

GENERAL GUIDELINES

- 1. Introduction:** The Cyborg IT Services (P) Ltd endeavour to motive research in future trends in engineering, technology and sciences. Cyborg has currently introduced new programmes “Cloud based ERP System and Common API for all Biometrics Devices to Connect with SQL Database” to assist and promote R&D in this emerging field of research. These general guidelines provide assistance for the preparation and submission of Project Proposals for financial support.
- 2. Eligibility:** Project proposals can be submitted for financial support by scientists/engineers /technologists working in academic university/institutions and R&D institutions having adequate infrastructure/facilities to carry out technology development work.
- 3. Mechanism of approval, Monitoring and Evaluation:**
 - i. The project proposals received duly forwarded by the concerned institutions will be assessed with the help of a subject expert committee constituted by the Cyborg. The final decision will be taken by the Cyborg on the basis of recommendations made by the committee and the availability of funds.
 - ii. The projects are periodically monitored usually at site by the Project Review Committees (PRC). Close association between principal investigator (PI) and PRC is ensured to achieve the project objectives. PI is advised to take necessary action on the recommendations of the reviewers. Project completion reports are sent to experts for comments. A presentation is also required to be made by PI on completion of the project for final assessment and identification of the future course of action on the project.
- 4. Submission of Proposals**
 - i. The PI is required to upload/email final proposal in pdf file through online. Only one hard copy with all original signatures, forwardals and affiliation needs to be sent by post to Project Manager, Cyborg IT Services (P) Ltd, 115/3 4 –E Inder Road Dehradun-248001, Uttarakhand by post.
 - ii. The duration of the project should preferably be for a period of less than 1 year.
- 5. General Requirements**
 - i. The coordinating organization implementing the project is required to take all the financial and administrative responsibilities for the project.
 - ii. In case of a multi-organizational project, PI has to obtain formal consent from the collaborating organizations.
 - iii. International travel is not normally permissible under the project.
 - iv. Approval of the projectproposal and the grant released for it is for the specific project sanctioned and the released grant should be exclusively spent on the project within the

stipulated period. The unutilized grant if any, may be refunded immediately through demand draft/cheque in favour of the Cyborg IT Services (P) Ltd Dehradun.

- v. If a PI fails to complete the project, he/she has to refund the entire amount sanctioned with interest.
- vi. No extension in tenure is permissible in any circumstances.