KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

Grant under the Science Popularisation Scheme

Name and Designation of the Programme Coordinator (PC):

Address of Organisation / Institution:

Title of the Project Proposal/Programme:

File No:

Terms and Conditions:

1. The scheme is constituted for the purpose of providing assistance in the form of grants for the popularisation of Science in the State of Kerala. Grants will be paid for specific activities / task which enable science popularisation like public awareness programme / other programmes for specific target groups. The theme could be popularisation of Science in general, but specifically, energy and environment conservation, water conservation, forest conservation or other development of Science and Technology useful for the society.

2. The assistance for the project will be for a maximum period of one year. Sanction will be given for the full period, but the funds will be released in instalments only, subject to satisfactory completion of the work and submission of UC & SE. The UC & SE shall be furnished on a project year-to-year basis.

   (a) Reallocation of funds within the total may be approved only based on the specific approval by the committee. The PC should submit application for reappropriation and extension well before time. Extension of duration of project beyond 6 months will not be granted.

   (b) The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of approval of the proposal, which may be on the receipt of the amount or Council order date and the date of start should be intimated in writing to KSCSTE.

   (c) The maximum grant under the Scheme will be Rs. 2 lakh (for the aforementioned duration of one year).

3. All the assets acquired from the grant will be the property of KSCSTE 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 approval of the Council.

SPP- Terms & Conditions
4. At the conclusion/termination of the project/programme, the Council has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate.

5. The Institute/PC shall furnish Periodic Progress Report of the activities on the project/programmes on quarterly basis. In addition, the Council may designate Scientist/Specialist or an Expert Panel to visit the Institute periodically to review the progress of the activities being carried out and to suggest suitable measures to ensure realisation of the objectives of the project/programmes. During the implementation of the project, the Institute will extend necessary hospitalities to the visiting scientist/specialist or the Expert Panel during the time of their visit. On completion of the project, 5 copies of the final consolidated Project Completion Report on the work done in the project/programmes should be sent to the Council.

6. At the time of seeking further instalment of grant, the Institute/PC has to furnish the following documents:
   i. Utilisation Certificate (UC) and Statement of Expenditure (SE) audited by a Chartered Accountant for the previous installment amount of the grant.
   ii. At the end of the financial year/project term, the institute/PC has to submit authenticated SE for the whole amount of the grant.
   iii. Annual Progress Report, if not sent earlier.

7. The unutilised portion of the grant amount at the end of the project/programme period shall be refunded to Council forthwith by DD in favour of KSCSTE. In the case of project duration exceeding one year, the balance amount may be carried forward, unless specified otherwise.

8. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, the investigator shall be disqualified for getting any further grants and steps shall be taken against such person/persons/institution for realising the amount of grant. The Utilization Certificate and audited Statement of Expenditure (UC & SE) should be countersigned by the HOI to the effect that the grant has been utilized for the specific purpose for which it was sanctioned. The final expenditure statement (audited) and programme report as well as utilization certificate shall be submitted within three months of completion of the project/Programme term.

9. The institute will maintain separate audited accounts for the project/Programme. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reflected in the Utilization Certificate, which will be adjusted towards further instalment of grant.

10. The institute will not entrust the implementation of the work for which the grant is being sanctioned to another institution nor will it divert the grant receipts to other institute as assistance. In case the Institute is not in a position to implement or complete the project/programme, it should, forthwith, refund to the Council the entire grant received by it or the balance grant with it.

11. KSCSTE reserves the right to terminate the grant for the project/programme at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is being made. Also, the PI is liable to refund the grant amount in part or in full, in case of unsatisfactory implementation of the project or unwillingness to co-operate with the Council for monitoring/evaluating the progress of
the project.

12. The project becomes operative with effect from the **date of receipt of Council order or the date on which the Draft/ Cheque is received** by the implementing Institution. **This date should be intimated by the Institution authorities/ Principal Investigator to this Department. It will, in no case be later than one month after the receipt of the draft/ cheque by the Institute.**

13. If the PC to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PC will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the PC.

14. Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should acknowledge the assistance received from Council, indicating the scheme. Investigators are requested to publish some of the research papers emerging out of the project work in leading Indian Journals.

15. (a) If the results of research are to be legally protected by way of patent/copy rights etc. the results should not be published without action being taken to secure legal protection for the research results.

(b) **For Science Popularisation Programmes including public functions or events, the institute has to duly acknowledge the KSCSTE in the credits and publicity documents like brochure, banner, proceedings and in any related public functions.**

16. The knowledge generated from the project will be the property of KSCSTE and should be properly acknowledged. Transfer of technology generated shall be done in consultation with the Council.

17. The Science Popularisation Committee or the Council may enforce additional guidelines for the operation of the Science Popularisation scheme from time to time and the Institution/Investigators are required to observe such directions in the conduct of the programme / work.

18. In case the institution is not in a position to implement or complete the programme, it should forthwith, refund to the Council the entire grant by it.

We agree to the terms and conditions stated above.

**Signature :**  
**Date :**  
**Name of Programme Coordinator :**  
**Designation :**  
**Address :**

**Signature :**  
**Date :**  
**Name of Head of Institution :**  
**Address :**

(Seal)

*SPP- Terms & Conditions*