

## **Frequently Asked Questions (Naval Research Board):**

Q1: Who can apply/Who may submit?

A1: The proposal can be submitted by academia/ research institutes (Principle Investigators) available in the country engaged in the field of **Naval Science & Technology**, Indian academic institutions of national importance/repute, national science and technology centers, research institutions, non-profit professional societies performing advanced research, acclaimed scientists attached to approved research and also private institutions.

Q2: Is it mandatory to have Co-PI in the project proposal stage? How many institutions can be involved?

A2: Yes, PI should also provide the Co-PI details during the project submission process. Co-PI can be from same or other research institutions.

Q3: Is there any age limit for applying to ERG Funds?

A3: No there is no age limit for applying to ERG scheme. However, it is advisable that PI should have 1-2 years of service left beyond the duration of the project.

Q4: What are the trust areas of research?

A4: Trust areas are the research domains of interest to DRDO. Every board has its own trust areas and listed on the portal. PI should identify the cluster and trust areas before submitting the project proposal.

Q5: How do I know to which board I should apply? In how many boards can I submit the same project?

A5: The Research Boards, Clusters and Trust areas are mentioned on the portal. Kindly refer the Scheme, domain and the area in which PI is interested to submit the project proposal.

Q6: What documents I need to submit on the starting of the project?

A6: The submission format requires details like PI and Co-PI profile details, Project technical details, Budget details, Publication details, Patent details, Education and Research experience and other related information.

Q7: What details to be submitted in Budgetary quotations?

A7: Budget quotations include the Manpower, Travel, Equipment, Consultancy, Contingencies and other related details.

Q8: What is Major and Minor revision during the proposal submission stage?

A8: Revision is suggested after the scrutiny of the submitted project. It is the responsibility of the PI to incorporate the Major and Minor revisions suggested by the technical recommendation committee.

Q9: Do PI needs to submit the ethical certificate, plagiarism certificate during the submission stage?

A9: Ethical certificate may be required for the project proposals submitted to the NRB Board. Plagiarism certificate is mandatory and has to be submitted at the time of project proposal submission in all the boards.

Q10: What is a File no/Reference No and what is the significance of this no in Project?

A10: File No is a unique number generated at the time of Project proposal submission. Please use the reference no for all the future communications.

Q11: Is it required for both PI and Co-PI to register on the web portal for applying to ERG Scheme?

A11: PI has to register on the DRDO project submission website and verify their mail ID first and then, login to submit the proposal. It is advised that PI should go through the guidelines before submission.

Q12: I am a non-Indian. Am I eligible for the Grant?

A12: This scheme is only for Indian nationals. Persons of Indian Origin(PIOs) travelling on or holding foreign(i.e., non-Indian) passports are non-Indians and not eligible as of now.

Q13: Is this scheme associated to individuals also?

A13: This scheme is for PI and Co-PI associated with Indian institutions.

Q14: What should the Proposal submission details include?

A14: The proposal should provide aim and objective of the research activity, relevance, current status, time period, facilities available as envisaged in terms of infrastructure and special equipment along with budgetary quotation, major activities and time lines, cost and its breakups, stages of reviews, likely outcomes/ deliverables, documentation, and details of the Co-PI etc.

Q15: Can I get the manpower support for the Project?

A15: Yes, please fill the details in the Budget section of Project proposal. PI can fill the requisition for RA, SRF, JRF as per the Gov Norms

Q16: Is PI required to submit the hard copy along with the online submission?

A16: PI may be asked to submit the hard copy depending on the Research board and scheme requirements.

Q17: How long does it take to get the project proposal sanctioned? How PI can track the project evaluation stages?

A17: The sanctioning of the project may take some time. The progress and tracking of the project evaluation stages may be available on the PI dashboard.

Q18: How PI can contact the project submission support team?

A18: There is dedicated staff for the DRDO project support. Support team can be emailed at [helpdesk\[eppms\]drdo\[at\]gov\[in\]](mailto:helpdesk[eppms]drdo[at]gov[in]) or contacted at **+91 11 2390-2768**

Alternatively, queries can be also be addressed to

Ashok Kumar Yadav

**Member Secretary Naval Research Board (NRB)**

**Room No. 410, 4th Floor, DRDO HQrs Annexe,  
Old LASTEC Building, Metcalfe House Complex**

Delhi-110054

Phone: 011-23818139

**Mail id: [dnrdo\[hqr\]drdo\[in\]](mailto:dnrdo[hqr]drdo[in]) (Preferred Mode of Communication)**

Q19: What will be the start date of the project operation after sanction?

A19: The project would be deemed to have become operative with effect from the date on which the grant is received by the institution

Q20: Who is the financial controlling authority for operating the grant within the institution after sanction?

A20: Once a project is sanctioned to an institution, the head of the institution would be the financial controlling authority for operating the grant.

Q21: Does DRDO discriminate Project Investigators working in Private Universities/Institutions in funding?

A21: No. DRDO does not discriminate Project Investigators working in Private Universities/Institutions. Funding decisions are made based on merit of the proposal, competence of the Investigator(s), and the infrastructure available in the implementing institution, and not on the category of institutions the Investigator is working.

Q22: What is the maximum amount of the grant the Board will fund?

A22: There is no upper limit (or even lower limit) for a project grant. The budget is decided based on the requirement on the nature of research, importance to DRDO and

its successful implementation. The Investigator should propose a budget which is realistic taking into account the infrastructure and resources available at the implementing institutions.

Q23: Can I join two academic institutions to carry my research at the same time? Can I submit proposal jointly with another institute?

A23: It is strongly advised to have one host institution for fund transfer & account management. However, you may get into collaboration with any other institute or organization.

Q24: What should be done for the unspent grant under ERG after the completion of the project duration?

A24: The following documents should to be sent to the DRDO after the duration of the completion of Project:

Final Consolidated Statement of Expenditure (in duplicate), giving expenditure financial year wise (FY) from date of start till date of completion;

Utilization Certificates (FY wise) for all FYs (in duplicate) matching with Statement of Expenditure figures in that FY;

Project Completion Report (PCR) with list of publications, patents filed.

DD/cheque for the unspent grant, drawn in favor of PCDA (R&D), Payable at New Delhi

Institution's PT and Co-PI are responsible for the timely submission of progress report, utilization certificate, project closure report (PCR), refund of unspent balance amount etc. at end or early closure of the project.

Q25: Can I change the institute? What is the process for changing the institute?

A25: Yes, PI can change the institute during the Project Implementation stage. Please fill the change of institute form. The process will be processed and based on decision, PI may be allowed to change the Institution.

Q26: Can I surrender the project before the project duration? What is the procedure for surrendering the ERG approved project?

A26: Yes, PI will be required to fill the Project surrender Form and only after the complete process and NOC submission, PI will be allowed to surrender the project.

Q27: Can I take leave or be away from my host institute during the project implementation period?

A27: Yes, PI needs to take permission before leaving the host institution, in the absence of PI, It is the responsibility of Co-PI to execute the funded project.

Q28: What documents should I sent for receiving the next installments of the grant?

A28: The PIs should upload annual Progress Report and financial statements at the end of each financial year. The release of the next installment of the grant will be considered only after submission of (a) Proper Utilization Certificate (separately for recurring & Non-recurring) and Statement of Expenditure, financial year wise and (b) Annual Progress Report through the DRDO online portal (c) contingent bill.

### **Frequently Asked Questions (Life Sciences Research Board):**

Q1: Who can apply/Who may submit?

A1: The proposal can be submitted by academia/ research institutes (Principle Investigators) available in the country engaged in the field of aeronautics, Indian academic institutions of national importance/repute, national science and technology centers, research institutions, non-profit professional societies performing advanced research, acclaimed scientists attached to approved research and also private institutions.

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A3: No there is no age limit for applying to ERG scheme. However, it is advisable that PI should have 1-2 years of service left beyond the duration of the project.

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A7: Budget quotations include the Manpower, Travel, Equipment, Consultancy, Contingencies and other related details.

Q8: What is Major and Minor revision during the proposal submission stage?

A8: Revision is suggested after the scrutiny of the submitted project. It is the responsibility of the PI to incorporate the Major and Minor revisions suggested by the technical recommendation committee.

Q9: Do PI needs to submit the ethical certificate, plagiarism certificate during the submission stage?

A9: Ethical certificate may be required for the project proposals submitted to the LSRB Board. Plagiarism certificate is mandatory and has to be submitted at the the time of project proposal submission in all the boards.

Q10: What is a File no/Reference No and what is the significance of this no in Project?

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- Project Completion Report (PCR) with list of publications, patents filed.
- DD/ cheque for the unspent grant, drawn in favor of 'Fund for Science & Engineering Research'
- Institution's PI and Co-PI are responsible for the timely submission of progress report, utilization certificate, project closure report (PCR), refund of unspent balance amount etc. at end or early closure of the project.

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