

NCGSA RESEARCH FUND CHECKLIST

Please ensure the following for the submission of complete research proposal, incomplete proposals will not be accepted.

Sr. No.	Activity	Yes / No
1.	Download the NCGSA Research Fund & allied forms from https://ncgsa.org.pk/ncgsa-research-fund/	
2.	Complete the Research Fund Proposal on prescribed form (<i>NCGSA-RF-F-01/00</i>)	
3.	Completely fill the Budget Form, according to the HEC budget guidelines (<i>NCGSA-RF-F-02/00</i>)	
4.	Completely fill the PI & PIO Information form (<i>NCGSA-RF-F-03/00</i>)	
5.	Completely fill the Target Outputs form (<i>NCGSA-RF-F-04/00</i>)	
6.	Attach all filled forms with Research Fund Proposal (<i>NCGSA-RF-F-01/00</i>)	
7.	Attach copy of CNIC of Principal Investigator	
8.	Get the Endorsement of Head of PIO on the Section E of Research Fund Proposal	
9.	Get the Endorsement of Head of Industrial Partner on the Section E of Research Fund Proposal	
10.	In case Sr. 9 is not feasible attach a letter of Support / Commitment from Industrial Partner	
11.	Attach a letter of Support / Commitment from all partners involved in the project	
12.	Attach CV of Principal Investigator with recent photograph	
13.	Attach CV of Co-Principal Investigator	
14.	Attach CV of Industrial Focal Person	
15.	Attach a proof of Registration / Certification / NTN / STN from Industrial Partner	
16.	Attach any quotations / proof of cost for the equipment costing 0.5 Million PKR per item	
17.	Send all aforementioned documents original & 2x copies (i.e., 3 properly binded files) to “NCGSA Secretariat, Institute of Space Technology, 1, Islamabad Highway, Islamabad, Pakistan”	
18.	Upload soft copy of signed & stamped documents with all attachments on https://ncgsa.org.pk/ncgsa-research-fund/ (Merged PDF Files – Allied Document to be attached with Research Fund Proposal)	
19.	Email soft copy of signed & stamped documents with all attachments on researchfund@ncgsa.org.pk & ncgsa@ist.edu.pk Subject the email as “NCGSA Research Fund – Name of PI – Name of PIO” (Editable Files: Word and Excel Files - PDF only of scanned attachments)	
20.	Submit the proposals with all attachments through all 3 mediums (Sr. 17-19) till April 23, 2021 .	