

Responsibilities with regard to research personnel

At the 113th SRC meeting held on 25th July 2019, it was decided to communicate to all Principal Investigators (PI) of SRC funded research projects remaindering their **responsibilities with regard to research personnel**:

1. After collecting the Council approved documents relating to your research project from the Division of Academic and Publications, **appointment letters** should be issued to research personnel using the specified form with the signature of the PI. Further, PI should take the sole responsibility to verify and confirm the qualifications claimed by the research personnel employed under SRC funded research grants. If there is a delay in issuing appointment letters, stipend will also be delayed for which PI is solely responsible.
2. If a **time extension** is required for the completion of the research project, PI should write a letter of request to the SRC committee; your request will be taken up at the next available SRC meeting. If there is a delay in making the request, stipend will also be withheld for which PI is solely responsible.
3. If a **budget revision** is required for the completion of the research project, PI should submit the revised budget in the specified form to the SRC committee; your request will be taken up at the next available SRC meeting. If there is a delay in making the request, stipend will also be withheld for which PI is solely responsible.