ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
KASHMIR, J&K, INDIA
OFFICE OF THE DEAN RESEARCH

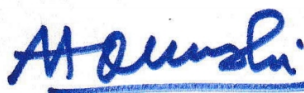
CIRCULAR

Subject: **Issuance of Endorsement Certificates for submission of Research Projects-reg.**

It has come to the notice that the Principal Investigators while requesting for issuance of Endorsement Certificates, are submitting hard copies of the Research Proposals. This process is involving a huge amount of content to be printed, usage of lot of paper and is causing issues in keeping the records of the submitted research proposals. At the same time, there has to be a copy of Project Proposals to maintain a repository and database at the Dean Research Office.

Now, therefore, in order to make the process of submitting of the Research proposals and issuance of Endorsement Certificates smoother and environment friendly, with the approval of the Competent Authority, following shall be guidelines for the submission of Research Projects and issuance of Endorsement Certificates:

1. Principal Investigators shall submit the details as per the format attached as Annexure-I to this circular along with the covering letter addressed to the Dean Research.

2. Principal Investigators shall forward a soft copy of the proposed project, as per the format of the funding agency, to the email **projects.research@iust.ac.in**

3. There is no need of submitting a hard copy of the Project Proposal.

(Dr Aijaz Ahmad Qureshi)
Assistant Registrar
(RESEARCH)

No: IUST/DR/25/ 963
Dated:19-05-25

Copy to:
- All Deans/Officers of the University
- All Heads/Directors/ Coordinators of the Departments/Centres
- All Principal Investigators for kind information and further necessary action.
- SSVC for kind information of HVC
- PA to Registrar for kind information of Registrar
- File

PROFORMA FOR ISSUANCE OF ENDORSEMENT CERTIFICATE FOR SUBMISSION OF RESEARCH PROJECTS TO VARIOUS FUNDING AGENCIES

[To be typed]

S. No.	Name of the Principal Investigator/ Project Directors/ Project Coordinator	
1.	Department/Centre	
2.	Name of the Organisation/ University	
3.	Nature of Employment (Substantive/Contractual at IUST)	
4.	Contact Details	
5.	Tittle of the Project	
6.	Name of the Funding Agency	
7.	Details of the Grant Call	
8.	Short summary of the project (upto 300 - 500 words)	
9.	Total duration of the project (in months)	
10.	Total Budget (INR)	
A.	Non-Recurring	
	• Machinery/ Equipment	
B.	Recurring	
	• Project Staff (JRF/SRF/RA/ etc)	
	• Consumables & Glassware	
	• Travel	
	• Workshops/ Seminars	
	• Contingency & Other costs	
C.	OH	
Details of Co- Principal Investigators (from IUST)		
Co –PI-1		
11.	Name	
12.	Departments/ Centre	
13.	Name of the Organisation/ University	
14.	Contact Details:	
Co –PI -2		
15.	Name	
16.	Department/Centre	
17.	Name of the Organisation	
18.	Contact Details	

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	Details of Co- Principal Investigators (outside IUST)	
19.	Name of the Co-PI	
20.	Department/Centre	
21.	Name of the Organisation/ University	
22.	Contact Details	
23.	Share of the IUST in the budget if the project is in collaboration with other Institutes/Universities (if applicable)	
Note: If more Co-PI's are in the project both within and outside IUST, please add details as per above. Use as many pages as you can to incorporate all the details.		

Signature of the PI/Co-PI/Project Director/Project Coordinator
Dated:

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