**SOPs FOR SMALL GRANTS PROGRAM**

1. Under the small grant program, the faculty members of UAF may submit the proposal round the year through Dean & Director ORIC .
2. Small grant support will be provided by EFS depending upon **availability of funds/budget** and nature of the proposal **on emergent need basis**.
3. The small grant is expected to support short term proposals like varietal/clinical trials, prototype development, field testing and survey, Import of technology, IPRs processing fees (Patent filling, Registration of products), training of end users of related fields, etc.
4. **The PI/faculty member of UAF will discuss their ideas/concept with the technical staff of EFS to fine tune the proposal.**
5. The PI will submit his concept (1-2 Pages) illustrating the rationale, objective, team members duration (up to six months) and funds requirement at least one month before the scheduled activities. **The prescribed proforma must be used.**
6. In the application, the PI should clearly mention the timeline for the project activities. A GANTT chart must be used for this purpose
7. On the recommendation of the committee, the Vice Chancellor/Chairman BoD shall approve the funds under TT, R&D or PC component.
8. After administrative approval, the PI will be allowed to execute the activity/project.
9. The PI will make the expenditure partially or in total as per need according to UAF financial rules.
10. After completion of the project and before submitting the report, the **PI will have to give a presentation** of the same before the committee in the presence of the nominated expert. The PI will then submit the completion report addressing the observations of the committee, if any.
11. The PI will submit the bills to EFS for funds availability which will be forwarded to Treasurer office for audit and disbursement of funds.
12. **The PI will submit completion report within one month after the completion of project/activity**.
13. Extension of ongoing project, if needed, up to one month will be granted by Executive Director, Endowment Fund, and extension beyond one month will be got approved from Vice Chancellor/Chairman Board of Directors
14. EFS will monitor small grant projects through EFS monitoring team.
15. Soft copies of the report and original picture files (in JPG format will be sent at efs@uaf.edu.pk.

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|  | ENDOWMENT FUND SECRETARIATUNIVERSITY OF AGRICULTURE, FAISALABAD, PAKISTAN **UAF-US COLLABORATION FOR STRENGTHENING OF AGRI. ACADEMIA**  Phone: 041-9201125, 9200161-170, Ext. 3604  Website: [www.efsuaf.org](http://www.efsuaf.org) Email: [efs@uaf.edu.pk](mailto:efs@uaf.edu.pk) |

*Proposal Identification No*

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*(To be allotted by EFS*)

**PROJECT PROPOSAL**

**(Small Grant)**

**1. Project Title:**

**2. Applicant's Details**

*Note: (Only regular/TTS faculty members/researchers/scientists in UAF may apply).*

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Qualification: |  | | |
| Institution/Organization: |  | | |
| Present Position: |  | | |
| Status (*Regular/TTS*): |  | | |
| Postal Address: |  | | |
| Tel/Mobile: |  | Email: |  |

**3. Other team members**

**4. Total Cost *(****Rs. Million):*

**5. Location:**

**6. Project Duration (***months)***:**

**7. Tentative Date of initiation:**

**8. Background/Existing Situation:**

**9. Justification**

**10. Objectives** *(objectives must be specific, realistic, measurable/quantifiable)*

**11. Methodology**

*Provide detailed description of the methods to be used linked to the proposed objectives.*

**12. Plan of work:**

|  |  |
| --- | --- |
| **Time/Duration** | **Activities/Description** |
|  |  |
|  |  |
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|  |  |

**Give a GANTT chart also**

**13. Budge breakup**

**14. Endorsement**

|  |  |
| --- | --- |
|  | **Principal Investigator** |
| Name: |  |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | (Seal and Signature) |
| Date: |  |

It is certified that this proposal has the concurrence and support of

|  |  |  |  |
| --- | --- | --- | --- |
| **CHAIRMAN OF DEPARTMENT/**  **DIRECTOR OF THE INSTITUTE**  (Seal and Signature) | | **DEAN/HEAD**  (Seal and Signature) | |
| Date: |  | Date: |  |