Guidelines to be followed for Intramural Research Grant

Submission of IMRF proposal

Order from the Dean Research office to utilize money within given time frame

Complete Purchase as per JIPMER Purchase procedure

Enter details in SFACTS software

Submit bills to the Account Section **(on or before 20th January 2018)**

Download Utilization Certificate (UC) and Statement of Expenditure (SOE) from SFACTS software

Submit Utilization Certificate (UC), Statement of Expenditure (SOE) and Progress Report to the Dean Research Office within given time frame **(on or before 28th February 2018)**

Failing to comply will result in non-sanctioning of future grants and will be recovered from the PI.

Single Grant Sanction declaration is to be submitted by the Guides/Investigators within a week from the date of receipt of the Sanction Order.

Declaration

I am aware that the fund sanctioned to me as Single Grant for Intramural Research is to be utilized for procurement of consumables, as per the prevailing purchase procedure of this Institution, within the current Financial Year (2017-2018) and submit the original bills against the same to the Accounts Section, JIPMER, on or before 20th January 2018. I am also aware that the Utilization Certificate, Statement of Expenditure and Progress Report with respect to my project are to be downloaded from the SFACTS software and to be submitted to the Dean (Research) Office, JIPMER, on or before 28th February 2018. I take responsibility towards proper utilization of the fund granted and submission of relevant bills/reports to the concerned Section/Office within the stipulated time.

Student/Investigator **Guide/Principal Investigator**

N.B: To be forwarded by the Head of the Department.