



राष्ट्रीय खाद्य प्रौद्योगिकी उद्यमशीलता एवं प्रबंधन संस्थान
(खाद्य प्रसंस्करण उद्योग मंत्रालय के अंतर्गत एक राष्ट्रीय महत्त्व का संस्थान)
National Institute of Food Technology Entrepreneurship and Management
(An Institute of National Importance under the Ministry of Food Processing Industries, Government of India)

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Notification

The Board of Management vide Agenda 37.10 has approved the guidelines of Contract Research Organization (CRO) in the 37th Meeting of the Board held on 09.07.2021. The CRO guidelines outlines the administrative support and finance management for the collaborative research with industries and renowned academic and research institutes, offer IPR protection for technologies (i.e., developed and transferred), promote technical know-how and organize collaborative events to open gateways for future sustainable R&D initiatives.

The approved guidelines of CRO as presented in Annexure-A is notified for implementation in NIFTEM, Kundli.


(Registrar)

Enclosed : Annexure-A: CRO Guidelines

Copy to

1. PS to Director
2. PS to Registrar
3. All Deans / HoDs
4. DCF
5. All ARs
6. Office File

Contract Research Organization (CRO)

Guidelines



**National Institute of Food Technology Entrepreneurship and
Management,
Kundli Sonapat**

Pranav

24-2-2023



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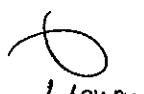

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Contract Research Organisation Guidelines

1. Introduction about CRO at NIFTEM

CRO at NIFTEM aims to foster an ecosystem of sustainable collaborative research with industries (including large and small, start-ups and non-profit organisations) and renowned academic and research institutes (nationally and internationally) that will promote "open innovation" research perspective for entrepreneurial development activities and technology related areas. We will be working at length, to fulfil the finance management and administrative support, offer IPR protection for technologies i.e. developed and transferred, know-how and organise collaborative events to open gateways for future sustainable R&D initiatives.

1.1 Perspective

Research projects with industry will be the main priority of the CRO. NIFTEMs research policies and processes at centre will manage research contracts and grants within a framework of NIFTEM guidelines. By contrast, industry sponsored research will be more flexible, and these contracts may need negotiations to balance the parties' interests.

2. Mission

Our mission is to act as an effective Interface for translating the academic research and innovation to Industry while promoting and sustaining commercialisation of Science and Technology in the Institute for mutual benefits.

Definitions

Institute : means National Institute of Food Technology Entrepreneurship and Management (NIFTEM)

Department: means academic departments i.e Basic and Applied Sciences, Food Science and Technology, Food Engineering, Food Business Management and Entrepreneurship Development, Agriculture and Environmental Sciences at the institute.

Research Dean: Dean of Research and Head CRO at NIFTEM.

Vice Chancellor: means Head of the Institute.

Research Project: implies sponsored industrial research or routine testing projects governed by the research agreement.

Sponsored Research Project: means Research projects sponsored by Industry (private , public) national/international and autonomous bodies. The project cost including expenditure towards manpower, equipment, consumables and supporting services of the institute is borne by the sponsor. Sponsored project terms are mutually agreed upon by both the agencies.

 
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Principal Investigator: is a member of the faculty/ scientist of the institute with necessary expertise and competence to conduct Research and consultancy work. Normally the faculty/scientist who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding is the Principal Investigator (PI).

Client: means the organisation that offers a project to the institute and provides necessary financial support for successful completion of the project in time.

Research Agreement: can be legal agreement involving NIFTEM PI, CO-PI and Client (External Sponsor)

3. Objectives of the Industrial Collaborations

Collaborations involving academic institutions and industry partners will follow certain objectives

- Complementing competences, knowledge and technologies to advance research and development.
- Obtaining access to resources that are available only from specific partners (NIFTEM will provide laboratories and pilot plant facilities while industries will provide machinery or necessary arrangements)
- Broadening the scope of the innovation process.
- Exploiting existing intellectual property (IP) through inclusion of specific competences.
- Attaining critical mass to address complex projects.

3.1. Types/ Scope of Collaborations

The type of collaboration is usually chosen according to purpose and extent of the complementary information or resources that are needed to fulfil the purpose of cooperation. Collaborations can be bilateral or multilateral depending on the complexity of the research which may increase the number of partners.

- Sponsored Research Projects involving external funding sources from industry
- International Research Collaborations involving international funding sources or international collaborators
- Organising Events for dissemination of knowledge as part of the research projects.
- MoU and Agreement with National/International Institution for Research having self-sufficiency nature.

CRO has proposed a set of sectional areas for streamlining its functioning in different technology domains. The sectional areas will together cover all the disciplines in which the institute has expertise. Inter-disciplinary topics may span across multiple sectional areas.

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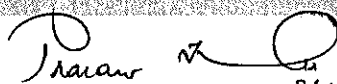
- Food Engineering
- Food Safety and Quality
- Food Testing and Analysis
- Food Technology and Product Development
- Food Supply Chain Management
- Agri-Food Business
- Post Harvest Technologies
- Food based Entrepreneurship start-ups
- Trainings, Workshops and other events for start-ups
- IP policies/ Technology Transfer/ Licensing the technologies
- Pilot plant services/ Incubation

3.1.1. Research Council

There will be a research council comprising of members from different areas who will give guidance and check on the CRO functioning from time to time. In addition to this the committee advises in setting up and proposing suitable modifications in the guidelines of NIFTEM's research policies from time to time.

The committee will constitute dignitaries from different scientific/industrial background

Chairperson	Vice Chancellor, NIFTEM	Dr. Chindi Vasudevappa
Member Secretary	Dean Research, NIFTEM	Prof. P. K. Nema
	Director, CIPHET	Dr. Nachiket Kotwaliwale
	Director, CFTRI	Dr. Raghavarao K S M S
Members (external experts)	Director, IIFPT	Dr. C. Anandharamakrishnan
	Director, DFRL	Dr. Anil Dutt Semwal
	Director, IARI	Dr. Ashok Kumar Singh
	Director, IITR (Lucknow)	Prof. Alok Dhawan
Industrial Members	Yet to be added	

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4. Roles and Perspectives for execution of project

A successful functioning of industrial collaboration is built on a firm basis where there is clarity about 'who is doing what,' with a fair distribution of roles and expected benefits among the partners. This will align and manage the expectations that each partner has towards the other(s).

This section will review the possible roles that should be fulfilled during the different phases of the project lifecycle.

1. Exploration Phase

2. Building Phase

3. Execution Phase

4. Termination Phase

4.1. Exploration Phase

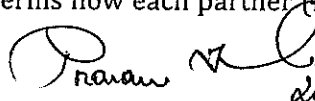
This phase is driven by the experts that define content, scope and overall aim of the collaboration. Academic expert scientists (can be Regular/ Contractual Faculty/Distinguished Fellows or Scientists) are often approached in their field (Section 3.1) to en-route to a well-designed Collaboration Framework. The industry expert brings in complementary technical expertise to enable an efficient process to achieve the overall Project aim.

Proposals received from Individual Faculty Members The proposals will be prepared by the Academic expert scientists (who can be Regular/ Contractual /Distinguished /Faculty or Fellows or scientists) in the CRO Industrial Sponsored Project Proposal (Format) and sent to the Head (CRO). Such proposals will be examined in CRO and amount to be quoted by the client may be worked out in consultation with the proposer.

Proposals received directly from Industry by CRO Proposal received directly from the Industry by CRO will be examined by Head (CRO) who will send the proposal to NIRC framed for strategic areas (section 3.1) and identify the faculty member/Department/Centre of NIFTEM competent to take up the assignment. In case of proposals involving more than one Department/Centre, a coordinating faculty member/Department/Centre will be identified. Thereafter the faculty member/Department/Centre will be requested to formulate the proposal as per the prescribed form and send to Head (CRO) for further processing.

4.2. Building Phase

It is important to find common ground and identify the activities where the partners need each other and come to an agreement on the terms how each partner (NIFTEM and industry) protects its own interest


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There must be a mutual understanding between the partners wherein the academic researcher/ industry 'goes for the publication/ patent and an agreement form (Format 2) needs to be signed

After the proposal is approved, the agreement may be signed by (i) the Investigator Incharge; (ii) Head (CRO), NIFTEM, or his representative with suitable modifications as mutually agreed to, in the Part 4.1 of the Project Proposal and Agreement form. The projects beyond 15 lakhs (as per the NIFTEM guidelines) the agreement may be prepared on judicial stamp papers of appropriate value. Alternatively, the agreement may also be entered into by exchange of letters between NIFTEM, concerned faculty/Principle Investigator and the Client.

- Head (CRO) and Vice Chancellor reserves the right to accept, modify or deviate from the prescribed norms of budget/operational aspects, taking consideration for the views of Principal Investigator(s) client and specific needs of the assignment.

4.3. Execution Phase

This is the third phase for building the project deliverables that includes the project survey, methodology and the budget details for (Manpower, equipments, consumables and timelines for the project) to be decided in Execution Phases.

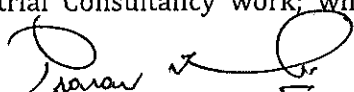
The project proposal may include:

- a) Planning of various project activities
- b) Estimation of funds required for the project considering the following budget heads:
 - (i) Salary of the project staff (with designations), (ii) Equipment,
 - (iii) Consumables,
 - (iv) Travel,
 - (v) Contingency and
 - (vi) Institute overhead.
 - vii) Honorarium to the PI/Co-PI/ other team members
- c) Identifying Principal and Co-investigator(s) or identifying other consultants, if necessary
- d) Execution of work and the timeframes
- e) Handling all communications with clients after a project has been accepted
- f) Writing of intermediate and final reports according to project proposal

A. Manpower

PRINCIPAL INVESTIGATOR / INVESTIGATOR-IN-CHARGE (PI)

- An academic expert scientists (can be Regular/ Contractual Faculty/Distinguished Fellows or scientists) of the Institute with necessary expertise and competence to conduct a Sponsored Research / Industrial Consultancy work; who submitted the


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project proposal and discusses/negotiates it with the sponsor and is instrumental in getting the project is the Principal Investigator (PI). In case the projects directly received by CRO, the Principal Investigator (PI) for projects may be appointed by the Head (CRO). All Project proposal must have at least one Regular faculty as PI/Co-PI.

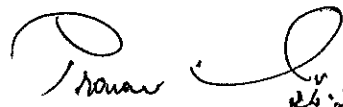
- **CO-INVESTIGATOR (Co-PI):**

An academic expert scientists (can be Regular/ Contractual Faculty/Distinguished Fellows or scientists) co-opted by the Principal Investigator to work jointly with him. If PI leaves the Institute or goes on leaves, a Co-Investigator assumes the power of the PI with the approval of the competent authority.

- **ASSOCIATE INVESTIGATOR (AI):** A technical staff with sufficient expertise relevant to a project/consultancy work appointed by the PI under intimation to Head (CRO) for execution of the work. An Associate Investigator shall not handle a project independently and he/she has to work with a PI or CO-PI who has the responsibility for execution of project activities.
- **External Expert/Consultant:** Procurement of outsourcing of services means hiring of external professionals, consultancy firms or engagement of consultants for a specific job in a project is applicable as per the project requirements. The services from consultants/ firms will be hired on consulting the industrial clients. The hiring process of these consultants/ outsourcing services will be as per the institute policies under the recruitment process and the financial rules or as per the approval of the competent authority based on the proposal from the PI and recommendation of Head (CRO)
- **Project Assistants:** Project staff JRF/SRF/ RA can be appointed by the PI (following recruitment process) as applicable in the project.
- **SPONSORED RESEARCH and INDUSTRIAL CONSULTANCY:** Time bound specific problem solving projects sponsored by funding agencies with payment of consultancy fee / honorarium to the Investigator(s), external experts/ consultants in addition to all other expenses.

B. Hiring Norms

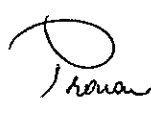
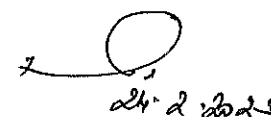
1. Open selection will be held for all project posts for a duration of the project/ one year which ever is less and can be extended further for similar period based on the satisfactory performance..
2. All project appointments will be contractual and on the basis of consolidated monthly compensation.
3. Automatic transfer from one project to another either on completion or midway shall not be permitted.


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4. On the completion of each year of service during the contract period suitable enhancement of monthly compensation may be considered as per the project conditions on the recommendations of the PI with the approval of Head (CRO).
5. Recruitment of JRF / SRF / RA shall be done as per the NIFTEM guidelines.
6. All appointment letters shall be issued under signature of Registrar / Senior Administrative Officer / Administrative Officer **NIFTEM**.
7. The PIs shall consider prevailing compensation package, general qualifications and experience for staff while preparing project proposal.
8. PIs (as per the NIFTEM rules) shall be the sanctioning and controlling authority for all types of leaves with respect to contractual project staff.

C. Conduct Rules:

1. Project employees shall a) Follow general code of conduct of NIFTEM b) Maintain secrecy of the research findings / technical information and shall not get involved in unauthorized communication of any official document or information.
2. Guidelines for Principal Investigators and Consultants
 - Sponsored Research and Consultancy Projects shall be undertaken only with the prior approval of the Head (CRO). All research proposals shall be routed through Head (CRO) with relevant information required by Sponsors.
 - It shall be the responsibility of the PI to get the project work completed satisfactorily within the sanctioned grant and duration. PI shall ensure to get the feedback forms (Form) filled in between and after the completion of the project for the progress.
 - The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation. For effective control, periodic (or as and when required) expenditure details shall be made available.
 - The PI shall maintain the details of equipment purchase (in Form GFR 19) out of project funds separately for each project and will make it available to the competent authority for any kind of audit in future.
 - The PIs shall be responsible for submission of periodical and/or final technical report(s) of the project work to the sponsoring agency (Format attached). He/She shall also send a copy of the technical report to Head (CRO).
 - The PI shall write to the sponsor for timely release of fund with an un-audited/ audited statement of accounts and the same is sent as a copy to the Head (CRO) for follow up.

- The PIs shall sanction / control the leaves due to the contractual employees working in their projects under intimation to CRO Office.

Leave Provision

Faculty members going out of town on research/consultancy project related work will be treated to be on duty subject to a maximum leave of 30 days per year, and subject to a maximum leave of one week per regular semester. Approval for going on duty on such work will be approved by the Head (CRO).

Limitations

It is expected that only those consultancy projects will be accepted by the Institute which provide challenges befitting professional competence of the faculty members. Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of faculty members. Thus, the time spent by a faculty/staff member on industrial work should be limited.

Involving Foreign Collaborators

Involving Foreign Collaborators At least one foreign institution/investigator from the other country should express a desire to cooperate in the research and development project with NIFTEM and a sponsoring agency ready to support financially for international R&D projects. The project may involve a company from each side for academic / industrial research project for joint industrial R&D project aiming at the development of products/ processes leading to commercialization. The proposals involving foreign collaborators are applicable once the institute abides the rules of FCRA. In case the international collaborator has Indian agency funding support can be given to each partner in accordance with the National Laws, Rules, Regulations and procedures in effect. A bilateral memorandum of understanding (MoU) between NIFTEM and the collaborating foreign institution need to agree on the Indian component of the total project cost with the approval of Competent Authority NIFTEM.

EXCEPTION CLAUSE

These CRO rules shall normally be applicable to all projects consultancies, testing services, retainership, technology transfer, intellectual property rights. Any exception / deviation to these rules may be considered by the Competent Authority for approval depending on the merits of the case.

4.4 Termination Phase

The project may be terminated as and when the milestones have been achieved, collaboration, and in what ways a partner can benefit. Besides scientific publications, incentives to collaborate can be related to in/out-licencing or access to IP, funding, access to data, or jointly developing novel tools.

- The PI shall maintain the details of equipment purchase (in Form GFR 19) out of project funds separately for each project. He / She shall send a copy of it to Head (CRO) for placing the same before the Govt. Audit for verification.


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- The PIs shall be responsible for submission of periodical and/or final technical report(s) of the project work to the sponsoring agency (Format attached). He/She shall also send a copy of the technical report to Head (CRO).
- The PI shall write to the sponsor for timely release of fund with an un-audited/ audited statement of accounts and the same is sent as a copy to the Head (CRO) for follow up.

Publications of results

Investigators wishing to publish technical/ scientific papers based on the research work done under the project should adhere to the guidelines of sponsoring agency and acknowledge the assistance received from sponsoring agency in the publications. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

Technology Transfer and Intellectual Property Rights

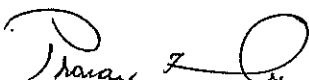
It is encouraged to file patent applications for the research outcomes from the projects on their innovations, to transfer their technologies for commercialization, and to reward the inventors of NIFTEM. "Intellectual Property Rights" include patents, registered designs, copyrights and layout design of integrated circuits. It is encouraged to seek protection of Intellectual Property Rights (IPR) to the results of research through R&D projects. The patent may be taken in the name(s) of inventor(s) NIFTEM gets its name entered in the Register of Patents as the proprietor of the patent.

It is encouraged to take necessary steps for commercial exploitation of the patent on exclusive/ non-exclusive basis and retain the benefits and earnings arising out of the IPR. NIFTEMs IPR policies will be applicable.

Unless otherwise agreed with the Sponsor in the project agreement, Intellectual property Rights for any discovery or invention originating from the Sponsored Research and Industrial Consultancy Project shall jointly rest with the Institute, Investigator(s) and the Sponsoring Agency unless the sponsoring Agency authorises the Institute in writing to have the exclusive right.

Patent / copyright application before the Registrar / Controller of Patents shall be filed by NIFTEM on the basis of the recommendations made by the Patent / Copyright Committee.

The information relating to the details of the patent obtained the benefits and earnings arising out of IPR and the turnover of the products are periodically submitted to the sponsoring agency which has provided funds. For the effective protection of IPR, it is necessary that the PIs should maintain a register that gives the details of the work done and salient findings on daily /weekly basis. This register should be signed by the PI and by at least one other faculty / project employee as witness to the result. For the copyright protection of software, registration of the software shall be made and properly documented. The PIs shall not independently transfer technology either on exclusive or non-exclusive basis


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5. Funding Aspects

The Budget for all project proposals should be prepared very carefully so as to include all foreseeable items. Following are the items, which could be included in the Budget:

At the time of the submission of project proposal, the PI shall make a provision of the Institutional Overhead Charges (IOC) at the rate of 20% of the total project cost for the projects above 15 lakhs and for the projects below 10 lakhs the IOC can be @ 10% rate. However this will not be treated as a condition for accepting the award of project. In case of projects related to routine research testing, the overhead budget will be at the rate of 15% of the total project cost.

The overhead budget may be utilised for the Research Development Fund of the institute/
Laboratory/Department.

5.1 Expenses (limited to 80% of the total Project funds) limited to the industrial sponsored projects

The total agreed charges for the industrial project will consist of the institute share, actual expenses and the remuneration to be distributed to the PIs, Co-PIs, AIs, and other technical staff. The actual expenses should cover the following costs related to the project. The GST will be applicable as per the government rules.

- Permanent equipment to be procured/ fabrication of equipment or models.
- Consumable materials.
- Travel expenses in connection with the project work.
- Charges to be paid for the use of specific equipment in the Testing laboratories in the institute or outside.
- Contingency expenses to cover cost of supplies, preparation of report, typing, drafting, stationary, literature, (books journals, membership fees for professional societies) , postage courier, FAX telephone STD/ISD calls bills of telephones, cost of insurance of personnel/ equipment being used for the project and medical reimbursement on duty (excluding major ailments) for staff etc.
- Expenses for manpower, work to be carried out on the payment basis, remuneration to student assistants.
- Any other costs considered appropriate.

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The approval of the Head (CRO) to make any expenditure from the project funds assumes that funds are available in the project for the purpose.

1. **Remuneration**

This will include the payments to be made to external experts / staff / consultants/ investigators / labours etc. engaged for the project and honorarium / OTA paid to NIFTEM and/or CRO staff, if any. (For External Experts as individuals, remuneration will be limited to 40% of the total honorarium charges)

2. **Equipment and Material**

This would include the cost of equipment, spares, material required for the project. Computer charges/IT component are to be added separately. Cost of infrastructure added to the Pls office/lab may also be included under this head. These are to be calculated as per NIFTEM norms i.e. on time sharing basis.

3. **Travel expenses**

Normally the cost of any travel to be undertaken for the assignment is to be paid by the clients directly and these need not be included in the Budget. In other cases the T.A./ D.A. may be calculated as per NIFTEM norms

4. **Sub-Contract Charges, if any**

For large consultancy projects, it is permissible to get part of the work, experimental or otherwise, carried out by sub-contracting to a third party provided the client agrees. The extent of work and cost of sub-contract should be included in the proposal.

5. **Contingencies and other expenses**

This head will included expenses on telephones, stationery, entertainment and other miscellaneous expenses. The cost of secretarial services and preparation of reports may also be included under this head.

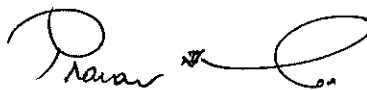
6. Any other component as approved by competent authority.

6. Fees for Scientific and Technical Advice

This will include the amount payable to Investigator(s).

Note : 1) The Investigator-in-charge can, if required, re-allocate the fund among different budget heads, in consultation with Head (CRO). However, the Scientific & Technical Fees once fixed cannot be reduced.

2) The budget allocation exercise is an internal matter between CRO and the Investigator(s), and need not be divulged to the client.


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3) In general, all CRO norms regarding budgeting/allocation of consultancy expenses may also be followed for CRO projects

Details of the distribution of the project fund

Item	Industrial CRO projects
Total Money Received	A
GST	L
Total Contracted Amount (T)	A-L
Overhead (O)* (10% or 20% of Expenditure (E))	O
Remaining Amount (F)	T-O
Total Actual Expenditure (equipment, travel, miscellaneous, contingency)	E
Honrarium	H
Income from the project	F- (E +H) (distributed as per consultancy norms)

* However in case of large industrial projects funded by Government or non-government sources the institute share may be negotiated with the approval of competent authority.

5.2 Release of Funds

The Institute normally requires the cost of the consultancy project to be deposited by the client, in full/or as per the negotiations with the client, i.e should not be less than 75% of the total project cost should be deposited before the commencement of work. However, based on the needs of the client and circumstances, the Institute may permit commencement of work with payment to be made as per agreed upon milestones. All payments from clients will be received by the Institute and expenditure and disbursements made through normal Institute procedures (in CRO). The final release of the 25% of the project cost may be released after the final completion and report submission.

5.3 Accounts Norms

- A separate book of accounts shall be maintained for each project Head (CRO) shall be responsible for submission of internally audited statement of accounts as and when required by the sponsors. Govt. audited statement of accounts at the end of each financial year shall be provided, if required by the sponsor.
- A copy of the submitted consultancy project has to be retained in CRO office under R&D documents. When the consultancy project is sanctioned countersigned by competent authority, original copy of the sanction letter will be retained in the CRO office and a copy to be submitted to the administration. After the initial deposit has been made by the client, the CRO Office will

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assign a job number to the consultancy project and inform the same to the client, and the Principal Investigator. This completes the process of initiation of an Industrial sponsored project. The above job number must be quoted in all subsequent correspondence.

- Pls shall arrange to maintain Procurement-cum-purchase Registers and Stock /Asset Register (i.e., in Form GFR 19). These shall be verified by Govt. Auditors and CRO office as and when required. All purchase proposals should be routed through the HOD and CRO, following purchase procedures of the Institute, will be followed.
- Accounts for sponsored projects shall be maintained under five broad budgetheads. They are: Salary, Equipment, Contingency & Consumables, Travel, and Service Charges (Overheads). Minor adjustment in approved budget heads may be permitted by the Head (CRO).
- Cash advance shall be drawn in the name of Principal Investigator only working in the projects.
- All expenditure shall normally be made within the proposed date of completion (PDC) of the project. Exception may be permitted with the consent of the sponsor.
- Pls shall normally be allowed to draw another advance for a project depending upon the urgency of the work as agreed by the Head (CRO).
- In the event of non-availability of fund in a project, excess expenditure (if any) due to unforeseen reasons, the Sponsoring Agency will be approached to sanction additional fund or to permit the expenditure from another project of the same sponsor. If no additional fund is made available by the sponsor, the excess expenditure will be adjusted against the service charges payable to the Institute with the approval of the Competent Authority. However the competent authority may relax the overhead charges to be paid on the excess amount by the industry.
- The progress of the work is an indicatory of the milestone achieved in the project and the Pls/ CoPIs/ APIs should be given proportionate honorarium accordingly in the interim of the project.
- The project file will be closed with the submission of the final project report and disbursement of fees to the consultants and others.

6. Project Monitoring Committee

For large projects (higher than 15 lakhs) the Project Monitoring Committee with the following composition shall review and assess the progress of the project periodically (at least once a year) for timely completion of the project.

- Head CRO - Chairman
- Head of the concerned department or nominee - Member
- One Faculty from relevant field -Member

