

## CENTRE FOR RESEARCH SPONSORED RESEARCH PROJECTS PROCESS FOR PROJECT PROPOSAL SUBMISSION TO EXTERNAL AGENCIES

**Step 1:** Preparation of Research Project proposal according to the funding agency guidelines.

**Step 2:** Approval of Dean / HoD / Program Co-ordinator.

**Step 3:** approval of budget by CFO

**Step 4:** Submission of the form to the sponsored Research Project Division

**Step 5:** Submission of the Proposal to the Centre for Research.

### [Download Proposal Submission Request Form](#)

**Step 6:** Approval by Director, Centre for Research.

**Step 7:** Submission of the approved proposal with the Proposal Submission Request Form to the Office Superintendent to obtain the official forwarding letter from the Head of the Institution.

**Step 8:** Submission of the Proposal along with necessary documents on the concerned agency website.

**Step 9:** Fill in the Google form to upload submission details (for documentation purpose).

[https://docs.google.com/forms/d/e/1FAIpQLSed83vivjB-\\_NkO9YVIPGc36OO9GjGRuT5GzdS9U9tjZ2xLSg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSed83vivjB-_NkO9YVIPGc36OO9GjGRuT5GzdS9U9tjZ2xLSg/viewform)

**Step 10:** Submission of Undertaking Letter after the project has been sanctioned.