**13. Check list/ Have you filled/attached copies of all required documents?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. #** | **Check list/ required documents** | **Tick (✔) Yes or No** | **Reference page No.** |
|  |  Is PI a full-time regular faculty member (BPS or TTS) or on contact not less than project life of any public sector university/DAIs or private sector university/DAIs eligible for public funding ( list of 29 private sector universities/DAIs is given below). PI must have an advance academic degree & relevant experience (PhD or M.Phil./MS) and working as academician/researcher but not as administrator? |  |  |
|  | Is PI submitted his/her research proposals online through HEC web portal "<http://eportal.hec.gov.pk/hec-portal-web/auth/login.jsf>" on or before **18 October, 2017**.  |  |  |
|  | Has PI never been black listed by HEC? |  |  |
|  | Is PI not executing any NRPU project whose completion is delayed by three (03) years? (If No, please specify their ID number.) |  |  |
|  | Is PI not currently executing or has submitted two or more projects simultaneously under any of HEC funded research grant programs either under NRPU or UITSP or TDF or TRGP or Pak-US etc. (either ongoing, submitted, under review, etc). |  |  |
|  | Is **Turnitin** report of the proposal attached? |  |  |
|  | Is PI attached his appoint letter? |  |  |
|  | Has a clearance certificate from Institutional Bioethics Committee (IBC) of the university/DAI concerned attached (if required)? |  |  |
|  | Have relevant university authorities affixed signatures with date & stamps on the **Declaration Certificates?** (Section **H** of cover sheet for proposal at page # 3) |  |  |
|  | Has a brief of the impact of research project been attached? (Section-5) |  |  |
|  | Is industry support letter attached? (Section-2C) |  |  |
|  | Has a letter of consent from collaborating partner/agency expressing willingness to collaborate been attached? (Section-7) |  |  |
|  | Is one page summary of each project of PI already completed/ running/ submitted to any funding agency been attached? (Section-9) |  |  |
|  | Is equipment demanded for the execution of the subject project not available with the University / DAI? (Section-10B) |  |  |
|  | Have original Invoices / Quotations for permanent equipment costing over Rs.0.1 million or more been attached? (Section-10B) |  |  |
|  | Have year-wise cost and quantities of each expendable item been given (Section-10C)? |  |  |
|  | Has tentative and detailed schedule of local visits (annual plan) with justification and rates been attached (if study involves field survey/field work). Please note that TA/DA is not allowed under NRPU, however, estimated expenditure as per original may be demanded? (Section-10D) |  |  |
|  | Has head of institution duly endorsed the application (Section-14) of the application form? |  |  |
|  | Is total cost of the research project in line with the financial provisions of the NRPU program (with reference to PI’s Impact Factor)?  |  |  |
|  | Have you provided project activities on GANTT Chart? |  |  |
|  | Have all fields of research proposal been carefully filled and counter checked by the PI? |  |  |
|  | Is PI submitted one complete set of original hard copy of the proposal duly singed from all relevant authorities of the university along with soft copy of duly filled [Application Form 2017](http://www.hec.gov.pk/english/services/universities/Documents/RND/NRPU/Application%20Form%20NRPU%202016.doc)to the Office of Research Innovation and Commercialization (ORIC)/Research Office/Office of the Registrar of respective university to make it available -via surface mail/Special Messenger– along with complete record of all the proposals to Director (R&D), HEC  to HEC (NRPU) **on or before  18-10-2017** .​ |  |  |