

**INDO-FRENCH CENTRE
FOR THE PROMOTION OF ADVANCED RESEARCH**

**CENTRE FRANCO-INDIEN
POUR LA PROMOTION DE LA RECHERCHE AVANCÉE**

GENERAL TERMS AND CONDITIONS FOR PROJECTS

NOTES:

1. Each approved project has been given a reference number by IFCPAR. This number is not the same as that given to the proposal. All correspondences/reports/statements concerning the project shall bear the project Ref.No.
2. On any matter that has not been covered under the terms and conditions enumerated below, the decision of Director, IFCPAR, shall be final and binding.

Projects financed by the Indo-French Centre for the Promotion of Advanced Research (IFCPAR) shall be subject to the following general terms and conditions as well as any particular conditions stipulated by Director, IFCPAR, from time to time.

I. GENERAL/FINANCIAL

1. As already agreed vide certificate enclosed with the Proposal, the institution of the Principal collaborator in each country shall assume all financial and other management responsibilities of the part of the project work conducted in that country.
2. Demands for release of funds shall be sent by the Principal Collaborator through the head of his/her institution. Demands for release of funds preferred by any of the Joint Collaborators shall be sent through the concerned Principal Collaborator and the head of the institution of the latter.
3. All funds from IFCPAR shall be released to the head of the institution of the Principal Collaborator in each country (or any other officer of the institution expressly designated for the purpose by the Head of the institution), who shall ensure that the funds are used exclusively for the project and as per the budget approved by IFCPAR. He shall also be responsible for disbursement of funds released against accepted demands from any of the Joint Collaborators, even if he/she belongs to any other institution.

4. All funds received from IFCPAR shall be duly acknowledged by a proper receipt of IFCPAR. In addition, the Head of the Institution (or the officer designated by him) shall render to IFCPAR an annual statement of accounts. Such statement shall contain details of all funds received and expenditure incurred and shall be supported by receipts/vouchers for payments made.

5. Within one month from the end of the approved duration of the project, a comprehensive statement of accounts detailing all funds received and expenditure incurred shall be sent to IFCPAR and any unspent balance from the funds received IFCPAR refunded to IFCPAR in one instalment.

6. Purchase of equipment approved by IFCPAR and included in the approved budget shall be made by the institution of the Principal Collaborator, following the purchase procedures normally adopted in that institution. Copies of the quotations/proforma invoices and the final invoice shall be sent to IFCPAR. The release of funds for equipment by IFCPAR will be limited to the actual cost incurred on the purchase or the amount approved in the budget, whichever is less.

7. Re-appropriation (i.e. moving funds from one item of the budget to another) upto ten percent of the approved budget for a project can be done by the scientists concerned without any prior authorisation, excepting as follows:

- No reappropriation shall result in an increase in the number and duration of visits to India/France (vide Item 470 of the proposal).

- Any savings in the purchase of equipment shall not be used for other items of the budget.

Any re-appropriation beyond ten per cent will require prior authorisation by Director, IFCPAR.

8. In any advertisements/announcements for employment of manpower for the project as per the budget approved by IFCPAR, it shall be clearly indicated that the posts are for a project funded by the **Indo-French Centre for the Promotion of Advanced Research/Centre-Franco-Indien pour la Promotion de la Recherche Avancee**. Insofar as persons so employed for the project, IFCPAR shall have no liability whatsoever except provision of funds for the salaries/wages upto the extent approved in the budget.

II. SCIENTIFIC

1. The approved project proposals themselves would be used as the key guides for monitoring purposes. Major deviations, if any, should be suitably identified and reported to Director, IFCPAR, for concurrence.
2. The concerned scientists would submit brief **Administrative Reports** to Director, IFCPAR, every six months. These reports should bring out any material, infrastructural or other problems being faced by them in carrying out the project.
3. The scientists would submit **Annual Reports** of the work being carried out. These reports should be received two months before the meetings of the Scientific Council, subject to the proviso that no such report would be required before six months from the start of the project/from the date of the previous report.
4. The principal Collaborators shall also submit a detailed **Final Report** within two months of completion of the approved duration of the project. This report shall include details of the work carried out and results obtained, particulars of all scientists who were fully or partially involved in the work and any other particulars as may be required by Director, IFCPAR. The Final Report shall be a combined report for the entire project work covering activities undertaken in India and in France and shall be prepared by the two Principal Collaborators together.
5. Any major findings should, however, be reported immediately without waiting for the periodic reports.
6. The scientists concerned are encouraged to publish their results, with due acknowledgement to IFCPAR. In such acknowledgements the name of the Centre in full in English and in French (Indo-French Centre for the Promotion of Advanced Research/Centre Franco-Indien Pour la Promotion de la Recherche Avancee) should appear. Twelve copies of each such publication shall be forwarded to Director, IFCPAR, within a period of one month from the date of publication.
7. All equipment acquired with IFCPAR grants would remain the property of IFCPAR. Such equipment shall be retained in the respective institutions where the work is being carried out and not transferred to any other institution. On the other hand, IFCPAR will have the right to transfer such equipment to other institutions.
8. Any patents or other rights arising out of this project shall be governed by the "**guidelines appended hereto**".