expert/reviewer/committee of experts/ reviewers as per their advice/recommendations. Party would have to revise his/her annual/final reports if so desired by the Commission/expert(s).
35. Party will submit following document in the end of the final year of the project so that his/her project could be closed on the satisfactory review of this report.
 - a) Final Annual Progress Report (Specimen is available under download page).
 - b) Project Completion (Codal Formalities Proforma) Proforma (Specimen is available under download page).
 - c) Consolidated Expenditure Statement duly Audited by the Resident Auditor of the Respective University (specimen is available under download page).
36. The Project(s) will be cancelled, if Party is not following the terms & conditions laid down by HEC and/or failure to compile with any of the clause of agreement will lead to refund of the whole released amount by the Party to HEC.

In witness hereof, I/we _____ put my/our signature(s) here below on the _____ day of _____.

Signature of the Party

**Signature of the Vice-Chancellor /
Institutional Head with Official Stamp**

Name:

Dated:

Designation:

Dated:

Signature

Higher Education Commission

Dated: