

**CENTRE FOR RESEARCH**  
**SPONSORED RESEARCH PROJECTS**  
**PROCESS FOR PROJECT PROPOSAL SUBMISSION TO EXTERNAL AGENCIES**

**Step 1.** Preparation of Research Project proposal according to the funding agency guidelines.

**Step 2.** Approval of Dean / HoD / Program Co-ordinator.

**Step 3.** Submission of the Proposal & Project Proposal Submission Request Form to the Projects Division in the Centre for Research.

[Download Form](#)

**Step 4.** Approval by Director, Centre for Research.

**Step 5.** Submission of the approved proposal with the Proposal Submission Request Form to the Office Superintendent to obtain the official forwarding letter from the Head of the Institution.

**Step 6.** Submission of the Proposal along with necessary documents on the concerned agency website.

**Step 7.** Fill in the Google form to upload submission details (for documentation purpose).

<https://docs.google.com/forms/d/e/1FAIpQLSed83vivjB-NkO9YVIPGc36OO9GjGRuT5GzdS9U9tjZ2xLSg/viewform>

**Step 8.** Submission of Undertaking Letter after the project has been sanctioned.