

**INSTITUTION BASED RESEARCH  
CHECKLIST FOR FIRST (1<sup>ST</sup>) TRANCHE**

SN	REQUIREMENTS	AVAILABILITY Tick if Provided() Cross if not provided (X) 1 <sup>st</sup> Tranche 60%
1	Letter of Request duly signed by the Institution Head or his Representative.	
2	Letter of Employment with the Institution (Copy)	
3	Confirmation of Appointment by the Institution	
4	Minutes of Meeting of the Institution's Research Committee	
5	Lead Researcher's Profile Form	
6	Completed and duly signed Annexure 1 Form	
7	E-Copy of Submission in Excel Format (Flash Drive/memory Stick)	
8	Copy of Research Proposal	

**CHECK LIST FOR SECOND (2<sup>nd</sup>) TRANCHE**

S/N	REQUIREMENTS	AVAILABILITY (2 <sup>nd</sup> Tranche 40%) Final Submission
1	Letter of Request duly signed by the institution head or his representative	
2	Submission of Progress Report	
3	Evidence of Publication of Article in 1 <sup>st</sup> or 2 <sup>nd</sup> Quartile Journal	
4	E-Copy of Submission in Excel Format (Flash Drive/memory Stick)	
5	Copy of disbursement letter of 60% earlier paid by the fund	