

**Research Grant Honorarium Claim Proforma**

Name of PI: \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Title of Research Grant: \_\_\_\_\_

Name of Funding Agency: \_\_\_\_\_

Duration of Grant: \_\_\_\_\_ Start Date: \_\_\_\_\_

Funded Amount (Rs): \_\_\_\_\_ Amount Received (Rs): \_\_\_\_\_

**SUBMITTED BY**

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*Name* *Department* *Date* *Signature*

**ENDORSEMENT (by Head of Department)**

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*Name* *Department* *Date* *Signature*

**CHECK LIST: to be verified by ORIC**

1. Copy of the grant proposal	<input type="checkbox"/> Received
2. Grant submission date	
3. Decision from funding agency	<input type="checkbox"/> Received
4. First installment of grant	<input type="checkbox"/> Received

REMARKS (if any): \_\_\_\_\_

**DIRECTOR, ORIC**

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*Name* *Date* *Signature*

**DIRECTOR, FINANCE**

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*Name* *Date* *Signature*

## **Research Grant Honorarium Claim Proforma**

### **RULES**

1. Only full-time faculty members of CECOS University shall be eligible for the honorarium associated with securing research grants.
2. Honorarium shall only be paid to the Principal Investigator (PI) of a grant.
3. PI shall receive a lump-sum amount that is equivalent to one percent (1%) of the total amount of funding received. However, if the amount is received in tranches then 1% of each tranche will be given to the PI.
4. A claim for each grant may not exceed PKR 100,000.
5. A copy of the submitted grant proposal along with a letter of acceptance from the funding agency shall be submitted along with the claim proforma.
6. Honorarium will only be processed after funds from funding agency are received.

### **APPLICATION PROCEDURE**

1. After acceptance of grant and receipt of funds, the claim proforma is submitted to the respective HoD.
2. HoD forwards the duly signed proforma to ORIC.
3. ORIC reviews the submitted application and validates it; after endorsement, forwards to Finance Department for processing of payment.