



KANNUR UNIVERSITY

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Re-accredited by NAAC with 'B++' Grade



Policies of Kannur University

**Internal Quality Assurance Cell (IQAC)
Kannur University**

Policy on Externally Funded Research Projects

Kannur University is an Institution for higher education and research established in the year 1996. The faculty members of Kannur University, Kerala give support to procure external funding such as grants for various projects and other programs for research promotion. Such funding supports the University to carry out/implement its major objectives of research promotion effectively in a time bound manner. The policies shown here should establish a smooth system for attracting external grant and its implementation with responsibility and accountability.

The research grants are brought to the University by eminent faculty members of the University in various disciplines. The Principal Investigator/Co-Principal Investigator is held individually responsible for the correct management of the grant and for achieving the objectives of the grant. The University will have to support the Principal Investigators by extending ministerial support and management of funds. Therefore, all grant related funds, regardless of source, shall be administered as per the guidelines of the funding agency and if the funding agency is not very specific in their project administration guidelines it can be done in accordance with the rules, policies and procedures of Kannur University.

- Basic Definitions
- Equipment
- Cost Overruns
- Retention of Records
- Fast Track Mechanism

Basic Definitions

Authorized Officials: The finance Officer/Registrar of Kannur University is given the official consent to receive grant funding and to distribute the same to the Principal Investigator within one month of the receipt of the grant funding, and waive indirect costs.

Grantee: The Institution receiving the grant (i.e. Kannur University).

Grantor (Awarding agency or Sponsoring Agency): The Government or other agency, outside the Kannur University, who is providing the funding for research project/programme.

Indirect Costs: The costs above and over the direct cost are called indirect cost and is also known as overhead.

Project Investigator for Grantee: Kannur University faculty or staff member, Research Scholar, Post-Doctoral Fellow, Visiting Professor or Adjunct Faculty etc. who is implementing the project.

Indirect cost (Overhead charges) shall be transferred to the Principal Investigator to meet the unforeseen expenses, i.e. for maintenance of the procured equipment, for meeting expenses related to filing patents, for travel within the country and abroad for making oral presentation in International Conferences and for hiring man power, in connection with the successful implementation of the project.

Any change/revision in program plans or deviations from budget shall be reported by the Project Investigator and prior approval must be taken from the sponsoring agency. In the case of change in the scope/objective of the project/program or change in the name of person given in the application or award document and need for additional funding shall be reported and approval in advance is required.

When sponsoring agency approves any change in the budget it should be informed to Finance Officer, Kannur University

Equipment

The Principal Investigator of the project shall have the autonomy in procuring the equipment in a time bound manner. The Principal Investigator shall have the right to perform the purchase as per rules of Kannur University without placing the purchase proposal in purchase committee. The equipment should be procured at least 12 months before the expiration date of the project.

On completion of the project the equipment shall be transferred to the University with prior permission from the funding/sponsoring agency.

Records on all grant-acquired equipment must be maintained. The following details must be recorded:

- Details of the equipment
- Supplier's details, serial and model number etc.
- The project/program award number and name of funding agency

- Date on which the equipment received
- Equipment location and condition
- Unit acquisition cost

A physical inventory of equipment shall be taken once in every two year to verify the condition, utilisation and continued need for equipment. Any loss, damage etc. must be immediately investigated and inform the awarding agency. Regular maintenance must be done to keep the equipment in good working condition.

Cost Overruns

The total costs for the project period exceeds the total budgeted cost, a cost overruns is said to be occurred. It is the responsibility of the Project Investigator to make sure that no cost overruns happens and corrective measure shall be taken to avoid cost overrun.

Retention of Records

All records related to the funded projects e.g. financial records, supporting documents etc., shall be retained for a period of three years from the date of submission of the final statement of expenditure report.

Project Investigator can retain all scientific/research data which include computer software, data contained in laboratory note books, computer disks, printouts etc. But when the Project Investigator leaves the Institution it should be handed over to the University.

Fast Track Mechanism

University shall arrange a fast track mechanism for endorsement and submission of the projects to the funding agencies. This will help interested faculty members to attract grant from funding sources. Similar mechanism is also required for transfer of funds to the Principal Investigators, submission of annual reports and audited statements of expenditure and utilization certificate to the funding agency.

A Research Project Monitoring and Implementing Cell shall be established in the Research Directorate with a Section Officer and Assistant. They need to report directly to the Registrar via Research Director. This cell can be a single point of contact for getting all research related documents endorsed by the Head of the Institution without delay.