Policy for Review procedure for various proposals (TDP/Fellowships/Startup supports and other grants)

IITI DRISHTI CPS Foundation

(Section 8 company)
A venture of IIT Indore

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1. Introduction:

One of the important activities of the IITI DRISHTI CPS Foundation is to provide support for ideas under various schemes such as Fellowships, Technology Development, Startup, IPR, and Licensing from across the country. In order to achieve the self-sustainability target given by DST, all such support applications are evaluated rigorously to ensure Return on Investment in the short term or long term. The review process plays an important role in such schemes. IITI DRISHTI CPS Foundation has evolved an expert-driven and time-bound process for an unbiased evaluation of all such applications/proposals/projects.

2. Screening Procedure: It mainly involves the following levels of evaluation.

Level 1 screening: Screening by the concerned Programme Manager in consultation with the respective Strategic Task Force (STF) faculty coordinator.

Criteria:

- Eligibility as mentioned in the call for proposals
- Required documentation (Format and completeness)

If required, the manager will contact the applicant for missing documents.

Outcome: Screening report highlighting all the proposals meeting all eligibility criteria for the further review process. The report should also clearly state the reasons for a particular proposal not being shortlisted for expert evaluation in the next level. Out of these, only shortlisted applications will be considered for level 2 screening. Concern faculty coordinator should approve the report. Any confusion/doubt is resolved by the concerned faculty coordinator based on the discussion and approval of the Project Director.

Level 2 screening: Screening by a committee of at least three relevant persons. Committee will have the following composition:

- At least one faculty coordinator (STF member) for the particular programme (Convenor)
- Minimum two external experts (Industry/Academia), as members

In case of a problem statement received from an end-user, preference will be given to the experts suggested by such end-users.

In case a significantly higher number of proposals are recommended by the expert committee, the second round of expert evaluation may be planned to identify a few proposals for further funding as per the approved budget, targets, focus areas, and feasibility.

The experts' pool in the Affiliate database of the IITI DRISHTI CPS Foundation may be utilized for identifying experts. Experts from other institutes and industries will also be considered based on the requirements of the proposals and the availability of the experts. The committee will be constituted by the faculty coordinator, and he/she may take inputs from other members of the STF (from the host institute).

The committee may advise the PI to make presentations (if required) in support of their respective applications. The company may frame criteria for particular schemes such evaluation to ensure Return on Investment (RoI).

Outcomes: Recommended applications in order of merit for further support. The committee may also recommend proposals that need further refinement. Such applications may be considered in the next round of evaluation after due modification from the PI. The decision of the expert committee will be final. The committee may support projects based on the approved fund from the recommended list in the order of merit.

Faculty fellowships and chair professorship applications will be dealt separately as per the norms of the host institute (IIT Indore).

3. Sanction and disbursal of Fund:

The concerned Programme Manager will prepare a sanction proposal for the estimated amount and process for approval as per the power delegated by the Board of Directors. Once the fund is sanctioned for the selected proposals, the CEO will ensure timely disbursal of the fund to the concerned institute/organization and also inform the concerned PI/Awardee.

4. Review and monitoring:

STF will regularly review and monitor the progress of the project and provide suggestions/recommendations for further continuation of the project. If required, STF may call relevant experts/end users from time to time to review particular projects, if deemed necessary to ensure commercialization of the technology. If the progress of any project is found unsatisfactory, the same should be reported IITI DRISHTI CPS Foundation. The company will constitute a dedicated review panel of experts for the same and make a final call based on the recommendation of the panel.

5. Conflict of interest:

If the faculty coordinator or any of the STF members is PI/Co-PI of any of the projects or has any other conflict of interest, the Project Director may assign the task to another faculty member (by nominating him/her as the Convenor for evaluation of that particular proposal). If the Project Director has any conflict of interest, he/she should not be directly involved in the screening of the project and the same should be handled independently by the STF faculty coordinator of the program with the external experts.

Note:

The review process will be used subject to the following conditions:

(i)   The expenditure is incurred for the purpose for which funds have been allocated.
(ii)   The expenditure does not exceed the budget provision.
The above review procedure is subject to revision at any time due and to enable the company to achieve its objectives.

This issues with the approval of the BoD.

Project Director
IITI DRISHTI CPS Foundation