

# C-CAIR WORKFLOW

## **I. PI to C-CAIR at least 10 days\* before submission deadline**

- a) Submits draft of complete proposal (along with Call for Proposal, if any) / MoU / LoA / LoI.
- b) Submits completely filled-in **summary sheet** with signatures of Head of Unit, Prof-in-Charge/Head of Division
- c) Undertaking for Clearance from Ethics Committee (form will be provided), if applicable.

\*Relaxations upto 4 working days may be made for Call for Proposals (Govt.) with less than two months submission window.

## **II. C-CAIR**

- a) Checks the complete proposal
- b) Obtains vetting by Legal Cell (if applicable)

**IIIb. PI submits the revised proposal to C-CAIR (through Head of Unit, Prof.-in-Charge/Head of Division)**

## **IV. C-CAIR sends:**

- a) Approval to PI & obtains endorsement by ISI authority
- b) PI the endorsement for submission/ MoU / LoA / LoI

**V. PI submits to C-CAIR after submitting the endorsed proposal to the funding agency/ partner organization:**

- a) Final copy of the proposal
- b) Sanction letter/ Signed MoU/LoA/LoI or Regret letter when obtained

**VI. PI submits to C-CAIR for each sanctioned funded project:**

- a) Signed copies of yearly UC/SE
- b) Signed copy of final UC/SE and report on completion of project

Is  
the proposal  
acceptable for  
endorsement?

**Yes**

**No**

**IIIa. C-CAIR informs PI about the required modifications**