

ANERT GUIDELINES FOR THE PROGRAMME "SUPPORTING R&D AND INNOVATION-(SRI)"
2018-19

Programme:

The objective of the programme is to promote innovative ideas and technology adaptations in Renewable Energy. Financial and technical support shall be given for technical studies, technology evaluation, making of prototypes etc. on the basis of technically feasible proposals. The technical feasibility of the proposals shall be evaluated by an expert committee. On the basis of recommendations of the Technical Advisory Committee, a maximum financial support of Rs 5 lakhs shall be given for single project. It is proposed to support 14 such projects during the current financial year 2018-19. The Guidelines for implementation of this programme are given below:

Guidelines

Following Guidelines are proposed for smooth implementation of the programme. For any clarification or further details, the concerned official dealing with the programme may be contacted. ANERT reserves the right to review these guidelines and modify them.

1. Who can Apply

Institutions/organizations within Kerala, that function under the direct control of State Govt. (eg. Govt. Engg Colleges, etc.) or indirect control of State Govt. (eg. LBS Engg College, State Universities etc.) or institutions cooperating with State Govt. (like self financing Engg colleges, where Govt. quota seats are allowed) or NGOs with State Govt. approval having innovative ideas in Renewable Energy are eligible to apply for financial support. Financial Support will be limited for one project per Principal Investigator in the case of institutions and one project per an NGO at a time.

2. How to Apply

1. The application for financial support in the prescribed format alongwith the Project Proposal and a copy of the Guidelines signed by the PI and counter signed by HoI shall be forwarded by the Head of Institution (HoI) to The Director, ANERT, PMG-Law College Road, Vikas Bhavan PO, Thiruvananthapuram-695033. Four hard copies of the complete set of application shall be submitted. A soft copy of the complete set of application (in pdf format) also to be sent by e-mail to info@anert.in with subject line "Supporting R&D and Innovation 2018-19".
2. Private academic institutions will have to furnish a declaration that they do not levy and collect donations for admissions from the students.

3. Project Proposal shall be submitted in the prescribed format containing the Project Profile Technical Information and the below documents
 - a) Endorsement from the HoI (on letter head)
 - b) Copy of Registration Certificate in the case of NGOs and Declaration regarding non-collection of donation for admission in the case of Private Academic Institutions (on letter head)
 - c) Certificate from the Principal Investigator (PI)
 - d) Consent from the Co-investigator(s)
 - e) Certificate regarding pending UC/SoE (if applicable) and
 - f) Detailed bio data of the PI and Co-investigator(s)
4. Item wise financial estimates under each head of manpower, equipment, consumables, travel, contingencies and overhead should be mentioned clearly in the proposal submitted, showing rates, quantity and total for each item.
5. All documents submitted shall be in the prescribed formats. Documents in other formats will not be accepted.

3. Guidelines for Implementation

1. The maximum duration of the project is 1 year- however, the project shall be completed within the current financial year itself. The project becomes operative with effect from the date of sanction order.
2. ANERT reserves the right to terminate the project at any stage if it is convinced that the sanctioned amount has not been properly utilised or sufficient progress has not been reported under the project or sufficient efforts have not been devoted.
3. The recipient organisation should provide full infrastructural facilities such as accommodation, water, electricity, library, communication facilities etc. for smooth implementation of the project.
4. The recipient organisation is not permitted to seek or utilise funds from any other external source for the research project. On project approval, an undertaking in this regard will have to be submitted by the PI.
5. The Investigator(s) should not enter into collaboration with a foreign party (individual/ industry) for the project being supported by ANERT without prior approval of ANERT.
6. The recipient organisation shall not entrust the implementation of the project for which the financial support is being sanctioned to another institution nor shall it divert the amount to other institute as assistance. In case the organisation is not able to implement the project, it should refund the entire amount received as financial support (alongwith the interest) to ANERT.

7. The financial support shall not be utilized for purchase of vehicle or construction of any building unless specific provision is made for this purpose in the sanction order.
8. For permanent, semi-permanent or infrastructural assets acquired from the financial support, an audited record in the form of a register in the prescribed format shall be maintained by the organisation. The term "Assets" include (a) the immovable property acquired out of the financial support and (b) movable property of capital nature if its value exceeds Rs 1,000/-. The organisation is required to send to ANERT the details of assets acquired using the financial support.
9. All the assets acquired from the financial support will be the property of ANERT and should not be disposed of, encumbered or utilized for purposes other than those for which the financial support had been sanctioned without the prior sanction of ANERT.
10. After completion/ termination of the project, ANERT will be free to sell or otherwise dispose of the assets, which are the property of ANERT. The organisation shall render to ANERT necessary facilities for arranging the sale of these assets. ANERT also has the discretion to gift the assets to the organisation for research purpose or transfer them to any other Institute if it is considered appropriate and justified.
11. In case the project is sanctioned to Private Academic Institutions, and if it is subsequently brought to the notice of ANERT that donations are being collected from the students for admissions, the financial support would be cancelled. The institutions will be required to refund the financial support received with interest and such institutions will be banned from getting further financial support from ANERT.
12. The recipient organisation/PI is encouraged to publish technical/scientific papers based on the research work done under the project. Due acknowledgment should be given to the support received from ANERT. However, if the results of research are to be legally protected, they should not be published without action being taken to secure legal protection for the research results.
13. The knowledge generated/patent/IPR from the project will be the property of ANERT. Transfer of technology generated shall be done in consultation with ANERT.
14. ANERT may enforce additional guidelines for implementation of the Programme from time to time and the recipient organisation, PI and Investigators are required to adhere to such additional guidelines.

4. Processing of Applications

1. Receipt of Application will be acknowledged with a reference number and other instructions, if any. Further correspondence with ANERT regarding the project should invariably quote the reference number and date.

2. Opportunity will be given to present the short-listed Project Proposals before the Technical Advisory Committee of ANERT. The Technical Advisory Committee will evaluate and ascertain the relevance of the projects in line with the guidelines. Only those projects recommended by the Technical Advisory Committee will be considered for Financial Assistance depending on funds availability.
3. In case, the proposal is not found relevant or deficient in critical information, the same will be intimated to the PI accordingly.
4. Once the project is approved, an intimation will be issued to the recipient organisation. The total cost of the project is finalised based on the latest quotation(s) of equipment approved under the project and other relevant documents related to manpower, contingencies etc. submitted by the PI.
5. The PI has to submit willingness to undertake the project with the sanctioned budget & objectives and an undertaking regarding non-receipt of fund from other external sources.
6. A formal sanction order will be released on receipt of the willingness and undertaking from the PI.

5. Monitoring the Progress

1. The recipient organization/ PI shall furnish quarterly Progress Reports of the project in the prescribed format.
2. Officer(s)/Scientists of ANERT or an Expert Committee deputed by ANERT may visit the recipient organisation to review the progress of the work being carried out and to suggest suitable measures to ensure realisation of the objectives of the project.

6. Project Staff

1. No personnel appointed under the project, are to be treated as employee of ANERT and ANERT will have no liability, whatsoever, in this regard.

7. Financial Support

1. Financial Support will be provided for the projects recommended by the Technical Advisory Committee depending on funds availability to cover the selected expenditure under manpower, equipment, consumables, travel, contingencies and overhead.
2. NGOs/Private Academic Institutions will not be eligible for financial support under 'equipment' head. If equipment are absolutely required for the project, ANERT may consider 50% support for the expenditure under equipment head. In such cases, ANERT shall consider release of the financial support for equipment only upon receipt of supportive evidence that the recipient organisation has remitted the remaining 50%

share of the fund to the PI's account created for the implementation and management of the project.

3. For Student Projects no financial support under manpower and overheads will be provided.
4. The maximum financial support for a project shall be Rs. 5 lakhs. In deserving cases if recommended by the Technical Advisory Committee, further support if required will be considered in phase 2 after completion of Phase 1 of the project. But, in the case of student projects, the financial support will be limited to Rs. 1,00,000/-.
5. The first installment will be 25% of the sanctioned financial support or the cost of equipment whichever is higher. This will be released after issue of the sanction order. Further installments will be released as decided by ANERT only after receiving the Progress Report. Final installment will be released after completion of the Project and submission of the specified documents by the PI.
6. The amount sanctioned as Financial Support shall be
 - i) spent for the project within the specified time; and
 - ii) Any portion of the financial support, which is not ultimately required/used for the project, shall be duly surrendered to ANERT.
7. The recipient organisation shall maintain a separate bank account for implementation and management of the project and it should be reported to ANERT and the interest accrued should be reflected in the Statement of Expenditure. The interest so earned will be treated as a credit to the recipient organisation to be adjusted towards future installments of the financial support.
8. The recipient organisation should maintain separate audited accounts for the project.
9. ANERT reserves the right to order verification/audit of accounts by any Officer authorised by ANERT.
10. Re-appropriation of funds among different heads is normally not allowed. If any reallocation/ re-appropriation of the sanctioned amount under different heads becomes inevitable, it should be done with prior approval from ANERT.

8. Completion of the Project

1. On completion of the research, a presentation on the implementation of the project and major achievements shall be done.
2. The PI through the recipient organisation should send the following details/documents to ANERT to enable settlement of the account:
 - A copy of Final Project Report in the prescribed format.

- One page abstract highlighting the outcome.
- Soft copy of the Final Project Report and abstract.
- Statement of Expenditure and Utilization Certificate (Audited by a Chartered Accountant).
- Details of electronic transfer of unspent amount/DD for any unspent amount drawn in favour of DIRECTOR, ANERT payable at Thiruvananthapuram.
- Reprints/copies of papers/patents/articles etc.

We agree to the Guidelines stated above.

Name &Signature of
Principal Investigator

Name & Signature of
Head of Institution