SIKKIM UNIVERSITY

(A Central University established by an Act of Parliament)

6th Mile, Samdur, Tadong, Gangtok, Sikkim – 737102

UNDERTAKING BY THE RESEARCH PROJECT APPLICANT

(For internal use only — Office of the Registrar)

For Issuance of Institutional Research Endorsement Letter by the Registrar's Office

To,

The Registrar,

Sikkim University, Gangtok – 737102

Subject: Request for Institutional Endorsement Letter for submission of research proposal to _____ (Funding Agency) under _____ (Scheme).

Sir/Madam,

I/We request the University to issue an Institutional Endorsement Letter for the research proposal detailed below, and hereby furnish this undertaking accordingly.

PART A: APPLICANT AND PROJECT DETAILS

1. **Name of Applicant (PI)** : _____
2. **Designation & Department** : _____
3. **Employee ID** : _____
4. **Co-Investigator(s), if any** : _____
5. **Title of Research Project** : _____
6. **Funding Agency & Scheme** : _____
7. **Project Duration** : _____
8. **Total Budget Proposed (₹)** : _____
9. **Submission Deadline** : _____

10. List of projects the PI is already holding:

Sl. No.	Name of the Project	Donor Agency	Sanctioned Amount	From Period	To Period	Present Status

Signature of PI Signature of Co-PI

PART B: DECLARATION

Conflict of Interest (specify, if any; else write 'Nil') :_____

I/We solemnly declare and undertake that:

1. The particulars furnished above are true and correct.
2. I/We am/are eligible, under University and Funding Agency norms, to apply as Principal Investigator/Co-Investigator for the above project, and hold no other project on an identical theme from any other agency.
3. I/We shall abide by all applicable University and Funding Agency rules, financial norms, and reporting requirements for the project's duration, including timely submission of Utilization Certificates and Progress Reports.
4. The University shall provide requisite infrastructure and administrative support for the project at its Yangang Campus, as certified below, and requisite ethical/biosafety clearance shall be obtained where applicable before commencement.
5. In case I/We leave the University's service during the project, I/We shall arrange proper handover of the project, funds, and records in consultation with and as per the instruction/direction of the Funding Body, through the Registrar's Office.
6. The University shall bear no financial, legal, or administrative liability for any act of commission, omission, or misconduct on my part.
7. All project funds shall be utilized in accordance with the guidelines prescribed by the Funding Agency. In the absence of such guidelines, the funds shall be managed in the same manner as the University manages its own grants from the Ministry of Education (MoE), Government of India (GoI).
8. I/We shall be solely responsible for complying with audit requirements of the CAG/Internal Audit Wing of the University.
9. All the Assets created out of the Project Fund shall be handed over to the University within thirty days unless otherwise prescribed by the Donor Agency.
10. All publicly funded scientific and analytical research equipment costing above ₹20 lakh procured under the project shall be onboarded on the I-STEM Portal, as required under the Department of Expenditure, Ministry of Finance, O.M. dated 03 July 2025.
11. Within three months (90 days) of completion of the Project, I/We shall submit a report to the University about the following:

    a. Summary Financial Statements

Signature of PI Signature of Co-PI

b. Project Research Outcome Report

c. Assets created out of the Project

d. Overheads Generated for the University

12. *(Applicable where the applicant already holds more than two projects)* That simultaneously managing more than two projects (as Principal Investigator in one and Co-Investigator in the others) in any financial year shall not affect the academic responsibilities within the University.
13. While submitting the proposal, if the Funding Agency's guidelines so provide, the project proposal shall be submitted in a manner that maximizes the overhead component attributable to the University, so as to generate adequate revenue for deployment of its resources.
14. The conflict of interest position declared above is complete and correct, and I/We shall promptly disclose any conflict arising subsequently to the Registrar's Office/Competent Authority.
15. This Undertaking is intended only to facilitate the submission of the project proposal and does not, in itself, create any further commitment by the University.
16. The University will facilitate timely submission of financial and other project-related documents to the funding agency.

Enclosed: Project proposal, call notification, and budget summary.

Place: _____

Date: _____

_____ _____

Signature of the Applicant (PI) Signature of the Co-Investigator(s)

PART C: FORWARDING

Director, R&D Recommended / Not Recommended. Signature & Seal Date: _____
Registrar's Office — For Office Use Endorsement Letter issued vide No. _____ dated _____. Signature & Seal of Registrar Date: _____