

Internally and Externally Funded Project Workflow

1. Release of sanction letter by the Registrar office for SEED projects and by funding agency for externally funded projects.
2. List of sanctioned SEED projects is communicated to Finance Department for generation of Internal Order/Vendor code. Sanction order of Externally Funded project is communicated to Finance Dept for generation of Cost Centre and Vendor Code.
3. PI will submit the request in the prescribed format for approval*. **PI need not invite quotations from the vendors.** PI will provide a list of three prospective vendors to the Procurement department. In case of proprietary item contact details of the vendor should be given.
 - a. Up to a limit of 20,000/- PI is authorised to procure directly with the approval of Dean (R&D) and Finance.
 - b. For amount less than INR 1 Lakh, request letter with requirements sent to approval of Dean (R&D) and Mr. Deepak Gupta, keeping Associate Dean (R&D) and Executive@R&D Office in the loop. Please comply DOA matrix for approval.
 - c. For amount more than INR 1 Lakh, request letter with requirements sent to approval of Dean (R&D), Mr. Deepak Gupta, Mr. Piyush Arora and Vice Chancellor, keeping Associate Dean (R&D) and Executive@R&D Office in the loop.
 - d. PO is required in case of amount is more than INR 20,000 in coordination with Procurement team (Cost centre and Project vendor code of External project and Internal order of SEED, SHODH are required to be maintained in PO).
4. Approval is then forwarded to Mr. Sandeep Sandeep@ddn.upes.ac.in with the request to generate purchase requisition (PR). PR is created and same is communicated to the PI.
5. PR is released by Mr. Vineet Verma vineet.verma@gusindia.global, Deputy Director, Procurement.
6. Once the PR is released, PI to approach Shikha Sharma shikha.sharma@ddn.upes.ac.in, Manager, Procurement.
7. All reimbursement bills should be accompanied by Gate Pass for the materials (capex, opex) , consumables, etc procured by faculty.

* As prior approval has been obtained for the SEED budget, no separate approval is required by the PI. (please cross check with point 3 a). The request in the prescribed format can be emailed to Dean Research @ dean.research@ddn.upes.ac.in or the hardcopy may be submitted to Executive@R&D Office, 9th Block, Central Instrumentation Centre (CIC), Bidholi Campus, UPES.

1. For Internally funded projects (SEED, SHODH etc.), Internal Order is compulsory to mention.
2. For Externally funded Projects (DST, SERB, UCOST etc.), Vendor code of project and Cost Centre are compulsory to mention on payment requisition slip.
3. PI will review the monthly progress of projects (checking of Grants receipts and expenses done by PI with Finance team), if any disconnect, please get it corrected. Also coordinate with FP&A team for budget availability.
4. PI should first inform to R&D Department in case of sanction of external projects.