

**INDO-AUSTRALIA EARLY AND MID-CAREER RESEARCHERS (EMCR)
FELLOWSHIP PROGRAMME 2016-2017**

Administered by

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GENERAL INFORMATION / GUIDELINES

2016-2017



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CONTENTS

1) General Information about the Indo-Australia Early and Mid-Career Researchers (EMCR) Fellowship Programme 2016-2017.....	1
2) Guidelines governing the Indo-Australia Early and Mid-Career Researchers (EMCR) Fellowship Programme.....	2-3
3) Documents to be submitted after the completion of the fellowship period.....	4
4) Formats.....	5-10

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GENERAL INFORMATION

It has been well recognized that in order to keep abreast with latest developments in Science & Technology, Indian Scientists and Technologists should have opportunities to interact with the International Scientific Community and get first-hand experience of the developments taking place at the International level. The Indo-Australia Early and Mid-Career Researchers (EMCR) Fellowship Programme is one such step which provides Indian Scientists who hold regular position in recognized Science & Technology Institutes in India to visit Institutions in Australia, interact with Scientists/Technologists there, get exposure to latest research techniques and conduct R&D in specially chosen areas of Science & Technology. The Early and Mid-Career Researchers Fellowship are designed to support the development of research skills and networks and facilitate access to specialized equipment and training.

Under the Indo-Australia Early and Mid-Career Researchers (EMCR) Fellowship Programme, fellowships of 3 to 9 months duration are provided to EMCR Fellows for conducting advanced research/undergoing specialized training in chosen frontline areas of Science & Technology. It is envisaged that the expertise gained during the fellowship period will lead to further strengthening of National Programmes in these areas as well as further generation and spread of expertise at the National Institutes.

For details about the eligibility conditions and other required information about the Indo-Australia Early and Mid-Career Researchers (EMCR) Fellowship Programme 2016-2017, please visit our website www.insaindia.res.in

**GUIDELINES GOVERNING THE INDO-AUSTRALIA EARLY AND MID-CAREER RESEARCHERS (EMCR)
FELLOWSHIP PROGRAMME 2016-2017**

- (1) The individual availing this fellowship would be called an Indo-Australia Early and Mid-Career Research (EMCR) Fellow.
- (2) After the approval of the fellowship, the EMCR Fellow should not deviate from:
 - a) Approved area of research/ training
 - b) Identified Institute abroad
 - c) Duration of fellowship
- (3) The EMCR Fellow should fill a bond to the parent Institute that he/she would serve the parent institute/anywhere in India for a period of at least 3 years after pursuing research in the area of specialization abroad. A copy of the bond should be sent to INSA.
- (4) If the EMCR Fellow does not return to India or gets a job opportunity in Australia on completion of the duration, Fellow will be required to reimburse the whole expenditure incurred during the fellowship period in one lump sum within one month of the completion of the term of the Fellowship. Parent Institute will recover the whole of the expenditure from the Fellow and remit it to INSA within the stipulated period.
- (5) If the EMCR Fellow on return to parent institution resigns from the job and goes abroad or accepts another job unconnected with the chosen area, then it would be considered as having broken the bond and he/she would be required to pay forthwith a sum of money pro-rated to the uncompleted period under the bond.
- (6) The EMCR Fellow will be entitled to a fellowship amount of **USD 3,000 per month** (or equivalent in other foreign currency) with maximum duration of fellowship being 9 months. The fellowship amount includes the accommodation charges and food and incidental expenses incurred.
- (7) The EMCR Fellow will be entitled to one time contingency grant of **Rs. 25,000/- (Twenty-five thousand only)** to cover the Visa charges and medical insurance etc.
- (8) The EMCR Fellow will also be permitted to travel within host country to attend conferences or visit other institutes of interest with the prior approval of the host institute as per INSA rules and will be entitled to a grant of **USD 1200** (or equivalent in other foreign currency). Expenditure incurred on this will be settled by INSA at the time of final settlement and on submission of the following details:
 - Recommendation letter from the host Institute permitting the fellow to attend the conference or visit other institute of interest within host country and within fellowship duration only.
 - Authenticated claim bill for travel, hotel stay, registration fee, if any, duly certified by competent financial authority/guide of the host Institute.
 - Total claim bills on this budget head should not exceed the amount specified above. Only actual expenditure incurred will be reimbursed by INSA which should be within the limits prescribed above.

- (9) The EMCR Fellow will be entitled to air passage in economy class by **Air India only** from the place of working in India to the place of Australian host institute and back by shortest route. As per MOF instructions dated 13.07.2009 all cases of air travel both domestic and international, the officials may travel only by Air India. For travel to stations not connected by Air India the officials may travel by Air India to the Hub/Point closest to their eventual destination, beyond which they may utilize the services of another airline which should also preferably be an alliance partner of Air India.
- (10) Apart from the fellowship amount, expenditure on air travel, expenses involved in attending conference/visit to any other institute in the host country and contingency amount as mentioned in items 6 to 9, no other amount will be paid by INSA to the Fellow.
- (11) Rules governing payment of salary, leave, medical, gratuity, GPI and pension etc. of the Department/Institution/University to which the fellow belongs would continue to be applicable. No liability on any of these accounts will be borne by INSA. The Fellow is required to work at the host institute abroad during the entire period of fellowship. The fellowship will be provided only for the duration of stay of the Fellow at the host institute in Australia.
- (12) The candidate selected for the award of the Indo-Australia EMCR Fellowship Programme 2016-2017 should commence his / her travel **between 1 January 2017 and 30 June 2017 and must be for a minimum of 3 months and a maximum of 9 months in duration. All travel must be completed by 31 March 2018.** Failure to do so would render the fellow forfeit the award. The decision of INSA on all these matters would be final.
- (13) The EMCR Fellow will submit to INSA reports of his/her visit within 2(two) months after returning to India. The report should also include authenticated detailed expenditure statement in connection with the training/research under this programme as per the INSA format.
- (14) A report evaluating the performance of the EMCR Fellow by the Guide/Professor of Institute with whom the Fellow has worked in Australia should also be sent to INSA along with the report.
- (15) The final settlement of accounts will be subject to availability of the report mentioned at (13) and (14) above.
- (16) Visa arrangements are to be made by the EMCR Fellow himself / herself.
- (17) The EMCR Fellow will intimate to INSA the date of joining at the Australian host institute as soon as he/she joins the host institute. This intimation may be provided through the guide at the Australian host institute. He/She will also intimate to INSA the dates of leaving the host institute and joining the parent institute in India.

DOCUMENTS TO BE SUBMITTED TO INSA AFTER AVAILING THE FELLOWSHIP

The EMCR Fellow will be required to submit the following documents/details after availing the fellowship/joining the parent institute in India. These documents/details should be submitted within two months of his/her return.

1. A detailed report on the training received/research workdone including papers communicated/published during the stay of the EMCR Fellow at the Australian host institute (Three copies, in **Format 1**).
2. A report evaluating the performance of the awardee and giving brief highlights of achievements by the Professor/Guide at the Australian host institute with whom the EMCR Fellow has worked. (One copy in original, in **Format 2**).
3. Claim sheet along with supporting documents (One copy, in **Format 3**).
4. Details to be furnished by the parent institute of the EMCR Fellow (One copy, in **Format 4**).
5. Utilization Certificate by the parent institute of the EMCR Fellow (Two copies, in **Format 5**).
6. The EMCR Fellow may also be required to submit other reports from time to time highlighting how the knowledge gained abroad has been utilized while working in India.

The above documents/details should be submitted in the formats given on the following pages. These documents/details should be forwarded to INSA through the head of parent institute of the EMCR Fellow.

(Format 1)

REPORT ON THE TRAINING RECEIVED / RESEARCH WORK DONE (3 copies)

1. Name and designation of the EMCR Fellow:
2. Address:
3. Chosen frontline area of S&T in which training/research was carried out:
4. Name of Professor and address of the Australian host institute:
5. Duration (Please give exact date/month/year):
6. Academic Highlights:
 - (i) Techniques learnt/specific expertise acquired (please provide sufficient details in at least 500 words)
 - (ii) Details of research work done/results obtained including papers published/ prepared/submitted for publication (a clear detail of research work done and results obtained during the fellowship period may be given in not less than 1000 words. It should not be sketchy/in narrative form). A copy of the papers published/prepared/submitted for publication may be attached)
 - (iii) Proposed utilization of the experience in India (please provide details in about 500 words)
7. Visit(s) to other scientific institutions, universities and laboratories during your visit abroad along with purpose of visit(s) and details of knowledge acquired. (500 words)

Signature
(Name of the EMCR Fellow)

8. Remarks of the Head of the parent Department/Institution/Organization about the overall progress of the Fellow and the training acquired in particular, its further application in the institute in national context.

Signature
(Name and Designation)

Date:

Place:

REPORT OF THE AUSTRALIAN HOST INSTITUTE

(One copy in original on the letter head of the host institute)

1. Name of Professor and address of the Australian host Institute :
2. Area of research :
3. Duration (Please give *exact date/month/year*): From.....To.....
4. Brief highlights of achievements (techniques learnt/research work carried out/papers published/prepared) :
5. Has the fellow visited other labs/institutes/attended conferences in host country? If yes, benefits derived :
6. Has the fellow participated in other activities? Please specify :
7. Any other comment you may like to make :

Date:
Place:

Signature
Name, designation of the guide and
Host institute's address

CLAIM SHEET

(One copy, to be filled by the applicant)

1. Name, Designation and Address:
2. INSA Sanction Order No. & date :
3. Chosen area of research:
4. Name, designation and address of Professor of the Australian host Institute:
5. Duration (Please give exact date/month/year) :

From.....to.....

6. Details of expenditure :

A. Travel : FOR ONWARD JOURNEY

- (i) Place of work in India :
- (ii) Place/airport from where flight taken for onward journey :
- (iii) Date of departure :
- (iv) Date and place of arrival in host country :
- (v) Airfare for onward travel (excluding airport taxes etc.): Rs.

FOR RETURN JOURNEY

- (i) Place of work abroad :
 - (ii) Place/airport from where flight taken for return journey :
 - (iii) Date of departure :
 - (iv) Date and place of arrival in India :
 - (v) Airfare for return travel (excluding airport taxes etc.): Rs.
 - (vi) Total expenditure on air travel (for onward & return journey): Rs.
- (Please attach a copy of Air India e-ticket showing flight fare for both ways along with boarding passes)

B. Expenditure incurred for attending conference/visit to other institute: Rs.

within host country. (Breakup details to be provided as per Annexure-I with authenticated claim bills for travel, hotel stay, registration fee, if any, duly certified by the competent financial authority/guide of the Australian host institute along with a recommendation letter.

C. Fellowship : Rs.

USD.....x.....months x Rs.....as per foreign exchange rate.

(Please attach a photo copy of the Bank receipt showing the exchange rate – Rupee Vs Dollar; as well as Rupee Vs other currency if conversion is in other currency, as on the date of obtaining foreign exchange).

D. Contingency : Rs.

E. Total (A to D): Rs.

Certified that I have attended the above training/ research programme and the particulars furnished above are correct. Also certified that I have not received any financial assistance from any other source.

Date:

Place:

Signature
(Name & Address of the EMCR Fellow)

**DETAILS TO BE FURNISHED BY THE PARENT INSTITUTE OF EMCR FELLOW
(One Copy)**

1. Total Grant Received:
2. Sanction letter No. & date:
3. Date of leaving the parent institute:
4. Date of joining the host institute in Australia:
5. Date of leaving the host institute in Australia:
6. Date of joining the parent institute after visiting Australia:
7. Total expenditure incurred on the visit of the Fellow:
8. Amount to be released to the concerned Institution/organization:
9. Balance (if available) returned/being returned to INSA:
10. Utilization certificate in the proforma enclosed:

Certified that EMCR Fellow has been paid grant as sanctioned by INSA (column 2 above) for visiting Australia as per guidelines of the Indo-Australia Early and Mid-Career Researchers Fellowship Programme 2016-2017.

Signature of EMCR Fellow
with date

Signature of
Registrar/Accounts Officer
with date

Signature of Head of the
Institute with date

UTILIZATION CERTIFICATE

(To be sent in duplicate to the Indian National Science Academy)

1. Title of the Programme :
2. Name of the Institution :
3. Name & designation of the awardee :
4. INSA sanction letter No. and date :
5. Head of account as given in the original INSA sanction letter :
6. Total amount that was available for expenditure during the financial year:
7. Actual expenditure incurred :
8. Balance amount available at the end of the financial year :
9. Unspent balance refunded, if any :
(Please give details of Cheque No. etc.)
10. Balance to be reimbursed to the fellow :

Certified that out of Rs.....of amount sanctioned during the year.....in favour of(*institute's name*).....under the INSA Letter No.....dated....., a sum of Rs.....has been utilized for the purpose of research/ training in Australia in respect of Dr....., Indo-Australia Early and Mid-Career Researchers Fellowship awardee and that the balance of Rs.....remaining unutilised at the end of the year has been surrendered to INSA (Vide Cheque No..... Dated.....) / balance amount of Rs.....due to awardee may please be reimbursed.

Signature of EMCR Fellow
with date

Signature of
Registrar/Accounts Officer
with date

Signature of Head of the
Institute with date