

Process Flow for Project Proposal Submission and seeking endorsement letters from SRIC office

Faculty/concerned can now raise the requests for endorsement certificates as well as submit proposals (seed grant, extramural etc) using a new [Google Form](#) created by the SRIC office for optimising the operations. The google form seeks basic details which can be filled within a few minutes (10 fields to fill < 5 mins once all details are in hand).

The following steps have to be followed:

1. Once one is ready with the project and budget proposal, it is mandatory to seek recommendation from the School Chair/Centre Chair/ reporting authority directly [over email/hard copy] [**Note: DO NOT cc or send any emails to SRIC**].
2. Once recommended, one can use a PDF/screenshot of the email/hardcopy to upload in the form.
3. One can submit the form to SRIC for a.)Project Proposal and b.)Endorsement request using the google form : <https://forms.gle/3AYkr4b3iKP1sdQB8>. [Note : One can access the form using the institute ID only. It would be mandatory from 30th June 2025 (Monday) to submit the requests using this form).
4. SRIC office will process each proposal sequentially. It is suggested that the form is submitted well in advance before the **deadline** (preferably before 5 working days).

Note that:

1. This form will be in operation until any new/alternate mode is adopted.
2. For any advice/queries the concerned may get in touch with:

srcioffice@iitmandi.ac.in ; cc: arsric@iitmandi.ac.in