C-CAIR WORKFLOW for Endorsement/Approval by ISI Authority

I. PI to C-CAIR at least 5 days* before submission deadline
  a) Submits for endorsement/approval (as applicable) a full project proposal (along with Call for Proposal, if any) / MoU / LoA / LoI (preferably soft version to ccair@isical.ac.in);
  b) Submits completely filled-in summary sheet with signatures of Head of Unit, Prof-in-Charge of Division/Head of SQCOR & Head of Outlying Centre (if applicable) ;
  c) Undertaking for Clearance from Ethics Committee (form will be provided), if applicable.
        *Relaxation of upto 2 working days may be made if Call for Proposals has 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 proper channel and revised summary sheet (if applicable)

IIIa. C-CAIR informs PI about the required modifications

Is the proposal acceptable to CCAIR and then ISI Authority for endorsement?

Needs revision?

IV. ISI Authority, as applicable, endorses proposal/ MoU /LoA/ LoI and sends it to **PI** for submission to funding agency;
        OR
approves the proposal and sends it to **PI**.

Yes   **No**   **Yes**

No

C-CAIR informs PI about the reasons

Va. After submission to funding agency, PI sends to C-CAIR
  i) Final copy of the entire document submitted;
  ii) Copy of Sanction letter / Signed MoU/LoA/LoI when obtained;
Vb. Director's Office/ Accounts Unit representative of C-CAIR sends ISI Account No. for the project to C-CAIR when allotted.

VIa. Accounts Unit representative of C-CAIR sends to C-CAIR for each sanctioned sponsored project:
  i) Signed copies of yearly UC/SE;
  ii) Final UC/SE
VIb. PI sends final report on completion of project to C-CAIR