## Regional Academic Centre for Space (RAC-S)
### Joint Venture of
### MNIT Jaipur & ISRO Bangalore

## GUIDELINE FOR FACUTLY MEMBERS

On login, faculty members would see their dashboard like one below.



On Clicking "Projects" and then "View List", they would be able to see all the Projects already submitted to RAC-S. They could click on "+ Add New" to add a new project to RAC-S database.

They need to select their role, which could be PI or Co-PI. Please note that 3 years research project as well as Ph.D. Student project could only be submitted by MNIT Faculty, where that faculty member could be Co-PI and PI could be from any collaborating institute. Presently faculty members of Collaborating Institute could only submit UG and PG projects of 1 year durations. This may change in subsequent years. They could initiate a collaborative project with a faculty member from MNIT Jaipur in which faculty member of MNIT could be Co-PI and they could be PI. Presently faculty member from MNIT would need to submit such project to RAC-S. Please see the table below to understand who could submit what type of projects

**SUBMISSION OF PROJECTS**

| S. No. | Type of Research Project | Maximum Duration | Requirement | Who Could Submit the Project |
|---|---|---|---|---|
| 1. | UG Project | One Year | B.Tech. Students (Max. 5, Min 1) must be involved | Any Faculty Member of MNIT Jaipur or Collaborating Institute |
| 2. | PG Project | One Year | PG Students (Max. 5, Min 1) must be involved | Any Faculty Member of MNIT Jaipur or Collaborating Institute |
| 3. | Ph.D. Student Project | Three Years | Ph.D. Student must be involved. PI or Co-PI must be from MNIT Jaipur | Faculty member of MNIT Jaipur who could be PI or Co-PI (PI could be from Collaborating Institute) |
| 4. | Research Project | Three Years | PI or Co-PI must be from MNIT Jaipur | Faculty member of MNIT Jaipur who could be PI or Co-PI (PI could be from Collaborating Institute) |

Please provide Short Title (Few words that appears in tables as well as e-mails etc.) and Full title. You must select broad research area. Please note that you would only see those research areas which are added to your profile. In case you would like to add more research area now, you could do so by going to edit profile section. (Click your name on top right and click on Profile). However, note that your profile status would now change from "completed" to "review" and you need to request your Institute Coordinator to complete and thus update your profile. So please add all possible research area in which you are likely to submit a research project at the beginning only. Also select project duration and provide description of the project.

In the next section you would be able to add the other members of the projects (Co-PIs if you are PI, PI and other Co-PIs if you are Co-PI as well as student members). There must be one and only one PI for the project.

For every member you need to fill all the details as shown below. Please note that UG project must have at least 1 (preferable 3 to 5) UG students (III Yr or IV Yr), PG project must have at least 1 (preferable 3 to 5) PG students, PhD project must have one PhD student. Though there would not be any restriction on addition of students after the project has started, but as far as possible students must be involved right from the beginning of the project.

Research Project may or may not have any student members. You may also include requirement of research associates of different level in your research project, which you need to specify only in the project file and not in this section.

**Project Member** `Add` `Delete`

**Name** *

| Name |

**Mobile** *

| Mobile |

**Institute Name** *

| Select institute name ▾ |

**Role** *

| ▾ |

**Designation** *

| ▾ |

In the next section you need to fill the project budget details, year wise and head wise.

**Budget Estimate** (All amount in Rupees)

| | 1st yr | 2nd yr | 3rd yr | Total |
|---|---|---|---|---|
| Fellowship | | | | |
| Equipment | | | | |
| Satellite Data/Data | | | | |
| Consumables & Supplies | | | | |
| Internal Travel | | | | |
| Overhead charges | | | | |
| | | | | |
| **Grand Total** | | | | |

**Project File** *(Allowed pdf file only & Max file size: 5 MB)

| Choose File | No file chosen |

`Save`  `Save & Submit`

You also need to compile a single PDF incorporating all the forms of RESPOND programme of ISRO including "Application for grant of funds", "Form A", "Form B" and "Form C". Terms and conditions could also be read from the RESPOND website. PDF file should incorporate scanned copy of pages where signatures are required. Upload the file by clicking "Browse…" button.

While filling the form, you may intermittently save the project by clicking Save button. Once you are satisfied that everything is correct, please click "Save and Submit". Once you would submit the project you would not be able to make any changes to it. Your project would be considered as per set procedure and you would be notified in case of the decision taken on project. In case your project is recommended by the screening committee, you would be called for presentation about your research project in front of approving committee. You would receive e-mail giving details of date and schedule of such meeting. If your project is approved by the approving committee, you projected status would be changed to "Accepted" and funds for first year would be sent to your Institute (Or to the Institute of PI of the project as the case maybe). At the end of each financial year, you need to submit UC and statement of expenditure. You would also need to submit interim reports at regular intervals as decided by the approving committee or as and when requested by RAC-S. At the end of the project, you need to submit final report, details of all technical papers published in journals and conferences, any patent developed or under process and final UC and statement of expenditure. Any remaining balance would need to be deposited back to RAC-S funds.

Faculty must follow strict ethical code while submitting the project. Any form of canvassing would render faculty member ineligible to submit project at RAC-S web portal and her/his profile would be immediately made inactive. Budget need to be carefully examined and it must be ensured that it is properly justified. You may first find out if the equipment required is available in nearby Institutes or ISRO research labs. If it is, then you may include cost of using such facilities (including travel) in your project rather than purchase of costly equipment. Detailed information on facilities and testing rates etc. about Materials Research Centre (MRC) MNIT Jaipur is available here. Similarly, information about facilities available in IITs/NITs/Research Labs/ISRO labs may be sought.

Purchase of equipment like laptop, desktop, printer is discouraged, as they are mostly available in every institute. Research scholars/associates must be strictly based on requirements. Their role must be clearly defined. Research objectives must be mentioned pointwise and clearly defined. Present state of art must be presented and research methodology to be adopted should be clear and concise. Timeline must be presented and must be achievable.

Status of your project could be one of the following. More status flags may be introduced in future.

| S. No. | Status | Remarks |
|---|---|---|
| 1. | Draft | When you have saved but not submitted the project. |
| 2. | Pending | When you have submitted but no further action has been initiated by RAC-S. If this status remains for many continuous days, then you may get in touch with your Institute Coordinator. This would also be the status when you would submit a revised project. |

| S. No. | Status | Remarks |
|---|---|---|
| 3. | Under Consideration | This would be the status when some action has been initiated by RAC-S on the project submitted by you. It may have been sent to reviewers for their recommendations or may be pending for discussion in next RCC meeting. This status is likely to continue till next meeting of RCC, which would decide which projects would be considered for presentation to JPMC. |
| 4. | Revision | This would be the status when project is sent back to you for revision. You would receive e-mail when project is sent for revision. This may happen at any stage, initial stage, on recommendation of reviewer or by RCC or by JPMC. |
| 5. | Accepted for Presentation | This would be the status when your project has been recommended by RCC for presentation in front of JPMC. You should be ready with your presentation and would soon receive e-mail giving date and time of presentation. This may continue for some time if meeting of JPMC is delayed for some reason. |
| 6. | Accepted | This would be the status when your project has been accepted for funding by JPMC. Funds for first year are likely to be released soon after that. Status would change to Ongoing once funds are released. |
| 7. | Ongoing | These are ongoing projects for which funds has been released. Based on duration of the project this status may continue for 1 to 3 or more years (Only in case extension is granted to the project). |
| 8. | Completed | These would be completed projects which have finished, and final report has been submitted. All accounts have also been settled and final UC has also been submitted. |
| 9. | Rejected | These would be rejected projects. |