

Guideline-cum-Checklist for Project Closure

(To be filled by PI)

(Forward the filled checklist with all forms to DRDO for seeking administrative closure of the project)

S. No.	items	Please tick
1.	TEC with IFA (R&D) Rep, DRDO HQ as co-opted member, to evaluate the project and draft project closure report* at least 30-45 days before the PDC for project completion <i>*Draft Project Closure Report- Project Closure Summary Form with Technical Report and Financial Report)</i>	Evaluated/ Not Evaluated
2.	RAB will approve the project completion on TEC recommendation (Enclose TEC and RAB minutes) <i>GC to be apprised of the project completion. GC approval will be sought in case of short-closure of projects based on TEC evaluation and RAB recommendation.</i>	RAB Approval Obtained/ Not obtained
3.	Enclose TEC minutes with closure recommendations and RAB Minutes with closure approval	Enclosed/ Not Enclosed
4.	Fill and submit hard and soft copies of following forms within 60 days of expiry of PDC: (i) Project Closure Summary Form with Annexures: - Annexure-I: Project Closure-Lab Recommendation Form (05 Copies) - Annexure-II: Technical Report (TR) and Firmware, software etc. on digital media (05 Copies) - Annexure-III: Financial Report (FR) with Enclosures (05 Copies) (ii) Year-wise and Consolidated Statement of Expenditure Accounts and Utilization Certificate (iii) Equipment Purchased Form (iv) Facilities Established/Equipment Procured Retention/ Disposal Form (02 Copy)	Filled/ Not Filled Filled/ Not Filled Filled/ Not Filled Filled/ Not Filled Filled/ Not Filled Filled/ Not Filled
5.	The unspent balance to be returned back by DD/MRO/eMRO in favour of PCDA (R&D), New Delhi.	DD/MRO/eMRO Enclosed/ Not Enclosed
6.	The accrued interest to be returned back by DD/MRO/eMRO in favour of PCDA (R&D), New Delhi.	DD/MRO/eMRO Enclosed/ Not Enclosed
7.	Delivery of Technology component / module, process/ protocol/ methodology, prototype (s) for demonstration of integration of developed technology	Delivered/ Not Delivered

Signature of Centre Director

Date:

Signature of

Principal Investigator (PI)

Date:

Distribution List:

Project Closure Summary Form with Annexures:

- | | |
|---|----------------------------|
| - Annexure-I: Project Closure-Lab Recommendation Form | DFTM- 03 Copies |
| - Annexure-II: Technical Report (TR) and Firmware, software etc. on digital media | Collaborating Lab- 01 Copy |
| - Annexure-III: Financial Report (FR) with Enclosures | Centre- 01 Copies |
| - Facilities Established/Equipment Procured Retention/ Disposal Form | DFTM- 02 Copies |

Project Closure Format

DRDO Industry Academia- Centre of Excellence

Name of the Institute, Place

Project Closure Summary (To be filled by PI)

1.	Title of the Project	:	
2.	Research Vertical	:	
3.	Name of PI:		Name of Co-PI:
	Contact Details: 1. Department 2. Address 3. Phone (office& mobile) 4. E-mail		Contact Details: 1. Department 2. Address 3. Phone (office& mobile) 4. E-mail
4.	Project Sanction letter no. and date	:	
5.	Start Date of the Project (receipt of first grant by PI)	:	
6.	Duration of the Project & Extension, if any	:	
7.	Objective	:	
8.	Deliverables	:	
9.	RAB recommendation on completion of project	:	
10.	Dissemination of Research Work (details of workshop etc. organized)	:	
11.	Brief of objectives and deliverables envisaged vis- a- vis achieved:		
	Targets	Achievement	Remarks
	(a)		
	(b)		
	(c)		
12.	Name of Collaborating DRDO Lab(s) and Scientist	:	
13.	List of papers and impact factor published in a) National journal b) International Journal c) National Conference d) International conference	:	
14.	List of Patents filed, if any	:	
15.	Man power Trained Details (Nos., Name and contact details) a) Ph. D b) M.Tech c) JRF/SRF/PDF d) Technician Trained	:	
16.	Title and details of thesis for Ph. D/ M. Tech realized under the project	:	
17.	Facilities Created/ Equipment Procured	:	
18.	Suggestions for way forward	:	
19.	Research Impact (technology improvements/ break	:	

	through , cost effectiveness etc.		
20.	Name and details of Development Cum Production Partner (DCPP) / Production Agency (PA)/Development Partner (DP) industry(ies), if associated or identified	:	
21.	Project Closure-Lab Recommendation	:	Annexure- I
22.	Technical Report (TR)	:	Annexure- II
23.	Financial Report	:	Annexure- III
24.	The projects to be graded according to following attributes by TEC along with collaborating DRDO Lab		
	Attributes	Maximum Weightage	Assigned Weightage
	(i) Achievement of Technical Objectives and deliverables	30	
	(ii) Absorption /utilization of research output in the laboratory	25	
	(iii) Research Impact (technology improvements/ break through , cost effectiveness etc.	15	
	(iv) Timely completion of the project	15	
	(v) Periodical submission of Technical and Financial progress report	15	
	Total	100	

Signature of Centre Director
Date:

Signature of
Principal Investigator
Date:

DRDO Industry Academia- Centre of Excellence
Name of the Institute, Place
Project Closure-Lab Recommendation Form

(To be filled by Collaborating Lab)

1.	Title of the Project	:	
2.	Name of PI:	Name of Co-PI:	
	Contact Details: 1. Department 2. Address 3. Phone (office& mobile) 4. E-mail	Contact Details: 1. Department 2. Address 3. Phone (office& mobile) 4. E-mail	
3.	Project Sanction letter no. and date	:	
4.	Start Date of the Project (receipt of first grant by PI)	:	
5.	PDC with revisions	:	
6.	Objective and deliverables	:	
7.	Lab Comments/ Remarks on: <ul style="list-style-type: none"> • Accomplishment of project objectives and deliverables • Research Impact • Technical Report (TR) • Transfer of Technology to Lab and Absorption by Lab • Utilization of project outcomes • Way ahead covering further maturity of technology with academia/ industry 		

Signature of
 Collaborating Lab Director
 Date:

Signature of
 Collaborating scientist
 Date:

Technical Report (TR)**Technical Report to include:****(i) Executive Summary of project:**

(Briefly describe the background, objective, summary of achievements and future course of action)

(ii) Detailed Technical Report

The detailed Technical Report would include:

- Aim and Objectives (details of objectives envisaged vis-à-vis achieved)
- Summary of achievements
- Innovations in the research work
- Details of Achievements of the project and Detail justifications/reasons for shortfalls, if any
- Measurable Milestones and Deliverables of the project and deliveries made
- Literature survey
- Technical challenges and solutions
- Research Methodology/ Approach
- Software tools for design
- Modelling and simulation results (with input files, necessary user manual)
- Process and Fabrication details
- Design document and experimental results, technical setup details, initial conditions, algorithms, formulations, data formats, raw materials specifications and sourcing, data reduction methodology, inferences/ interpretations, lab and field test results
- Prototype development document with all required specifications, data sheets, COTs, standard parts, design and system details, integration document etc.
- Manufacturing process sheets (if applicable)
- Contributions from collaborating DRDO labs
- List of Paper published in National/ International journals and Conferences
- List of Patent filed, if any
- Lessons learnt
- Technology transfer document to include necessary documents and technical details as required to document and transfer knowledge in sufficient details from the research team to DRDO lab project team. The content and detailing will be such that the experimentation data could be reproduced with sufficient closeness or reasonable deviations at a later date by any other competent team
- Manpower trained details (Ph.D, M.Tech, JRF/SRF/PDF, Technician Trained)
- Details of team members and collaborating institutes, Industry, Start-ups
- Facilities Created and Equipment Procured
- Brief of Financial Status
- Proposed utilization of developed technology in immediate and future projects
- Post project support and responsibility/ hand-holding by PI to DRDO

- Way forward for future research
- What is the current status technology?
Concept only/Successful laboratory model/Full scale prototype/Infield testing or trials/Fully implemented or in use
- If the project is Technology development project and the proposed methodology/technology is for absorption by the lab.
- This innovation subject to any sensitive classification? Yes/No

(iii) In addition following will also be provided:

- a) Document consisting of review of state of art, details of work carried out earlier, mathematical formulation, conclusion in soft copy; patents, copyrights, tactical knowledge generated and soft copy on media.
- b) Technology component / module, process/ protocol/ methodology, prototype (s) for demonstration of integration of developed technology.
- c) Firmware, software, numbers, installation manual, user manual or user codes for demo. Detailed design document, Flow chart for firmware, PCB layout details, implementation code, Datasheet of components, FEM analysis, input & data files, simulation results along with test cases, soft copy on media.
- d)** Software architecture design document, commented source code object code, libraries used, executable, data set used, test cases, documents for setup, running of software also on media.

Signature of Centre Director
Date:

Signature of
Collaborating Lab Director
Date:

Signature of
Principal Investigator
Date:

Financial Report (FR)

Financial Report to include:

(i) Total sanctioned cost & yearly breakup

S. No.	Expenditure on ↓ (Rs in lakh) during→	Year-1	Year-2	Year-3*	Line Total
	Staff:				
	___ JRF @ ___ + HRA= ___ /-				
	p.m.				
a)	___ SRF @ ___ + HRA= ___ /-				
	p.m.				
b)	Equipment (including spares thereof)				
c)	Operation and maintenance of equipment or modification of equipment				
d)	Expendables				
e)	Travel				
f)	Contingencies				
g)	Visiting Faculty				
h)	Procured Services				
i)	Institutional Overhead				

Column Total

(*Table to be adapted for projects PDC more than 3 years)

- (ii) Total Funds received by PI
- (iii) Re-appropriation, if any
- (iv) Cost Revision
- (v) Unspent balance
- (vi) Interest Accrued

Signature of Centre Director
Date:

Signature of Administrative Authority of Institute with seal
Date:

Signature of Principal Investigator
Date:

(vii) Enclose with Financial Report:

- Project Sanction Letter
- Corrigendum
- PDC Revision Letter
- Cost Re-appropriation letter
- Year wise and Consolidated Utilization Certificate and Audited Statement of Accounts,
- Copy of Interest refund
- Refund of unutilized amount
- Equipment Purchased Form

DRDO Industry Academia- Centre of Excellence
Name of the Institute, Place

Facilities Established/Equipment Procured Retention/ Disposal Form

(Assets acquired out of government grants to be retained/ disposed by grantee institution)

Project title: _____

Sanction Letter No. _____ Date _____

S. No.	Particulars of Facility Established/ Equipment(s) Procured	Particulars
1.	Value of the asset	
2.	S. No. of Equipment purchased	
3.	Name of PI Contact Details (Email, Phone, Fax, Mobile No.)	
4.	Name and Address of Grantee Institution	
5.	Amount of Sanctioned grant	
6.	Purpose for which utilized	
7.	Justification for retaining/ disposal of assets created or acquired	
8.	Installation site/retention location of the Equipment:	

It is also certified that:

- (i) The maintenance cost will be borne by the institute. The equipment will be available for use by DRDO without any payment.
- (ii) The equipment will be disposed with due approval of DRDO and salvage value of the equipment will be reimbursed to DRDO within one month through MRO/eMRO/ DD of the disposal.

Signature of Administrative Authority with seal
Date:

Signature of Accounts/ Finance Officer
Date:

Signature of Principal Investigator
Date:

Assets Retaining Requisition Form

DRDO grant of Rs. _____ (Rs. _____)

sanctioned vide letter No. _____ dated _____ received for project on
the subject/ topic _____ for a period of
_____ years.

Permission is being sought to retain the Assets procured under the grant-in-aid project. Particulars are mentioned in the 'Retaining Facilities created/Equipment procured Form' attached herewith.

Signature of Administrative
Authority with seal
Date:

Signature of
Principal Investigator
Date:

Assets Disposal Requisition Form

DRDO grant of Rs. _____ (Rs. _____)

sanctioned vide letter No. _____ dated _____ received for project on
the subject/ topic _____ for a period of
_____ years.

Permission is being sought for disposal of the Assets procured under the grant-in-aid project. Particulars are mentioned in the 'Disposal of Facilities Established/Equipment procured Form' attached herewith.

Signature of Administrative
Authority with seal
Date:

Signature of
Principal Investigator
Date: