



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 Research Professor and Honorary President, JNCASR in the year 2009. The main objective of the VGST is to support research & developmental activities and strengthen Science & Technology infrastructure in higher educational institutions, 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) Grants for Research Excellence (GRE)

Under this scheme, grant will be provided to undertake research and development in the fields of Science, Engineering and Medicine.

2) Karnataka Fund for Infrastructure Strengthening in Science & Technology (K-FIST L1 & L2).

The program 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. Such facilities shall be focused to conduct research on a specific theme.

3) Early Career Research Award (ECRA)

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

4) Award for Outstanding Research Publication (AORP)

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.

5) Faculty Development Program (FDP)

Under this scheme, a grant will be provided for conducting workshop for faculty members to enhance 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 inviting applications and also announced in the VGST website. **Application shall be submitted only through online (PPMS) mode.** The link for the submission of application is available in VGST website <https://vgst.in>.

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

The application portal will be open for one month time.

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

B. ELIGIBILITY

- Applicants [Principal Investigator (PI) and Co-Principal Investigator(s) (Co-PI(s))] should be Indian citizens.
- The applicant(s) must hold a regular academic/research position in a recognized academic institution or research centre or in any other recognized R & D institution in Karnataka. The term "Regular" refers to the applicants who are appointed against sanctioned posts or in a tenure track position.
- Faculty members recruited through UGC-Faculty Recharge Program and INSPIRE Faculty are also eligible to apply provided they have at least three

and half years of tenure remaining at the time of submission of application.

- At the time of applying for grant, the Principal Investigator should hold:
 - Ph.D. degree in Science, Mathematics and Engineering (or)
 - Doctor of Medicine (MD) / Master of Surgery (MS) / Master of Dental Surgery (M.D.S.) / Master of Veterinary Science (M.V.Sc.) degree. (or)
 - M.Tech. in Engineering with at least 5 years of Experience.
- Principal Investigators of ongoing VGST projects are eligible to apply only after completion of the project at the time of application.
- Women researchers are strongly encouraged to apply.
- Research Associates, Ad-hoc faculty, Guest Faculty, Visiting Scientists, Consultants, Project Fellows and Faculty members whose contract is renewed every year are not eligible. In respect of cases not mentioned above, VGST reserves the right to determine the eligibility.

Due weightage will be given for Government institutions, SC/ST institutions, minority institutions, institutions from KKRDB & Backward talukas, and women candidates. Applicants are advised to fill out the above information correctly while applying.

C. AGE LIMIT

Age limit for applying to VGST schemes as on the date of deadline of this call for applications (for both PI and Co-PI) is given below:

- For GRE, K-FIST (L1 & L2), AORP and FDP: 56 years
- For ECRA: 40 years.

D. GRANT DETAILS

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

E. SELECTION PROCEDURE

Selection of awardees is made based on the following criteria:

- Applications received in PPMS will be reviewed by experts and a shortlist will be prepared.
- Principal Investigators of selected proposals will be called for online review before the Sub-Committee for selecting final awardees.
- Based on the relevance and quality of proposal, the Committee will select the awardees for release of grants.

F. IMPORTANT INSTRUCTIONS AND DOCUMENTS REQUIRED 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 GRE / K-FIST L1 & L2/ ECRA programs and 'Program Coordinator' for the FDP program (herein after generally termed as PI). **Co-Principal Investigator (Co-PI) is mandatory and he/she shall be from the same institution.**
- Applicants 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, applicants are advised to enter all the information correctly, especially name, email ID (please avoid Rediff email 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 GRE, K-FIST L1, K-FIST L2 and ECRA. However, PI or Co-PI can apply for AORP or FDP along with major schemes. **Non-compliance to the same will lead to rejection of all the proposals submitted.**

- The ARP/AORP awardees can only reapply after a gap of three years for the AORP scheme.
- Principal Investigators are advised to submit the applications well in advance to avoid last minute rush.
- **Principal Investigators (PI) shall strictly limit their proposal within the allocated budget of the scheme they are applying for. If the proposal is submitted with a budget less than the allocated budget for that scheme, the budget indicated by the PI will be considered.** There is no provision to change the equipment/other details mentioned in the proposal after the selection. Any such request will not be entertained.
- If the PI of any proposal changes the institution during the review process, such proposal will not be considered for review.
- In any matter related to the selection of awardees or release of further instalments or continuation of the project, the decision of the VGST Committee/VGST/KSTePS 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	GRE	K-FIST L1	K-FIST L2	ECRA	AORP	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 and MD/MS/MDS/MVSc/Ph.D. Certificate	√	√	√	√	√	√
Experience Certificate for M.Tech Degree holder without Ph.D.	√	√	√	√	√	√
List of Publications (See note for format)	√	√	√	√	√	√
Undertaking to provide institutional support (If yes, the applicant shall mandatory attach a letter of support on institutional letterhead from Head of the institution)	√	√	√	√		√

Note: The list of publications 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

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 (GRD) number will be provided by VGST for selected proposals and PI has to mention GRD No. in all communications.

3. PIs of selected projects shall submit the necessary documents to VGST office as mentioned in the intimation letter. The documents to be submitted generally include all the documents submitted during application, details of the bank account, and an affidavit (in the given format enclosed as **Annexure-3**) duly signed by the Head of the Institution, Principal Investigator and Co-Principal Investigator.
4. Bank account details of the institution shall be provided on the institutional letterhead for all schemes except AORP. **For AORP scheme, awardees have to give their personal bank account details.**
5. VGST grant will be released only after the submission of all the necessary documents.
6. Awardees will receive an approval letter for **Part-A**, i.e., Budget Estimate (both Non-Recurring & Recurring) of the proposal for procuring items (**Annexure-4**).
7. The Principal Investigator shall commence his / her research work soon after receiving the grant amount 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.
8. VGST grant released under various schemes are primarily for strengthening Science and Technology infrastructure facilities to enhance quality of research and teaching 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.
9. Grantee Institution shall procure only those equipment/ items for which VGST's approval has been accorded in the Budget Estimate (both Non-Recurring & Recurring) (PART-A of Grant Related Document). Prior approval of VGST is mandatory for any deviation in non-recurring or recurring items such as change in specification/change in equipment/ revision in cost/others. Any deviation without obtaining the prior approval of VGST will lead to withdrawal of VGST Grant and further grant will not be released.
10. Unless approved by the VGST/Committee, the grant **shall not be utilized** for the purposes such as, a) construction of buildings, b)

procurement and services of any vehicle, and c) procuring computers, printers, scanners and UPS.

- 11.** Grantee institution has to constitute a "Purchase Committee" which includes Head of the Institution as Chairman with other 5 members as indicated in Part-A of Grant Related Document. The Purchase Committee is authorized to procure only VGST approved equipment/ items as indicated in the Budget Estimate as per the KTPP Act. The Purchase Committee shall go through GTC, terms and conditions in the grant release letter, Part -A guidelines, approval letter from VGST or any other communication from VGST on the same before the procurement process.
- 12.** 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 the Chairman and all the members of the purchase committee. There shall not be any deviation in procurement of equipment/ items with respect to cost and technical specifications from the approved list.
- 13.** Principal Investigator/ Grantee Institution is strictly prohibited from utilizing/re-appropriating recurring grants for procuring items indicated under non-recurring grants or vice versa.
- 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 the approved amount. 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 programs, etc. However, grants sanctioned under FDP, 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.
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:	Sanctioned Year:

22. After grant utilization, the Grantee Institution shall furnish PART-B (**Annexure-5**) & PART-C (**Annexure-6**) of Grant Related Documents to VGST.
23. Unutilized grant at the end of each 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 program.
27. After the completion of the VGST program/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" or NEFT/RTGS.
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 the 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 Program 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 AND PATENTS

It should be ensured that the assistance provided by '**VGST/ KSTePS, DST, GOVT. OF KARNATAKA**' is always acknowledged in all publications/patents made by using the VGST grant. One copy of the published research papers/patents filed 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-program 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)" or through RTGS/NEFT.

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 (subject to the approval of the Committee) and it is his/her 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.

Note: For Annexures and more details please visit VGST website (www.vgst.in)

CONTACT DETAILS

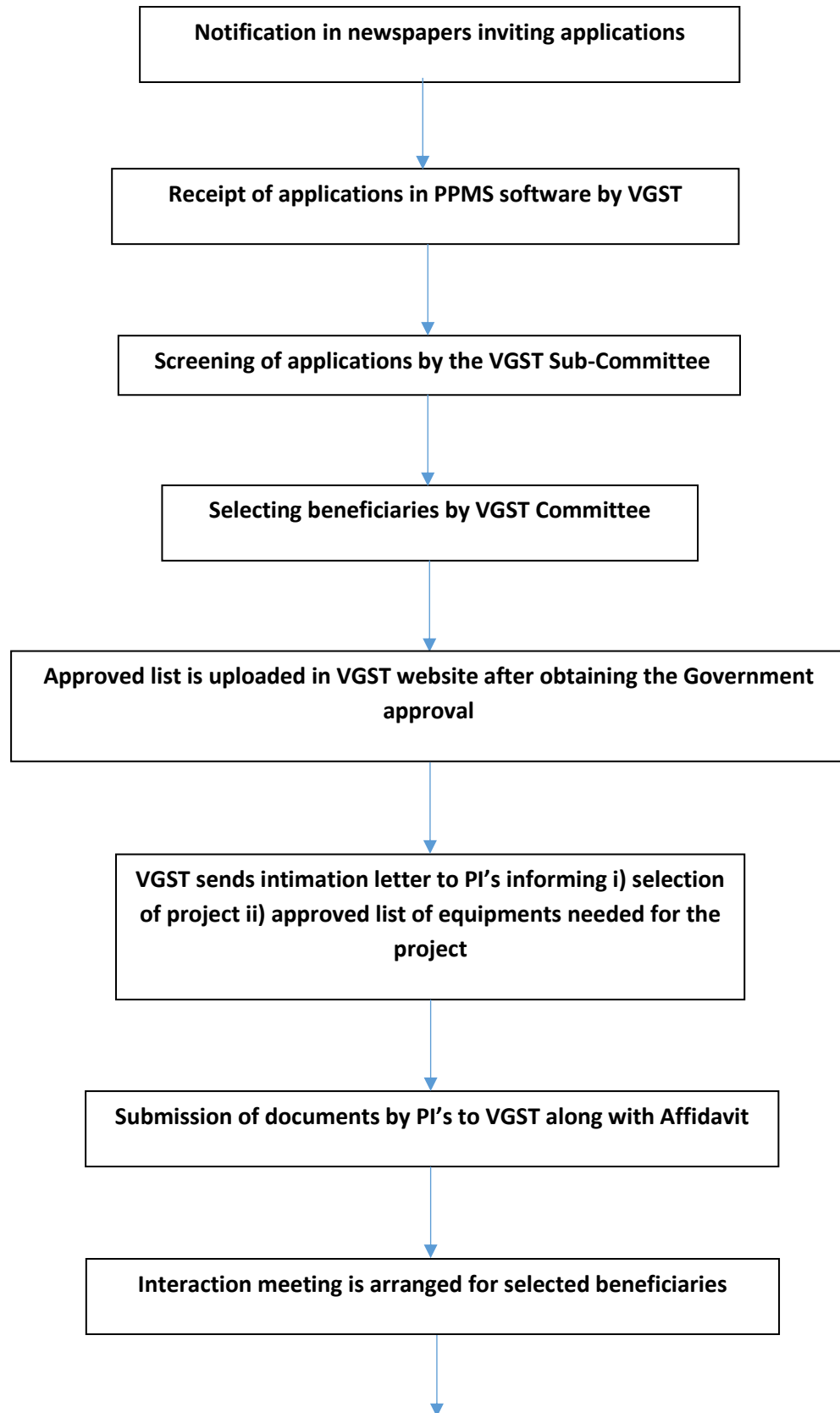
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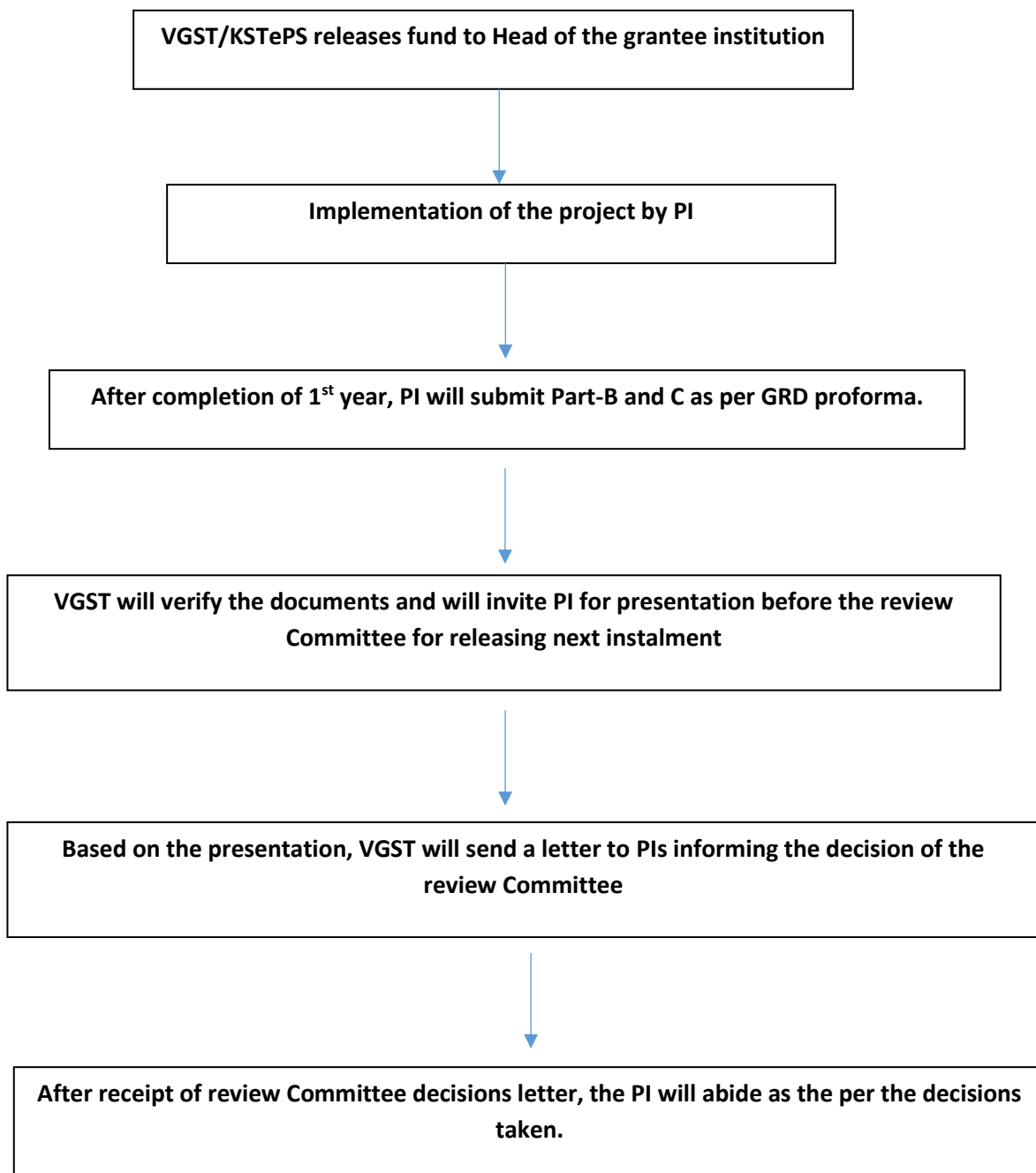
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[Website: www.vgst.in](http://www.vgst.in)

FLOW OF VGST GRANT PROCESS





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

ANNEXURE No.	ANNEXURE TITLE
1 a	PPMS – PI Self Registration Manual
1 b	PPMS PI User Manual
2	Grant Details
3	Affidavit
4 a	PART – A for GRE Scheme (Before Procurement)
4 b	PART – A for K-FIST L1, K-FIST L2 and ECRA Schemes (Before Procurement)
5	<p>PART – B (After Completion of the Program) (Download from VGST website)</p> <ul style="list-style-type: none"> • Financial Status Proforma * (to be Authenticated by Principal/Head of Institution & PI) • Passbook photocopy attested by the Principal/Head of Institution and PI • 2 (two) Original copies of Utilization Certificate (UC) *issued by AG empanelled Auditor (as per the format)
6	<p>PART – C (Download from VGST website)</p> <p>Annual Progress Report / Final Progress Report * (After Completion of Program)</p> <p>2 (two) Original copies of Progress Report should be submitted to VGST in a separate Soft Bound Book with Publications and Photographs of the procured equipment.</p>