बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)

विद्या विहार, रायबरेली रोड, लखनऊ–226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Rae Bareli Road, Lucknow-226025

Letter No.- 108/R&DC/BBAU/25 Date- 08/10/2025

Notification

For submission of below mentioned proposals to Research and Development Cell the applicants, supervisor/HoD(s) are advised to follow the appropriate checklists as annexed.

- For organizing workshop/seminar/symposium/conference etc or to get the application forwarded for seeking financial support from funding agencies. (Annexure- 1)
- For applying to various fellowships like Post Doctoral Fellowship, Ramalingaswami Fellowship, Raman Post Doctoral Fellowship, Fellowships of ICSSR, ICMR etc. (Annexure- 1A)
- For submission of new project proposals (Annexure- 1B)

08/10/25

Registrar

Copy to:-

1. All Faculty members/HoD(s)/Dean(s)
2. AR to Hon'ble Vice-Chancellor, BBAU, Lucknow.
3. PS to Registrar, BBAU, Lucknow.
4. Director, computer centre for uploading on University website
5. Guard File

Director
R & D Cell

Annexure- 1

CHECK LIST FOR SUBMISSION OF WORKSHOP/SEMINAR/ SYMPOSIUM/CONFERENCE etc. PROPOSAL

1.	Flyer/Brochure is enclosed. Details of guest speakers, details of registration fee, Account details for registration fee deposit, proposed event dates etc. is mentioned on proposal.	☐
2.	Budget (proposed income and tentative expenditures details) are enclosed	☐
3.	Financial support required from funding agency or sponsorship, if any. Proposal shall be forwarded with prescribed format as given by funding agencies (if any)	☐
4.	Financial support required from BBAU (if applying for that)	☐
5.	All the registration fee, sponsorship shall be directly deposited to University account as per norms.	☐
6.	If external person is chairperson of organizing committee, then brief CV of chairperson is enclosed	☐
7.	After completion of the event, the utilization certificate and statement of expenditure etc. are submitted by the proposer in R&D Cell within a month of the event. .	☐
8.	The Proposal shall be sent with signature of the proposer on all pages.	☐
9.	Detailed proposals of Workshop, Faculty Development Programme, Refresher and other training programmes are entered/updated on SAMARTH portal and forward by HoD	☐
10.	The proposal is forwarded through Head of the Department and concerned Dean of the School.	☐
After completion of the event, please submit the following documents in R&D Cell within one week		
1.	List of Participants (with phone number and mail id) with counter signature/stamp of chairperson/coordinator/convenor and HoD	☐
2.	Brochure of event with counter signature/stamp of chairperson/coordinator/convenor and HoD	☐
3.	Geo-Tag Photographs of event (without using third party App)	☐
4.	Report of event with counter signature/stamp of chairperson/coordinator/convenor and HoD	☐

Head of the Department **Chairperson/Coordinator/Convenor**

Annexure- 1A

CHECK LIST FOR SUBMISSION OF FELLOWSHIP (AS PDF, RAMALINGASWAMI FELLOWSHIP, RAMAN POST-DOCTORAL FELLOWSHIP ICSSR, ICMR etc.) PROPOSALS

1.	Forwarding note of mentor/supervisor shall be provided through Head of the Department and concerned Dean of the School.	☐
2.	Application of the applicant shall be sent with signature.	☐
3.	Proposal is forwarded in prescribed format as notified by funding agencies	☐
4.	PI must ensure that proposal is free from plagiarism and there is no violation of IPR/University guidelines	☐
5.	Detailed proposals are entered/updated on SAMARTH portal and forward by HoD	☐
6.	The office copy of endorsement/forwarding letter shall be signed by supervisor/mentor/head.	☐
7.	Brief CV of applicant and supervisor/mentor are enclosed	☐
8.	Proposal shall reach to R &D cell before the three (03) working days from the last date.	☐

Head of the Department **Applicant/Supervisor/Mentor**

Annexure- 1B

CHECK LIST FOR SUBMISSION OF RESEARCH PROJECT PROPOSAL

1.	Research proposal is forwarded in prescribed format as given by funding agencies or sponsored research project guideline of BBAU	☐
2.	Budget and equipments (if any) details are enclosed	☐
3.	Proposal is free of plagiarism and there is no violation of IPR/University guidelines	☐
4.	Detailed project proposals are entered/updated on SAMARTH portal and forward by HoD	☐
5.	An office copy of endorsement letter shall be signed by PI/Co-I/ Head	☐
6.	Brief CV of PI/Co-I(s) are enclosed	☐
7.	The Research Proposal is being submitted in two (02) sets with page numbers and signature of the PI/CO-I on all pages.	☐
8.	Research proposal is forwarded through Head of the Department and concerned Dean of the School.	☐
9.	Research proposal shall reach to R &D Office before the three (03) working day of last date of project submission.	☐
10.	PI/Co-I has already gone through the guideline of sponsored research project /consultancy which is available on University website https://www.bbau.ac.in/docs/project/1044.pdf. and shall be followed after sanction of project.	☐

Head of the Department **Principal Investigator/Co-Investigator**