

CHECK LIST FOR PRINCIPAL INVESTIGATOR (PI)

1. The list of equipments and their quantities with budgetary quote (BQ) to be attached.
2. For high value equipment PI is suggested to explore the feasibility to use the same from nearby/close DRDO lab, otherwise justify.
3. Cost estimation for equipment, procured services and expendables more than Rs. 10,000/- need to be supported by BQ.
4. The workstation/laptop/scores/switches are not considered until sufficient justification is provided.
5. The reasonability certificate to be provided by PI for the budgetary quote.
6. Deliverables to DRDO may be quantified for the project.
7. Estimated cost of contingencies for postage, stationary, printer cartridges, to be provided in detail certified by PI. **Contingencies should not be more than 3% of project cost.**
8. In case of visiting faculty, the name of the visiting fellow/faculty with honorarium amount to be mentioned.
9. The expenditure against the head travel (domestic only), operation and maintained to be in details and justification should be given for that. Please provide cost bifurcation as well. **Travel cost should not be more than 3% of project cost.**
10. The outcome of project need to be linked to DRDO/Services application.
11. In case BQ are revised please provide reasons for the same. If the total budget of the project is revised, please provide first two pages of the project proposal duly signed by PI and registrar of the institute.

Note : PI should check and clarify all the points (1-11) and provide all the relevant documents in support of the above.