



## GOVERNMENT OF KARNATAKA

### VISION GROUP ON SCIENCE AND TECHNOLOGY

Karnataka Science and Technology Promotion Society

Department of Electronics, Information Technology,  
Biotechnology and Science & Technology

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### *Programs under Vision Group on Science and Technology*

#### GENERAL GUIDELINES AND TERMS & CONDITIONS

The Govt. of Karnataka has constituted Vision Group on Science & Technology (VGST) under the chairmanship of Bharat Ratna Prof. C. N. R. Rao, FRS, Linus Pauling Professor and Honorary President, JNCASR in the year 2008. The main objective of VGST is to support research & developmental activities and strengthen Science & Technology infrastructure in higher educational institutions (HEIs), research centres and R&D organizations of the State. Towards this, the Department invites applications for funding under different schemes of VGST.

The details of the different schemes under VGST are given below:

**1) Centre of Excellence in Science, Engineering and Medicine (CESEM).**

Under this scheme, grant will be provided to encourage a theme-based research and developmental activities in the field of Science, Engineering and Medicine.

**2) Centre of Innovative Science, Engineering and Education (CISEE).**

This scheme aims at providing funding for improving facilities needed for conducting innovative research and to increase the quality of teaching in Science & Engineering.

### **3) Karnataka Fund grants for Infrastructure Strengthening in Science & Technology (K-FIST L1 & L2).**

The programme aims at providing financial support to higher educational institutions or research centres in the State towards creating the S&T based infrastructure or upgrading the existing infrastructure facilities to uplift the level of education and research.

### **4) Research Grants for Scientist / Faculty (RGS/F)**

The scheme aims to encourage young researchers to initiate their research career in their respective institutions by providing a one-time research grant as a seed money.

### **5) Award for Research Publications (ARP)**

The scheme aims at encouraging and rewarding outstanding researchers and faculty members, who have published their research work in reputed and peer-reviewed scientific journals through a cash award.

### **6) Faculty Development Programme for Engineering College (FDP-Engg.)**

Under this scheme, a grant will be provided for conducting workshop for faculty members to increase their knowledge and skill about the recent technologies needed for industries, which will in turn enable them to transmit the same to the students.

## **I. GENERAL GUIDELINES**

### **A. SUBMISSION OF APPLICATION**

A notification will be issued in the newspaper for calling of applications and also announced in the VGST website. Application shall be submitted only through online mode. The link for the submission of application is available in VGST website <https://vgst.in>.

Applications received in hard copies through post will not be accepted and any communication will not be made regarding the same.

**Approximately one month time is given for the submission of duly filled application along with required documents.**

Please read the instruction given in **Annexure-1 (PI user manual)** carefully before filling the online application.

## **A. ELIGIBILITY**

Applicants shall be a full-time faculty of Science/Engineering/Medicine disciplines in HEI's, Research centres or R&D's organization of the State (Government/Private). Visiting faculties or Guest faculties or research students (doctoral/postdoc) are not eligible to apply. Scientists/Faculties of institutions outside Karnataka are not eligible.

Ph.D. degree is not mandatory to apply. However, due weightage will be given for candidates with Ph.D. degree.

Due weightage will be given for Government institution, SC/ST institution, Minority institution, Institution from KKRDB and Backward talukas. Applicants are advised to fill the information correctly while applying.

## **B. AGE LIMIT**

Upper age limit for applying to VGST schemes as on last date of application (for both PI and Co-PI) is given below:

- For CESEM, CISEE, K-FIST (L1 & L2), ARP and FDP-Engg.: 56 years
- For RGS/F: 40 years.

## **C. GRANT DETAILS**

Budget allocation is made every year depending upon the budget allotted to the Department. Scheme wise grant details is enclosed as **Annexure-2.**

## **D. SELECTION PROCEDURE**

Selection of beneficiaries are made based on the following criteria:

- After receipt of applications in PPMS, shortlist will be prepared.
- Shortlisted Principal Investigators will be called for online review before the Sub-Committee for selecting final beneficiaries.
- Based on relevance and quality of proposal, the Committee will select beneficiaries for release of grants.

## **E. IMPORTANT INSTRUCTIONS AND REQUIRED DOCUMENTS FOR SUBMITTING APPLICATION**

**Please read all the instructions carefully before filling out the application online.**

- Faculty member who applies for VGST grant will be considered as the “Principal Investigator” for the CESEM/ CISEE/ K-FIST L1 & L2/ RGS/F programme and FDP. Co-Principal Investigator (Co-PI) is mandatory and he/she shall be from the same institution.
- Principal Investigators are advised to go through the detailed information guidelines, user manual and other relevant documents before submitting the application along with attachments. **SUBMITTED APPLICATIONS CANNOT BE REVOKED.** While filling the application, Principal Investigators are advised to enter all the information correctly, especially name, email ID (please avoid Rediff mail ID), mobile number and title of the project, as further correspondence will be made using these details.
- Incomplete applications/plagiarised proposals will be rejected. No communications regarding the same will be made.
- Applicant shall submit proposal to only one of the four major VGST schemes such as CESEM, CISEE, K-FIST (L1 & L2) or RGS/F. However, Principal Investigator (PI) or Co-Principal Investigator (Co-PI) can apply for ARP or FDP along with major schemes.
- The Principal Investigator (PI) who are already having any of the ongoing major schemes (CESEM, CISEE, K-FIST (L1 & L2) and RGS/F) are not eligible to apply again until the project is completed. However, they may apply for ARP/FDP schemes.
- The earlier ARP awardees are not eligible to apply once again for ARP scheme.
- To avoid last minute rush, Principal Investigators are advised to submit applications well in advance.
- **PI shall strictly limit their proposal within the allocated budget of the scheme they are applying for.** There is no provision to change the

equipment/other details mentioned in the proposal after the selection. Any such request will not be entertained.

- In any matter related to the selection of beneficiary or release of further instalments or continuation of the project, the decision of the VGST Committee is final.
- For any clarifications, please contact **VGST Office** either through e-mail: (visiongroup.st@gmail.com) or Phone: (080-2203 2013).
- Checklist of documents for submitting the applications:

Documents	CESEM	CISEE	K-FIST L1	K-FIST L2	RGS/F	ARP	FDP
Duly signed copy of the PPMS filled application	√	√	√	√	√	√	√
Undertaking from PI and Co-PI	√	√	√	√	√		
Endorsement from the Head of the College/Institution	√	√	√	√	√		√
Letter of Collaboration (Dropdown option – Yes/No. If yes, he/she should attach and it should be on the collaborator letterhead)	√	√	√	√	√		√
Part-A form	√	√	√	√	√		

CV, Experience certificate, Ph.D. certificate	√	√	√	√	√	√	√
List of Publications (See note for format)	√	√	√	√	√	√	√

Note: The list of publication shall be provided in the format: Miller PE, Vasey JJ, Short PF, Hartman TJ. Dietary supplement use in adult cancer survivors. *Oncol Nurs Forum*. 2009; 36: 61- 68. doi: 10.1188/09.ONF

## **II. TERMS AND CONDITIONS**

### **A. GENERAL**

1. The grant is of fixed tenure as mentioned in the budget allocation. The release of subsequent instalment will be based on the recommendation of the review committee.

### **B. AWARD AND RELEASE OF GRANTS**

1. Intimation letter will be sent to all grantees.
2. The Grant Related Document Number (GRD) will be given by VGST and PI has to mention GRD No. for future follow up.
3. PI has to submit the documents to VGST office as mentioned above if he/she is selected (Note: 2 sets of original duly signed PPMS application form and 1 original copy of other documents including bank details (bank account of institution shall be provided) on the institutional letterhead. For ARP scheme, awardees have to give personal bank account details).
4. VGST grant will be released only after the submission of "Affidavit" duly signed by the Head of the Institution, Principal Investigator and Co-Principal Investigator in the given format enclosed as **Annexure-3**.

5. VGST project grantees have to submit PART-A of Grant Related Document (GRD) to VGST for approval of the Budget Estimate (both Non-Recurring & Recurring) only once in a financial year in the given format enclosed as **Annexure-4**.
6. The Principal Investigator shall commence his / her research work soon after receiving the cheque and approval of Part-A by VGST. The PI shall complete the proposed objective of each phase within one year from the date of grant release.
7. VGST grant released under various schemes are primarily for strengthening Science and Technology infrastructure facilities to enhance quality of teaching and research in higher educational institutions/research centres. Approval of the Research proposal and the grant released would be for the specific project proposal and grant should be exclusively spent on the project for which it has been sanctioned within the stipulated time.
8. Grantee Institution shall procure only those equipment/ items for which VGST's approval is accorded in the Budget Estimate (both Non-Recurring & Recurring) (PART-A of Grant Related Document). Any deviation from this will lead to withdrawal of VGST Grant and further grant will not be released.
9. Unless approved by the VGST/Committee, the grant shall not be utilized for the purposes such as, a) Construction of buildings, b) Procurement & services of any vehicle, and c) procuring computers, printers, scanners, UPS.
10. Grantee institution has to constitute a "Purchase Committee" which includes Head of the Institution as Chairman with other 5 members as indicated in Grant Related Document/Part-A. The Purchase Committee is authorized to procure only VGST approved equipment/ items as indicated in the Budget Estimate as per the KTPP Act.
11. All issues, matters & procedures related to the procurement of equipment/ items etc. shall be recorded in the "Proceedings of the Purchase Committee" duly signed by all the 6 members of the purchase committee & there shall not be any deviation in procurement of Equipment's/ items of Cost and as per technical Specification as approved by VGST.

- 12.** Principal Investigator/ Grantee Institution is strictly prohibited from utilizing/re-appropriating recurring grants for procuring items indicated under non-Recurring grants.
- 13.** Grantee institution shall abide to follow the percentage of expenditure sanctioned and approved by VGST - Non-Recurring expenditures such as Equipment's, Software's etc. (90%) and Recurring expenditures (10%) such as Contingency, Books, Journals etc.
- 14.** To facilitate hassle free procurement of equipment by the Grantee Institution, VGST desires to be flexible by permitting "Package Approval" instead of "Item-wise Approval" in procurement procedure under non-Recurring grants. Yet, the total Non-Recurring Expenditure shall not exceed specified percentage (90%) of the VGST annual grant. The re-appropriation of the cost/ price of single item shall not exceed 15% of the approved cost.
- 15.** VGST grant shall not be utilized for organizing and attending Workshops/ Seminars/ Conferences/ Orientation & Training programmes, etc. However, grants sanctioned under FDP-Engg., is the only approved scheme for organizing faculty development program.
- 16.** It is mandatory for the grantee Institution to purchase all the equipment as indicated under non-recurring grant. The Head of the Institution shall take the responsibility of handling and maintenance of finance/accounts as per the prevailing Government norms within the approved budget.
- 17.** Grants released under the VGST schemes need to be maintained properly. There has to be provision to calculate actual accrued interest on the VGST grant, which needs to be reflected in Financial Status Proforma annually in Grant Related Document/Part-A.
- 18.** Any payment towards Non-recurring and Recurring shall be paid only through A/c payee cheque / Demand Draft (DD) / online Money Transfer (RTGS)/NEFT.



- 19.** Interest amount earned from the VGST grants at the end of each instalment shall not be utilized for any purpose and same shall be returned to VGST through cheque or DD in favour of 'Managing Director, KSTePS'.
- 20.** All the assets acquired from the VGST grants will be the property of VGST/KSTePS/DST. A register of the permanent/semi-permanent assets acquired wholly or partly out of this grant shall be maintained and the copy of the same shall be furnished to VGST while submitting the consolidated project report.
- 21.** In order to give visibility to VGST schemes, the respective bonafide Department should acknowledge and display the name board as: Catalyzed and Supported by Vision Group on Science and Technology (VGST), Karnataka Science and Technology Promotion Society (KSTePS), Department of Science and Technology, Govt. of Karnataka, Name of the Scheme and Sanctioned Year.
- 22.** After VGST grant utilization, the Grantee Institution shall furnish PART-B & PART-C of Grant Related Documents accompanied with **Annexure-5 and 6** to VGST, DST, GoK.
- 23.** Unutilized grant at the end of First phase will be deducted from the next installment grant or shall be refunded back to KSTePS. However, based on the request of the PI, the review Committee may accord approval for utilizing the unspent amount along with the next installment grant.
- 24.** The next instalment grants shall be released only after the submission of Utilization Certificate, Statement of Expenditure, updated Bank Statement related to project and progress report in prescribed format to VGST and will be completely based on the recommendation of the review committee.
- 25.** The institution shall submit audited utilization certificate and Statement of Expenditure for each instalment issued by the AG empaneled Chartered Accountant and counter signed by both the Principal Investigator and Head of the Institution to VGST.

26. DST/VGST/KSTePS auditors and Auditor General of Karnataka, at their discretion shall have the right to access to the book of accounts and ledgers of the VGST Schemes. DST, GoK may also nominate a CAG empaneled Auditor for the Audit of account of the VGST programme.
27. After the completion of the VGST programme/project, the unspent grant with accrued interest amount (if any) shall be returned to VGST by Cheque or DD (payable at Bengaluru) in favour of "Managing Director, KSTePS".
28. Any enquiries / clarifications by the Principal Investigator/ Grantee institution with respect to implementation of VGST scheme shall be sought through email (visiongroup.st@gmail.com) and letters.
29. In all matters related to project, the decision of DST/KSTePS/VGST/VGST Committee is final.

### **C. PROGRESS REPORT**

1. The Progress of the project will be monitored at regular intervals by Expert Committee of VGST. The Programme Progress Evaluation Committee (PPEC) may visit the institution/ Department for interim/final review & inspection of the completed project supported by VGST.
2. The Institution shall fulfil the timely formalities of VGST and submit the progress report once in a year to VGST. The PI's should satisfactorily respond to their queries and also take all the necessary steps to complete the project by fulfilling all the formalities.

### **D. TERMINATION OF GRANTS**

VGST review committee reserves the right to cancel the subsequent instalment of grant or recovery of grants in instances such as:

- 1) Deviation in amount.
- 2) Deviation from the objectives of the proposal.
- 3) Violation in the procurement of equipment.
- 4) No progress or delay in the implementation of the project.
- 5) Absence to review meetings or non-responsiveness

## **E. PUBLICATION**

It should be ensured that the assistance provided by '**VGST/KSTEPS, DST, GOVT. OF KARNATAKA**' is always acknowledged in all publications made by using the VGST grant. One copy of the published research papers should be sent to VGST along with the report.

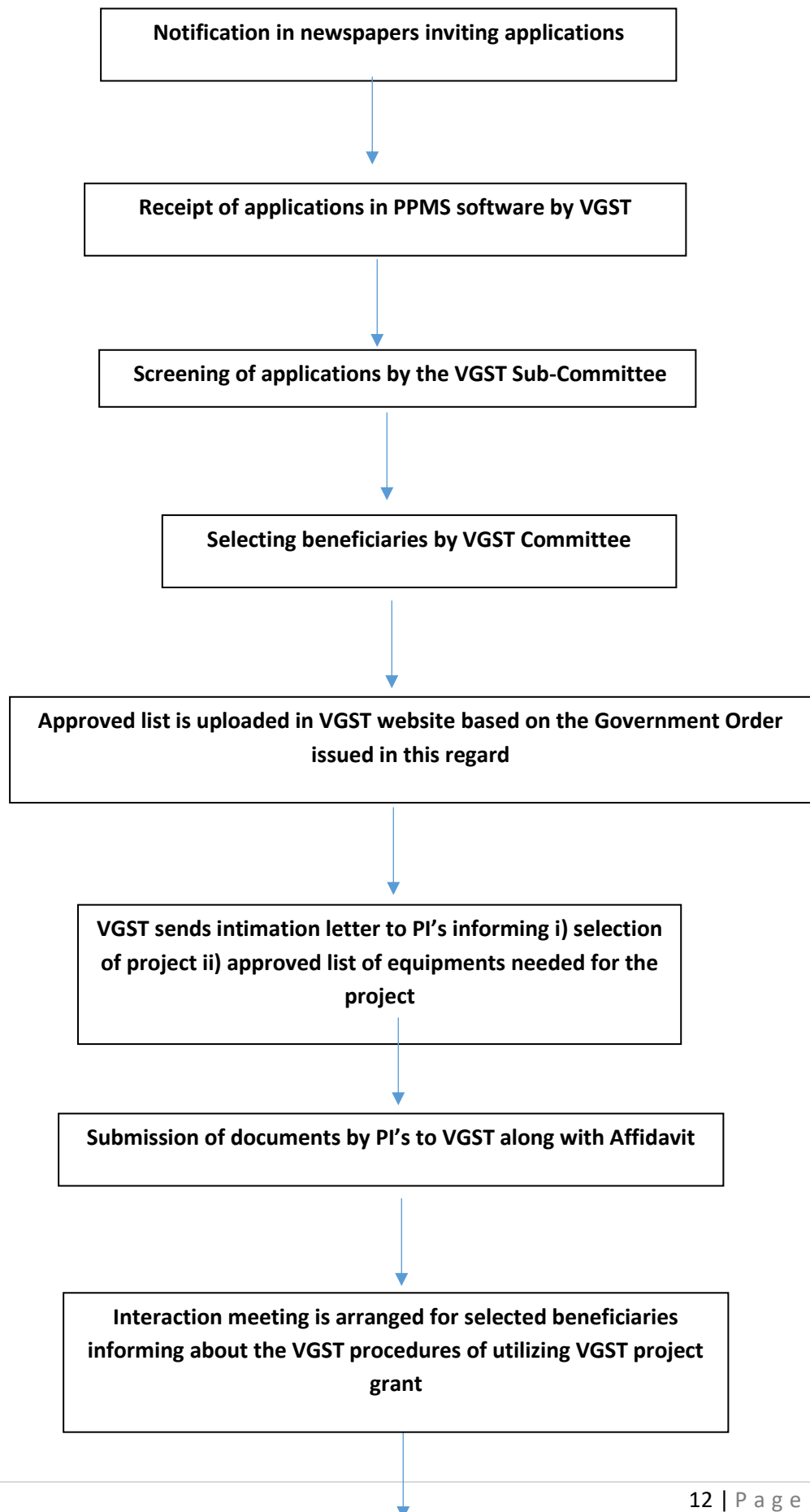
## **F. OBLIGATIONS OF GRANTEES**

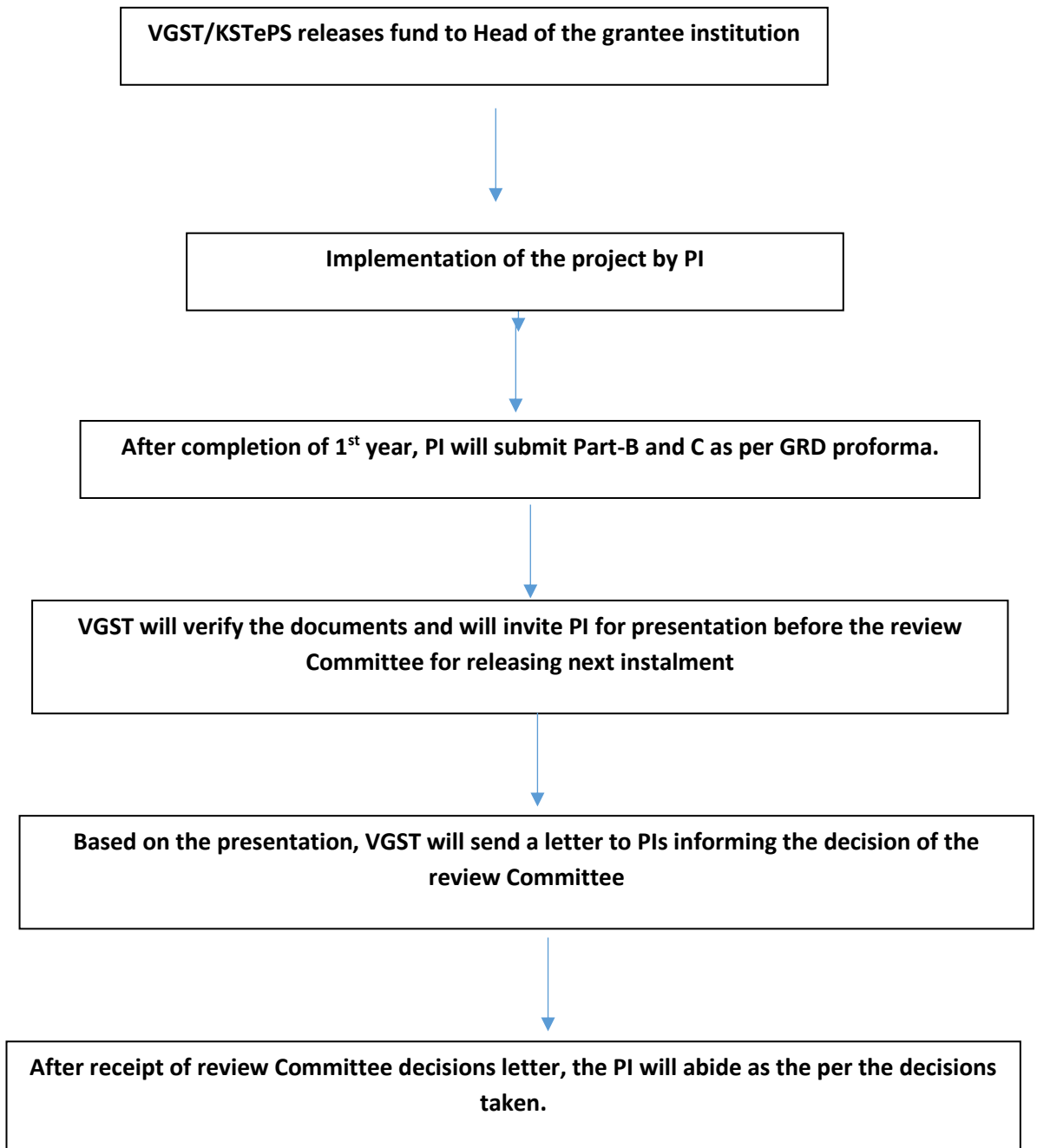
The Grantee institution, PI and Co-PI undertakes the responsibility of implementing the sanctioned VGST-programme completely within the duration fixed by VGST. If the project is not successfully completed, the institution shall refund/ return the left-over grant to VGST through crossed cheque or DD in favour of "Managing Director, KSTePS (Payable at Bengaluru)".

## **G. TRANSFER OF PROJECT**

In case the Principal Investigator (PI) of the project leaves the institution for any reason, Co-PI will automatically be the PI of the project and it is his responsibility to complete it. If Co-PI is not willing to take over the project from outgoing PI, the institution has to return and surrender the project along with accrued interest. The institution shall inform VGST office regarding the same. Transfer of project from one institution to another institution will not be entertained and no provision of any change in institution is accorded. However, the decision of the committee is final in this regard.

## **FUND FLOW OF VGST GRANT**





**GRANT RELATED DOCUMENT (GRD) - An overview**  
**Guidelines to PI and Co-PI to utilize VGST grants**

ANNEXURE No.	ANNEXURE TITLE
1 a	<b>PPMS – PI Self Registration manual</b>
1 b	<b>PPMS PI User manual</b>
2	<b>Grant Details</b>
3	<b>Affidavit (To be submitted after release of grants)</b>
4	<b>PART – A</b> (Before Procurement)
5	<b>PART – B (After Completion of Programme)</b> Download from VGST website <ul style="list-style-type: none"> <li>• Financial status proforma * (to be Authenticated by Principal &amp; PI)</li> <li>• Passbook photocopy attested by the Principal and Programme -Investigator</li> <li>• 2 Original copies -Utilization Certificate (UC) *issued by AG empanelled Auditor (as per the format)</li> </ul>
6	<b>PART – C</b> Annual Progress Report / Final Progress Report *  (After Completion of Programme) Download from VGST website  2 Original copies - Progress Report should be submitted to VGST in a separate Soft Bound Book with Publications and Photographs of the procured equipment.

**Note:** For Annexures and more details please visit VGST website ([www.vgst.in](http://www.vgst.in))

**CONTACT DETAILS**

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