ENDORSEMENT FROM THE HEAD OF THE INSTITUTION

(Please print on letter head)

Date:

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified that the Institute welcomes participation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the Principal Investigator and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the Principal Co-Investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Principal Co-Investigator will assume the responsibility of the fruitful completion of the project (with due information to Monsoon Mission Directorate).

Certified that the equipment and other basic facilities as required by the PI from your Institute and such other administrative facilities as per terms and conditions of the grant, will be extended to the investigator(s) throughout the duration of the project.

Institute assumes to undertake the financial and other management responsibilities of the project.

Name and Signature of Head of Institution

FORMAT FOR CERTIFICATE FROM THE INVESTIGATOR

Certificate from the Investigator(s)

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/ We agree to abide by the terms and conditions of the Monsoon Mission-III research grant listed in **Annexure I**.

I/ We did not submit the project proposal elsewhere for financial support.

I/ We agree to acknowledge the financial support given by Ministry of Earth Sciences in all publications (reports/scientific papers/review articles etc.) emerging out of the research/activity undertaken under this project as per the following format.

“The author/authors gratefully acknowledge the support from the ESSO, MoES, Government of India to conduct this research, as a part of Monsoon Mission”

(Signature of the Investigator)

**Format for Monsoon Mission Project Proposals**

1. **Title of the proposed project:**

**Broad area**:

1. **Brief information about Principal Investigator (PI) and Co-PI(s) and anticipated collaborating MoES Institute.**

**PI:**

Name:-

Date of birth:-

Institution:-

Official website:-

E-mail Id:-

Qualification:-

**Co - PI (1):**

Name:-

Date of birth:-

Institution:-

Official website:-

E-mail Id:-

Qualification:-

**Co - PI (2):**

Name:-

Date of birth:-

Institution:-

Official website:-

E-mail Id:-

Qualification:-

1. **Anticipated Collaborating MoES Institute:**
2. **Project Summary** (1 page):
3. **Intellectual merits of the proposed work**
4. **Broader impacts of the proposed work**
5. **Project Description:**
6. **Research Objectives**
	1. **Intellectual merit of the proposed work**
	2. **Broader impact of proposed work**
7. **Technical Section**
	1. **Technical subsection**
	2. **Technical subsection**
8. **Statement of Work ( methodology / verification strategy to be adopted)**
	1. **Schedule (Year wise)**

|  |  |  |
| --- | --- | --- |
| **Year**  | **Expected Outcome** | **Deliverables** |
| **Year – 1** |  |  |
| **Year – 2** |  |  |
| **Year – 3** |  |  |

* 1. **Team Composition and expertise**

|  |  |  |
| --- | --- | --- |
| **Investigator** | **Qualification** | **Expertise** |
| **PI** |  |  |
| **Co-PI (1)** |  |  |
| **Co-PI (2)** |  |  |

* 1. **Connections to Operational forecast and Human resource development**
1. **Related works and project assessment:**
	1. **National status**
	2. **International status**
	3. **The mechanisms adopted in your institute for internal review (assessment) and validation of this Project Proposal.**
2. **Results from prior MoES support (if any)**

[Describe any prior MoES funded work by the PI, Co-PI(s)]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Investigator** | **MoES grant no.** | **Title** | **Year**  | **Description** |
| **PI** |  |  |  |  |
| **Co-PI** |  |  |  |  |

1. **List of Projects presently involved**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role of the PI/Co-PI** | **Project Title** | **Duration of the Project** | **How much percentage of the work is pending in this project** |
|  |  |  |  |
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|  |  |  |  |

1. **Facilities available at the workspace**

(e.g., existing computer facilities, other infrastructure required for the project execution)

1. **Anticipated Support from Collaborating MoES Institute (e.g., Sharing of data, Running of Model experiments, Computation Resources etc.)**
2. **List of supplementary documents:**

**(**e.g., Authorization letter from the Head of the organization, endorsements etc.)

1. **Complete Address of the financial authority of your Organization:**
2. **References cited:**
3. **Suggested reviewers (at least 4): Please suggest at least 4 reviewers both from India and overseas)**

|  |
| --- |
| 1. **Total Budget (Rupees in Thousand ) requirements (**with justifications**)**
 |
| **S. N.** | **Item Name** | **1st Year** | **2nd Year** | **3rdYear** | **Total** | **Justification** |
| A) | **Man Power** |  |  |  |  |  |
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| B) | **Travel** |  |  |  |  |  |
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| **Total budget for Travel** |  |  |  |  |  |
| C) | **Other Costs** |  |  |  |  |  |
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| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| **Total budget for ( C)** |  |  |  |  |  |
| D) | **Indirect Costs (If any)** |  |  |  |  |  |
| 1)  |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| **Total budget for (D)** |  |  |  |  |  |
| **Grand Total (Rupees in Thousand)** |  |  |  |  |  |

1. **Bio-data (CV) of the Investigators:**
2. **PI Biography (Person A)**

Name: -

Date of birth: -

Institution: -

Address (Residence): -

Tel. No:

Mob No:

E-mail Id:

Address (Office): -

Tel. No:

FAX:

Official E-mail Id:

Official website address:

Educational Qualification:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/College/University | Degree | Year | Main subjects | Division/Class |
|  |  |  |  |  |
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|  |  |  |  |  |

Awards / Honors / Fellowship etc.:

Appointments (Professional experience/employment record):

|  |  |  |
| --- | --- | --- |
| Organization | Designation / Position |  Duration ( Year / date) |
|  |  |  |
|  |  |  |
|  |  |  |

List of important and relevant research publications:

Other publications:

Participation in Conference/Seminar/Workshop/ Summer Schools

Recent collaborations:

Research Guidance:

No. of Ph.D. students enrolled/ completed

No. of Graduate/Postgraduate students enrolled/ completed

Synergistic Activities:

Activity 1

Activity 2

**Annexure - I**

**General Guidelines of MoES & Terms and conditions for implementation of the project proposal under the Monsoon Mission**

|  |  |
| --- | --- |
| 1. | Monsoon Mission is being implemented with a vision to develop the state-of-the-art dynamical prediction system for monsoon weather and climate on different time scales. National and international projects are being funded to fulfil these objectives.  |
| 2. | It is mandatory for the PIs of the Monsoon Mission projects that they share the results obtained under the project with the participating ESSO institutions and the monsoon mission directorate so that the results can be effectively utilized towards development of operational prediction systems having improved prediction skill.  |
| 3. | The Principal Investigator (PI) has the primary responsibility for the implementation of the project. It is necessary to ensure that the project is implemented by the project team in a cohesive and constructive manner.  |
| 4. | In case the PI leaves the institution due to unforeseen circumstances, the Principal Co-Investigator will assume the responsibility of the completion of the project (with due information and authentication of ESSO-MOES).  |
| 5. | In case of multi-institutional project, the Principal Investigator (PI) has to obtain formal commitment from the collaborating institutions/ scientists in writing.  |
| 6. | The implementing Institute should provide full infrastructural facilities such as accommodation, water, electricity, communication facilities etc. for smooth implementation of the project.  |
| 7. | Approval of the research proposal and the grant being released is for the specific project sanctioned and should exclusively be spent on the project related activities within the stipulated time.  |
| 8. | Research personnel appointed under the project, for the full/ part duration of the project will be governed by the administrative rules/ service conditions of the implementing Institute. No reference on these issues to be made to ESSO-MoES. The ESSO-MoES or the Monsoon Mission Directorate will have no liability, whatsoever, for the project staff recruited by the institute for the monsoon mission project.  |
| 9. | Recruitment of project staff and the emoluments will be as per the norms of the Government of India. {This rule is applicable only for the recruitment made in India}. |
| 10. | The principal institute assumes to undertake the financial and other administrative responsibilities of the project.  |
| 11.  | The implementing institute will maintain separate audited accounts for the project. Any interest earned from the funds provided under the monsoon mission should be reported to this monsoon mission directorate and should be reflected in the Statement of Expenditure. |
| 12. | ESSO/MoES reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made. ESSO-MoES shall be liable for all reasonable costs incurred or committed by institution pursuant to the research prior to the said termination and shall pay institution for the same on receipt of a final invoice. |
| 13.  | The Comptroller & Auditor General of India, at his discretion, shall have the right of access to the financial books and accounts of the Institute maintained in respect of the grant received from the Government of India at mutually agreed upon times and during normal business hours. |
| 14.  | At the end of each financial year (FY) and at the time of seeking further instalment of grant, the Institute/ PI has to furnish the following documents strictly as per the ESSO-MoES format. * Two copies of audited Utilization Certificate (UC) and up to date Statement of Expenditure (SoE) including expenditure for the previous financial year (in original); {**Format for Utilization Certificate: Annexure – 3**}.
* Latest audited Statement of Expenditure including Committed Expenditure {**Format for Statement of Expenditure: Annexure – 6**}.
* Technical Progress Report, if not sent earlier. **{Format for Detailed Project Report/ Annual Technical Progress Report: Annexure – 4}.**
* List of Assets acquired till that Financial Year.
* Status of manpower engaged in the project.
 |
| 15.  | Any unspent balance of grant of the previous financial year may be carried forward to the next financial year during the tenure of the project, with the concurrence of the monsoon mission directorate.  |
| 16.  | The Institute/ PI is expected to settle the accounts within 6 (six) months from the date of completion of the project.  |
| 17.  | For permanent, semi-permanent or infrastructural assets acquired solely from the project grants, an audited record shall be maintained by the Institute. |
| 18. | All the assets acquired from the grant will be the property of MoES, Government of India and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior sanction of the monsoon mission directorate.  |
| 19. | Any expenditure incurred prior to the issue of the financial sanction/approval order and after the expiry of the sanctioned duration of the project shall not be admissible |
| 20.  | The PI is expected to attend Monitoring Meetings/Workshop to present the progress/outcome of the research project, as and when organised. The monsoon mission directorate organizes the Scientific Review and Monitoring Committee (SRMC) meetings wherein PIs/Co PIs and research staff are invited to present the technical progress of their project. Subsequent release of grants would be based on the SRMC recommendations.  |
| 21. | While publishing research papers/reports based on the results from the monsoon mission project, the PI will acknowledge the financial support given by Ministry of Earth Sciences in all publications (reports/scientific papers/review articles etc.) emerging out of the research/activity undertaken under this project as per the following format "The author/authors gratefully acknowledge the financial support given by the Earth System Science Organization, Ministry of Earth Sciences, Government of India (Grant no. / project no) to conduct this research under Monsoon Mission."  |
| 22. | It is highly desirable for the PI to publish at least one paper in a reputed Indian journal (for example, Journal of Earth System Science or Current Science etc.). A soft copy of the paper published should be sent to the monsoon mission directorate.  |
| 23. | If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results. |
| 24. | The projects identified by the monsoon mission directorate that have potential for generating know-how in the form of product/ process/ design etc. through patents, copyrights etc. should preferably follow their Institute guidelines for patenting/ copyright. A copy of any such application should also be sent to the monsoon mission directorate. |
| 25.  | The matter related to intellectual property rights that arise as a result of joint research under the monsoon mission will be resolved on case-to-case basis and will be consistent with officially laid down IPR policies of the implementing institute and ESSO-MoES.  |
| 26.  | The PI, while publishing papers related to the Monsoon Mission Project, should acknowledge the source of funding under the Monsoon Mission of the Ministry of Earth Sciences, Govt. of India, as a monsoon Mission contribution. After acceptance of the paper, Contribution number may be obtained from Monsoon Mission Directorate and the Contribution number should be mentioned in the published paper.  |
| 27.  | The start date of the project will be from the date of receipt of the first instalment of funds. |
| 28.  | As soon as the Project Sanction Order is issued the PIs have to initiate the process the recruitment from the respective institute / organization.  |

**Additional Guidelines for International Projects**

1. The salaries of the post-doc fellows should be limited to US $ 75,000 per year and should include fringe benefits.
2. One month’s salary to be given to the PI and Co-PI and should be as per the rules prevalent in the University to which the PI/Co-PI belongs.
3. Salaries of research students/project staff may be supported.
4. The publication charges may not be given.
5. Other costs are not permitted.
6. The travel budget may be restricted to US $ 6000 per year.

**Additional Guidelines for National Projects**

1. The extra mural funding institutes (sub agencies) need to open their zero balance subsidiary account under CNA (Central Nodal Account) of IITM with nearest Bank of Maharashtra Branch.
2. Sub agencies will mandatorily use the EAT (Expenditure Advance Transfer) module of PFMS or integrate their systems with the PFMS (Public Financial Management System) to ensure that information on PFMS is updated by each SA at least once every day.
3. All zero balance subsidiary accounts will have allocated drawing limits to be decided by the CNA concerned from time to time and will draw on real time basis from the Central Nodal Account of the scheme as and when payment are to be made to beneficiaries, vendors etc. The available drawing limit will get reduced by the extent of utilization.
4. Drawing limit allocated will be up to 25% of the amount earmarked for the scheme in a financial year at a time. Additional funds will be released only upon utilization of at least 75% of the funds released earlier and in compliance with the conditions of previous sanction.
5. Overheads for Indian projects will be as per MoES guidelines (20% or Rs.5,00,000 whichever is less) (all overheads will be calculated by excluding instruments cost).

**Annexure-2**

**General Information & Contact details for Monsoon Mission**

*SCHEME*

**MONSOON MISSION - II**

GOVERNMENT OF INDIA

 MINISTRY OF EARTH SCIENCES (MoES)

EARTH SYSTEM SCIENCE ORGANISATION (ESSO)

INDIAN INSTITUTE OF TROPICAL METEOROLOGY (IITM)

DR. HOMI BHABHA ROAD, PASHAN,

PUNE 411 008

MAHARASHTRA

INDIA

**Phone:** +91-20-2590-4200

**Fax :** +91-20-2586-5142

Monsoon Mission is a mission mode project with a vision to develop state of the art dynamical prediction system for monsoon rainfall on all different time scales. National and International project proposals have been invited under monsoon mission to fulfill its objectives.

The project which is approved for implementation is provided with a financial sanction which is subject to certain terms and conditions and MoES guidelines, which are enclosed as Annexure-1 with the first sanction order. These guidelines assist for smooth implementation of the project in conformity with these terms and conditions.

Annexure-1 provides guidelines for implementation of project proposals supported under the Monsoon Mission of Indian Institute of Tropical Meteorology (IITM), Earth System Sciences Organization (ESSO) of Ministry of Earth Sciences (MoES), Government of India. The Ministry of Earth Science reserves the right to review these guidelines and modify them.

The guidelines provide general information in an ideal situation. In addition to these, the implementing agency has to follow its own rules and regulations, where ever necessary. However, we hope that the end result of this would be a smooth implementation of the project.

We would also welcome suggestions from the Investigators and authorities of the Implementing Institutes.

For more information and updates, please visit our Monsoon Mission web page:

<https://www.tropmet.res.in/monsoon/monsoon2/>

**For further information/ clarification on this subject, please contact:**

 **Monsoon Mission Directorate**

 **Indian Institute of Tropical Meteorology** (IITM),

 Dr. Homi Bhabha Road, Pashan, Pune - 411008,

 Maharashtra, INDIA

 **Phone:** +91- 2025904200

 **Fax :** +91-20-2586-5142

 **E-mail:** [monsoon\_mission@tropmet.res.in](file:///C%3A%5CDownloads%5Cmonsoon_mission%40tropmet.res.in)

 **Web-Page:** <https://www.tropmet.res.in/monsoon/monsoon2/>

 **Annexure – 3**

**Format for Utilization Certificate**

1. Title of the Project :
2. Name of the Organization
3. Principal Investigator:
4. Indian Institute of Tropical Meteorology

Administrative Order No. & Date of

Sanctioning the project.

1. Amount brought forward from the

Previous Financial Year quoting IITM

letter No.& date in the said amount

was given.

1. Amount received from IITM during

Financial year (please give No & dates

of sanction orders showing the amount paid)

1. Other Receipts/ Interest earned, if any

on the IITM Grants.

1. Total amount that was available for expenditure

(Including commitments during the Financial Year)

(Serial No.5+6+7)

1. Actual expenditure (including

Commitments during the Financial

Year)

1. Unspent balance refunded if any
2. Balance amount available as on\_\_\_\_
3. Amount carried forward to the next year.
4. Certified that the above of Rs/US $ ……………..…..(Rupees/US Dollar …………………………………………………………………………………………………………………………………only)

Mentioned against Col.9 has been utilized on the project for the purpose for which it was sanctioned and the balance available as on -…………-/………../2018 is Rs/US $---……..----- (Rupees/US Dollar ----------------------------------------------------------------------------------only)

1. Certified that we have satisfied ourselves that the conditions on which the grants-in-aid

was sanctioned have been duly fulfilled and that we have exercised that following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised:

|  |  |  |
| --- | --- | --- |
| Signature of Accounts officer | Signature of Principal Investigator | Signature of Head of the institution  |

**Annexure - 4**

**Format for Detailed Project Report/ Annual Technical Progress Report**

Title of the Proposal:

Name, address and Institute of P.I.:

Name(s) and address of Co-P.I. (s) and other members:

Sanction Order No:

Total Sanctioned Budget:

Period of the Report:

**The report should contain the details of the following items:**

1. **Model development work:**

 (a) New initiatives taken

 (b) Improvement in model results

2. **Technical/ Computational development**

 (a) Portability of the models in various systems

 (b) Optimization and enhanced usability of the model

 (c) Other computational improvements.

3. **Scientific research and communication**

 (a) Paper published in peer reviewed journals.

 (b) Paper published in symposium / conference.

 (c) Reports / Technical reports

 (d) Participation in symposium / conference / meetings

 (e) Science popularization activities.

4. **Tours / visits:**

5. **Equipments purchased:**

6. **Fund utilization, manpower and targets achieved:**

**a)** Expenditure

|  |  |  |
| --- | --- | --- |
| **Head** | **Funds Released** | **Funds utilized** |
| Manpower |  |  |
| Travel |  |  |
| **Total** |  |  |

**b)** Manpower

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Designation** | **Pay scale** | **Date of appointment** |
|  |  |  |  |
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**c)** Targets Achieved

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| --- | --- | --- |
| **Description** | **Proposed target** | **Achieved target** |
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**7**. **Future plans**:

**Annexure - 5**

**Format of the Quarterly Physical and Financial Report**

Title of the Project :

Name of the PI :

Institute :

Project Period (Years) :

Period of the Report (months):

Approved Budget :

Total Amount Released :

a) **Expenditure**

|  |  |  |
| --- | --- | --- |
| **Head** | **Funds Released** | **Funds utilized** |
| Manpower |  |  |
| Travel |  |  |
| **Total** |  |  |

b) **Manpower**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Designation** | **Pay scale** | **Date of appointment** |
|  |  |  |  |
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c) **Targets Achieved**

|  |  |  |
| --- | --- | --- |
| **Description** | **Proposed target** | **Achieved target** |
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**Annexure – 6**

**REQUEST FOR ANNUAL INSTALMENT WITH UP-TO-DATE STATEMENT OF EXPENDITURE**

**FOR THE PERIOD: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Audited Statement of Expenditure )**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Sanction Order No. |  |  | **Grant Received in each year:**  |
|  | **Installment Amount** | **Interest earned****(if any)** | **Total Rs.** |
| 2 | Total Project Cost Rs |  | **First Installment****(for first Year )** |  |  |  |
| **Second Installment**(for next 1 Year ) | - | - | - |
| 3 | Sanctioned / Revised project cost (if applicable) Rs. |  | **Third Installment**(for next 1 Year ) | - | - | - |
|  |  |  |  |
| 4 | Date of Commencement of project |  |
|  | **Statement of Expenditure** |
|  | Sr.No | Heads of Expenditure as per Sanction Order | Amount Allocated/ Sanctioned(INR) | Expenditure (INR) |  | Total Expenditure(INR) |
| First Installment(for first 1 Year) | Second Installment(for next 1 Year ) | Third Installment(for next 6 Months) |
| \_\_\_ Feb, 2013 to \_\_\_  | Day- Month –Year to Day- Month –Year | Day- Month –Year to Day- Month –Year |
|  | 1 | 2 | 3 | 4 | 5 |  | 6 |
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| --- |
| Funds released so far: |
| Date of start of project: |
| Date of completion: |

|  |
| --- |
|  Signature of P.I Signature of Accounts office |

|  |
| --- |
|  Signature of Auditor  |