

Revised Guidelines: Utilization of Overhead from the Sponsored R&D Projects

The allocation and utilization of overhead received as part of Sponsored R&D Projects have been revised due to recent changes in the research ecosystem at BITS Pilani. Please note that additional funds have been directed towards the Campus Development Funds (CDF). This strategic allocation aims to augment the research infrastructure and foster the development of new facilities, thereby enhancing the overall research ecosystem at BITS Pilani.

I. Overhead Costs for Unspecified Costing Policy

Unless otherwise mentioned, PIs must include at least 20% overhead charges in the proposals. This additional amount helps cover various indirect expenses essential for the smooth execution of the project.

II. Utilization of Overhead costs

#	For	Fund Name	Existing Distribution	Proposed Distribution	
				A*	B#
1	Faculty	Professional Development Fund (PDF)	60%	40%	60%
2	Department	Department Development Fund (DDF)	20%	20%	20%
3	Campus	Campus Development Fund (CDF)	20%	40%	20%

- * For Projects with $\leq 10\%$ overhead of the sanctioned amount: as per column A
- # For Projects with $> 10\%$ overhead of the sanctioned amount, the distribution will be as follows:
 - Until 10% - as per column A
 - The excess amount beyond 10% - as per column B

1. Faculty (Professional Development Fund - PDF)

1.1 Revised guidelines for PDF: A part of the overhead (as mentioned in the Table) will be allocated to the 'Professional Development Funds' (PDFs) for the Principal Investigator (PI), co-PIs, and other investigators.

- i. To participate in a range of professional activities like (a) membership of professional bodies, (b) attending conferences/workshops/symposia/seminars in India as well as abroad (International air travel, visa fees, Registration fees, local conveyance, food, and lodging for the entire period of the conference plus (two days i.e. one day before the conference and the other day after the conference). Local travel, medical



- insurance (c) Attending workshop tutorials for up to two days associated with the conference.
- ii. To purchase books, stationery, computer accessories, etc. It may also cover expenses towards professional memberships, journal page charges, buying consumables, software tool.
 - iii. To buy minor lab equipment.
 - iv. To purchase of printer, laptop, tablet, cell phone, or any hardware normally used by the faculty members for academic purposes. A maximum of ₹ 2.0 lakhs can be spent of these items (one time purchase ONLY, for the period of 5 years). Such purchases must follow the purchase protocol laid down by the Institute.
 - v. Engagement of research assistants/associates/undergraduate students to conduct research and data collection for the incumbent faculty member (Normally up to 2 semesters).
 - vi. Local hospitality charges for hosting visitors at BITS Pilani.
 - vii. Fees for attending short-term courses or training programs for faculty members and their research scholars (including online courses and programs).
 - viii. To support the travel of a registered BITS Pilani student to a conference in India abroad for jointly authored papers with BITS Pilani affiliation. Travel for participation in workshops/seminars/symposia, visiting other institutes of importance for collaborative work, etc. One may also use the fund to support the travel of a colleague only when he/she is involved in academic collaboration, subject to supporting documents). Advance (if any) would be drawn, and the faculty member would settle bills.
 - ix. Cost of animals for experimental work and fabrication of experimental setup.
 - x. Other consumable materials are required for experimental studies.
 - xi. Registration/examination fee for participation in professional development programs.

1.2 Sharing of the PDF: Sharing the PDF amongst various investigators:

- PI share: 50% of the total PDF
- Co-PI(s) share: 50% of the total PDF (to be equally divided in case of more co-PIs)
- The sharing can be mutually agreed upon by the PI & Co-PI(s)

2. Faculty (Department Development Fund - DDF)

2.1 Revised guidelines for DDF: A part of the overhead (as mentioned in the Table) will be allocated to the department's 'Department Development Funds (DDF).' The department can utilize these funds in the following aspects:

- i. To augment educational and research programs or support faculty development within the department.
- ii. To support various activities, such as invited talks, events, etc.
- iii. To support equipment and infrastructure.

- iv. To support activities aligned with the vision of the department and its visibility.

2.2 *Sharing of the DDF*: Sharing the DDF amongst the departments of various investigators:

- Share of the Department of the PI: 50% of the total DDF
- Share of the Department(s) of Co-PI(s): 50% of the total DDF (to be equally divided among the departments of associated Co-PIs)

3. Campus (Campus Development Fund - CDF):

3.1 *Revised guidelines for CDF*: A part of the overhead (as mentioned in the Table) will be allocated to the Campus Funds. This fund shall be administered by the Associate Dean (GCIR) of different campuses in consultation with the Dean (R&I) and Director as per the prescribed guidelines. The campuses can utilize these funds in the following aspects as per the availability:

- i. To help in taking care of negative balance from the sponsored projects as per the guidelines.
- ii. To supplement fellowships for research scholars who have not qualified for NET/GATE and receive a lesser fellowship than students directly enrolled in the Ph.D. program without project affiliation. However, the additional fellowship is contingent upon the research scholar joining the institute's Ph.D. program. GCIR will administer the disbursement of this supplementary fellowship to eligible scholars.
- iii. To support research scholars, registered in PhD program, in international travel for presenting their research work.
- iv. To provide gap funding for the purchase of equipment and other capital items.
- v. To support events meant to augment the research and innovation ecosystem.

Grants, Consultancy, and Industrial Research (GCIR) Team

Research and Innovation Division