



No. JIP/Dean(R) /PDF/2024-25

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CIRCULAR


**Sub:** Guidelines regarding PI Overhead Account (POA) for PI – Reg.

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It is brought to the notice of all Principal Investigators (PIs) that 40% of research overhead funds through extramural projects is being mapped to a PI Overhead Account (POA) on SFACTS. One POA will be created for each PI with extramural projects, irrespective of the number of projects. In addition to the overhead amount, any leftover funds in projects (where the funding agency has specified that unused amount need not be returned) can also be mapped to the POA after completion of the project, based on a written request by the PI.

This PI Overhead Account (POA) may be utilized by the PI for his/her research activities, beyond the duration of the individual projects. The list of expenses allowed under the PDF is given in the annexure. Please note the following points regarding the POA:

- PI has to submit a letter for transfer of overhead funds to the POA at the time of fund mapping.
- Standard guidelines for procurement and recruitment must be adhered to while utilising this fund.
- Bills and supporting documents must be submitted as per existing procedures.
- Payments for procurement must be made through electronic clearing service mode.
- Permission of Dean (R) should be obtained as indicated.

  
20/8/2024  
Dean (Research) JIPMER

संकाब-अध्यक्ष (अनुसंधान)  
Dean (Research)  
जिपमेर / JIPMER,  
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To

1. All the Principal Investigators and Departments, JIPMER

## **Annexure 1: List of expenses allowed under the PI Overhead Account (POA)**

For utilisation of any of these items, prior permission must be obtained from the Dean  
(Research)

### **1. Consumable items for research**

### **2. Non-recurring/ small equipment**

- Small equipment used for research purposes such as hand-held spirometer, pulse-oximeter, electronic BP apparatus, blood glucose monitors and accessories, pphththalmoscope, pedometers and any other equipment with the permission of the Dean.
- Research-related software for statistics, diet calculation, qualitative analysis, etc.

### **3. Manpower support (engagement on short contract mode) for specific research projects**

Staff may be recruited using these funds in special situations for specific research projects after the approval of the Dean. The recruitment guidelines should be followed. Also, for short-term work, personnel can be engaged and honorarium paid on a prorated basis (again after prior permission from Dean).

### **4. Travel:**

- Reimbursement for Project research scientists, for attending conferences and other meetings for travel and accommodation (not covered by the project).

### **5. Contingency:**

- Publication charges (abstract copy of the accepted manuscript to be attached)
- Questionnaires - license fee/ translation charges/ transcription charges
- Honorarium to project participants (as approved by IEC) - after approval of Dean Research.
- Expenses such as auditing costs, report printing, preparation of IEC materials
- Subscription of scientific journals and databases
- Calibration of instruments, running EQAS, repair/replacement expenses for research-related instruments
- Internet and mobile recharge for project communication, data loggers
- Organizing meetings related to recruitment, project initiation, training, report dissemination, community advisory board, etc.
- Miscellaneous items like computer tables, chairs, ID cards, printer cartridges, stationery items, AC maintenance.
- Premium for Clinical Trial Liability Insurance to cover academic clinical trials which the PI may be part of.

### **Please note:**

- Research-related gadgets/equipment that not listed above can be procured after approval of Dean Research. This equipment must be entered in the department Stock Register. Subsequent maintenance costs including AMC/CMC should be borne by the faculty through LRA or PDF.