

IGSTC Guidelines towards funding support for hosting IGSTC Workshops

Funding

(a) Workshop in India by Indian PI

- IGSTC will release 80 % of the funding sanctioned to the host institute in Indian Rupees. Balance 20 % will be released on receipt of the Utilisation Certificate and balance requirement after the event.
- The Indian PI will provide international travel ticket to the German participants and settle the bills directly. Visa fee, if any plus intercity travel by German participants also to be paid but only in Indian Rupees. In total this sum is expected to be in between 1200 – 1400 €. All travel is in economy/excursion class with direct routing. German participants may be paid Rs 1000/- per night stay as part per diem apart from free accommodation. Any cancellation/rerouting/upgradation charges on national/international ticketing not admissible.

(b) Workshop in Germany by German PI

- IGSTC will release 90 % of the funding sanctioned to the host institute in Euros. Balance 10 % will be released on receipt of the Utilisation Certificate and balance requirement after the event.
- The German PI will provide international travel ticket to the Indian participants or reimburse the actual cost of travel and settle the bills directly. Visa fee, if any plus intercity travel by Indian participants also to be reimbursed along with intercity travel, if any. In total this sum is expected to be in between 1000 – 1400 € for each Indian participant towards travel. All travel is in economy/excursion class with direct routing. Hotel accommodation per diem will be as per specified norms of German side (ie, stay + per diem =104 €). Per diem may be provided to the Indian participants by German PI on arrival in Germany. German PI will send an invoice in their official letter head as per specified format for the 90 % of the estimated budget at the first instance.

Release of the grant: The release of the grant is subject to the compliance of the following conditions by the grantee institute and the Project Coordinator -:

- (i) Re-appropriation of funds from one head of expenditure to another is not admissible, without prior approval of IGSTC.
- (ii) The Project Coordinator will forward a Certificate of Participation duly signed by each Indian and German delegates who had been provided with travel support out of IGSTC grant immediately after the workshop.

(iii) The Indian grantee institution will submit a Utilisation Certificate and Statement of Expenditure to the IGSTC within 2 months after the completion of the workshop. Format for submission of UC/SE is given in *Annexure 1*.

(iv) The German grantee institution will submit a Utilisation Certificate to IGSTC within one month after the completion of the workshop. Format attached (*Annexure 2*). 10 % of the remaining funding will be provided only after receipt of Utilisation Certificate.

(v) Unspent balance, if any, will be refunded to Indo-German Science & Technology Centre by a demand draft payable at New Delhi (in case of Indian host).

(vi) Within 14 days of completion of event, the organizing Indian and German Project Coordinators will submit a single page report containing summary highlights of the Joint Workshop for posting in the IGSTC website. This should include a brief on the deliberations, technical sessions held, salient outcome in terms of furthering Indo-German co-operation. At least two representative photographs are to be included.

(vii) Within 8 weeks of completion of the event, the Indian Project Coordinator is required to submit a workshop/roundtable discussion report highlighting all proceedings, discussions, list of all participants with affiliations & e-mail, recommendations, photographs, specific outcome in terms of bilateral Science & Technology co-operation and future plans emerging out of the conference (Format of Workshop Report is in *Annexure 3*)

(viii) IGSTC support should be duly acknowledged in all the scientific publications, backdrops, printed materials etc of the Workshop (IGSTC logo being sent to the Project Coordinator electronically).