

POLICY ON PROGRAMMES AND RELATED MATTERS

Shastri Indo-Canadian Institute offers various programmes to its member institutions which are governed by certain rules, guidelines and criteria. The details of various aspects of the programmes are explained below to facilitate understanding of eligibility and other interrelated matters.

1. General Eligibility

Age Criterion:

The programmes have no age bar as such.

Nationality:

Any applicant who is affiliated with a SICI member institution, regardless of that person's nationality, will be considered for a SICI award, provided that this applicant can fulfill the relevant visa requirements.

Member Institutions & its Constituent colleges:

Only constituent colleges of the member institutions are eligible to apply under the programmes administered by Shastri Indo-Canadian Institute. Applications from affiliated colleges will not be entertained.

Timeline for submission of requisite documents:

Applications must be complete by the relevant application deadline, or they will not be considered. No exceptions or exemptions.

2. Host Professors

- i. As per requirement of the programme, the applicant and host affiliate from the partner country must be from **member institutions** of Shastri Indo-Canadian Institute.
- ii. The host Professor cannot be from the same country to which the applicant belongs. An applicant has to receive an invitation from a subject expert (Host Professor) from the other partner country.
- iii. Any change in host Professor is to be notified well in advance by the awardee. The Institute will review the request only in exceptional conditions and may allow the change provided the research proposal is same which was approved by the adjudication committee.

3. Eligibility to apply under more than one programme or similar programme with categories

More than One Programme

- i. One can apply under more than one programme but one cannot hold two awards at the same time.
- ii. The awardee has to choose one of the two awards offered, in a timely manner that will allow the other to be re-allocated to the highest-ranked waitlist applicant.
- iii. Should there be no other applicant recommended in that competition by the selection committee, the grant will not be awarded for that round.

Inter and Intra Programme Eligibility

- i. In case of separate programmes, one cannot apply before the original grant tenure has been completed.
- ii. One cannot apply under the same programme until two calendar years have elapsed.

Eligibility of Co-PI's to Apply Under Programmes

- i. No holder of a collaborative research grant as either PI or Co-PI may apply in either of those categories for a further collaborative research grant until two calendar years have elapsed since submission of the final report for the original grant award.
- ii. No applicant may be listed as either PI or Co-PI for more than one collaborative research project in the same round of applications. I.e. an applicant listed in either role on one application cannot be either PI or Co-PI on another.
- iii. All principal applicants whether as PI or Co-PI, must be full-time faculty members (or hold the rank of Professor Emeritus) at a SICI member institution.

4. Eligibility for receiving Second Award

There is no restriction for a Shastri existing awardee to apply or receive any other Shastri grants/awards; however, the following rules are applicable for applying/receiving a Shastri award for a second time.

- i. No successful applicant for a SICI grant may submit a further application to the same programme until two calendar years have elapsed since submission of the final report for the original grant award.
- ii. Further, no current holder of any SICI award may apply to another SICI programme until the final report has been submitted for the original grant award.

5. Other Related Aspects of the Programme

Representation of Subjects & Institutions:

- i. No single member institution will be represented more than once among the successful applicants in the same round for any given SICI programme.
- ii. The only exception in repetition of institution can be, if the selection committee determines that the number of sufficiently meritorious applications is less than the number of available awards, and in this case the committee must specify its rationale in its report.
- iii. Grant awards within the same discipline, in the same round for any given SICI programme, are permissible; however, all other things being equal, preference must be given to an application in a discipline unrepresented among other successful applicants.

6. Disbursement of funds

i. Institutional Grants:

- a) The payment will be made in three installments. The grant for the first year will be released upon signing of grant agreement, receipt of revised budget and Institutional bank account details.
- b) The amount that will be released in the second year will be **eighty-five (85) percent** of the grant for the year.
- c) The remaining **fifteen (15) percent** will be released upon receipt of the utilization certificate, financial and final narrative reports. The project grant will be transferred in the bank account of the Institution/university of the applicant.

ii. Individual Awards:

- a) **The payment will be made in three installments. The first installment** will be released one week prior to onset of journey. **The second installment** will be released upon submission of **Mid Term Report** in prescribed format to appraise the progress of the fellowship awarded.
- b) **10 percent of the total award** will be paid to the Awardee upon return from Canada/India and upon submission of a **typed final report** (on the Proforma provided by the Institute) to the Shastri Indo-Canadian Institute (SICI) within fifteen days of the completion of the award and sharing the outcome of the award during the face to face dissemination and orientation event organized by the Shastri institute.

7. Extension/Splitting/Interruption & Procedure:

- i. **Splitting of the award Tenure:** Before commencing the award, an awardee may request to split the award provided there is one minimum tenure of **six months** for reasons such as pandemic, obtaining appropriate visa, (Faculty/Student), illness, and health-related family responsibilities, **provided that there is no additional cost to the Shastri Institute.**
- ii. **Interruption of the Award Tenure:** A fellow may request interruption of his/her award after commencing work in India/Canada under exceptional circumstances such as illness, health-related family responsibilities, and for safety reasons, **provided that there is no duplication of costs (travel, visa etc.).**
- iii. **Extension of the Award Tenure (with additional funding):** In cases where the fellows have commenced the work and need some extra time to complete the project they may request an extension **as long as the request is made at least two months in advance of the ending of the original term.** The extension request may only be considered if it is shown that the additional work is a logical extension of the work that is being done under the original fellowship/award. **However, there is no commitment of support beyond the term of the grant and extension requests are processed on a case-by-case basis depending on the availability of government funding. Extensions are only funded from unspent money due to other fellows or awardees that either shortened or declined their fellowships.**
- iv. **Extension of the Award Tenure (with no additional cost):** A maximum extension of up to 6 months may be granted by the Institute, if it is shown that the additional work period is required in order to complete the project, which could not be finished on time due to unforeseen circumstances. **However, there is no commitment of support beyond the term of the grant and the extension requests are processed on a case-by-case basis, with no additional funding from the Institute.**
- v. **Procedure for Request:** An official request to extend or split a Shastri Award should be made to the Institute's Programme Officer at least two months in advance before the projected deadline of the award/grant.

i. Adjudication Committee Guidelines

- i. **Composition:** The following sources should be consulted by the programme officer in order to determine prospective adjudication committee members:
 - a) The CMC and IMC
 - b) President/Vice-president and Director of the Institute
 - c) Existing Chairs of the Programmes Committees
 - d) Other EC members as appropriate in consultation with President/VicePresident
 - e) Alumni

Note: All committee composition should preferably be completed within two months of the AGM.

ii. Criteria: The following criteria should be considered while composing a prospective adjudication committee for Shastri programs:

- a) Bi-national composition.
- b) Continuity, it is important to retain institutional knowledge within each committee. When a new committee is to be formed, the first round should include two members appointed for a two-year term (and two members for a one-year term in the case of a four-member committee). Thereafter, all members shall be appointed to a two-year term in order to maintain staggered appointments. In case of ad-hoc committees, the Executive Council (EC) shall determine the term of appointment.
- c) Regional balance.
- d) Bi-lingual expertise.
- e) Gender balance.
- f) Institutional representation.
- g) Disciplinary balance and disciplinary expertise.

iii. Profile of Committee Chair and members:

- a) Generally, the Chair and the members of a committee will be individuals of high academic standard.
- b) Any prospective committee member should have high to moderate academic ranking with significant research accomplishments and sound knowledge/expertise in a respective subject area.