



FOOD SAFETY AND STANDARDS
AUTHORITY OF INDIA

Inspiring Trust, Assuring Safe & Nutritious Food
Ministry of Health and Family Welfare, Government of India

Guidelines for the Scheme of Research & Development Studies for Food Quality and Safety

2018-2023

GUIDELINES FOR THE SCHEME OF RESEARCH & DEVELOPMENT STUDIES FOR FOOD QUALITY AND SAFETY

1. INTRODUCTION

The Food Safety and Standards Authority of India (FSSAI) has been established under the Food Safety and Standards Act, 2006 as a statutory body for laying down science based standards for articles of food and for regulating manufacturing, processing, storage, distribution, sale and import of food so as to ensure the availability of safe and wholesome food for human consumption. In furtherance of the mandate, the Authority proposes to support innovative R&D proposals pertaining to food safety and quality control by providing financial assistance. Similarly, in developing evidence based policies on relevant issues, the Authority may contract studies at Entities.

2. OBJECTIVES:

Objective of the scheme is to (i) generate new knowledge that would help in continuously updating and upgrading food safety standards which are compatible with international organizations; (ii) carry out evidence based studies for improving or building policies and (iii) undertake and/or collaborate in joint projects as specified by the Food Authority or arising from areas of concern, and (iv) promote developments in food testing methodologies and technology.

3. ELIGIBLE ORGANISATIONS:

- Central/State Government Institutions & universities; IITs, Government funded Organizations and R&D laboratories
- In-house R&D units & Scientific and Industrial Research Organizations (SIROs) recognized by Department of Science and industrial research (DSIR); (here in after referred to Entities)
- Public funded organizations and recognized R&D laboratories both in public and private sector

4. TYPES OF PROJECTS:

4.1 Following types of projects are envisaged:

- i. Studies
- ii. Research & Development Projects.

Project generation will proceed under two identified streams namely **push type** (generated from within FSSAI) and **pull type** those that emerge from stakeholders on matters within the areas of concern. Both projects are evaluated and prioritized based on



the risk evidence provided and the gap upon which the concern is raised. In either case, both Push type (top down approach) or Pull type (Bottoms up approach) projects will be considered for support:

(a) Push type Projects

For these types of projects, FSSAI shall identify projects on the specific issue expressed in a well-defined manner such as terms of reference to the problem/issue/concern arising from lack of data, scientific evidence or an uncertainty factor for which a precautionary measure is required. Such projects typically emanate from:

- i. risk assessment discussions of the available scientific evidence at Scientific Panels/Committee, or
- ii. emerging risks being recognized from studies or findings, in other countries and such data is not available in the country, or
- iii. existing risks arising from enforcement inspections, public analyst test reports or survey reports, Codex related issues, on exceeding prescribed limits of substances added or present in foods, or for establishment of a new standards (Codex, International Regulatory Agencies)
- iv. Inadequate test methodology, precision, reliability that may result in improper data related to estimation of risk to the consumer.

For such projects Authority will identify the institutions and solicit project proposals. Authority will carry out an internal evaluation of suitable institutions/ agencies/ individuals, who can carry out the assignment. External experts may be associated in evaluating and refining the projects, wherever necessary.

(b) Pull type projects

These projects will typically follow the same guidance as above, except that where the scientific /industry communities have within their specific expertise envisage issues related to risk assessment or management and need resolution for the purpose of safety of consumers.

The FSSAI will indicate the broad areas of interest to the authority and solicit project proposals from various Entities. Proposals so received will be evaluated competitively based on merits and would be considered for support subject to fulfilling the requirements.

4.2 A list of thrust areas, gaps in research and/or risk assessment studies and emerging food safety issues is given at **Annexure-1**. It may be revised on the recommendation of Expert Committee or on the discretion of Authority time to time. The list is suggestive and it will further be expanded and fine tuned in course of time, possibly through a workshop in a reputed Academic/ Research Institute with eminent experts in this

field.

4.3 Detailed terms and conditions **binding on the grantee** are given at **Annexure - 2 of the main application form of the proposal.**

5. PROCEDURE TO BE ADOPTED IN IMPLEMENTING THE SCHEME

5.1 Submission of proposal

- i. The submission of project proposals shall be an ongoing process.
- ii. The call for proposals shall be widely publicized across the country through (i) call for expression of interest (EoI), (ii) by communication to recognized government universities, colleges & other institutions and (iii) uploading the scheme and EoI on FSSAI website, at least twice in a year.
- iii. The Principal Investigator (PI) is required to submit the proposal in prescribed proforma at **Annexure-2** by a) Online mode, through FSKAN (<https://fssai.gov.in/fskan/Login>), b) Offline mode, by sending the application addressed to The Chief Executive Officer, Food Safety and Standard Authority of India, FDA Bhawan, Kotla Road, New Delhi-110 002.
- iv. Depending on the magnitude and nature of research involved, the research project may have more than one investigator and in such cases, the first investigator shall be known as "Principal Investigator" (PI). Whereas the others are known as "Co-Principal Investigator" (CO-PI). In the event of a project being submitted jointly by more than one institution, the consent of each of such institution should also be furnished with the proposal. However, funds will be released only to the executing Institution / University/ organization where PI is working, which in turn could release earmarked funds to the other institutes.
- v. The complete application shall include a certificate from the Head of the Institution stating that the required facilities land, buildings, laboratory, manpower and other infrastructure etc. are available and will be provided to the investigator(s) to work on the proposed project.
- vi. Research proposals should be prepared after extensive consultations and review of available literature and references.

5.2 Processing of the proposals

The research proposals will be examined/ evaluated internally and those found useful shall be placed for first level screening by respective Scientific Panel. Based on recommendations received from internal evaluation and Scientific Panels, the Evaluation and Monitoring Committee constituted by the Authority shall give its final recommendations and approval.

5.2.1 Evaluation and Monitoring Committee (EMC): Evaluation and Monitoring Committee will approve, monitor and evaluate completion of the projects. Project approvals shall be granted by the Committee who shall be responsible for:



- i. Technical evaluation of proposals, keeping in view the project duration, availability of infrastructure with applicant organization, availability of information and scientific data so as to avoid duplication of work, and other requirements as may be necessary and can recommend any modification or correction in the project impacting on outcomes, timelines and budget and ensure that the project aligns with the requirements of FSSAI.
- ii. Monitor progress with respect to the deliverables achieved as per the approved project plan and recommend the release of subsequent installments of the funds for the project.
- iii. Evaluate and approve the final project report after ascertaining that the objectives and expected outcomes of the project are as per the requirements of the FSSAI.

5.3 Funding and procedure for release of fund

- i. Financial assistance **up to the maximum limit of Rs. 50.00 Lakh per project/scheme** provided by the Authority shall be in the form of Grants-in-Aid. It shall generally cover the purchase of (i) Essential equipments, (ii) Equipment accessories, (iii) consumables, (iv) expenditure related to project staff and the auxiliary staff specific to the project for the project duration, (v) internal travel (vi) miscellaneous expenditure and (vii) 12% of the project cost as overhead expenditure to the institute.
- ii. The funds will be released in installments. The first installment will not exceed 50% of total assistance approved. However, to meet the expenditure on the purchase of essential equipment /spares/accessories, the EMC may recommend the release of the total capital expenditure along with the first installment subject to submission of the quotations for such purchases.
- iii. Release of subsequent installments is subject to satisfactory progress, required stagewise deliverables and submission of the Utilization Certificate (UC) as per Form GFR19-A (**Annexure-5**) along with the statement of expenditure (SoE) (**Annexure-6**) issued by the Competent Authority.
- iv. The Authority will release final installment of 10% of the approved grant only after ensuring the completion of the project, submission of utilization certificate (UC) for earlier release, Project Completion Report (PCR), and acceptance of the project outcome by EMC.
- v. The financial support by Authority is intended to supplement ongoing R&D efforts in those institutions as well as supplement research facilities available with the sponsoring institutions. *It is not intended to support establishment of specialized facilities, centers or divisions.*
- vi. Any unspent balance from the previous installment lying with the institute shall be adjusted before releasing subsequent installment. Institutions receiving assistance will have to maintain separate ledger account under a separate Object Head for each

research project and will also be responsible for the safe custody of the equipment(s) purchased out of the assistance. Items/equipment should be purchased through competitive bidding/tendering process.

- vii. The amount of Rs. 50 lacs may be relaxed from time to time in exceptional cases, if scope or nature of study requires higher level of funding.

5.4 PROJECT COMPLETION REPORT (PCR)

- i. The applicant shall submit the Project Completion Report (PCR) in prescribed format (**Annexure - 4**) within three months of completion of project along with the Utilization Certificate of the fund released as per Form GFR19-A and the statement of expenditure (issued by the Competent Authority -in case of Govt. organization / Chartered Accountant in case of private organization)
- ii. The PCR must be detailed and should provide information about (a) the original objective(s) of the project, (b) how far these objectives have been achieved. The actual research findings/outcome of the project the methodology adopted, possible applications related to the food safety and standard issues, details of scientists/scholars trained, copies of manuscript(s), preprint and reprints of the research publications emanated from the work should be enclosed to the PCR.
- iii. Failure to submit the PCR will disqualify the institution from seeking further assistance from Authority.
- iv. The Authority may make efforts to communicate the findings of these efforts to technical and lay audiences. Final reports will be placed in public domain so that findings of research projects are accessible to the general public.

5.5 TENURE, PROGRESS REPORT

- i. The tenure of a project should be not more than 2 years. The start of project will be considered from the date of issue of in-principle approval letter for the project. Evaluation and Monitoring Committee (EMC) will evaluate the progress of schemes to ensure that the funds are effectively utilized as per the intended objectives. For this purpose, PIs are required to submit a comprehensive progress report as per the format (**Annexure-3**) as and when demanded by FSSAI, usually after 6 months. In the case of some deserving cases depending upon the satisfactory progress, FSSAI may extend the project period to one more year on a case-to-case basis without any financial implication.
- ii. Progress of the project will be monitored through progress report submitted and/or onsite inspection of the project. Periodic review may also be taken by the Evaluation and Monitoring Committee.

6. INDEPENDENT EVALUATION:



The Scientific Committee established under the Authority will oversee research strategy to advice, direct and co-ordinate the research and surveillance efforts.

7. FINANCIAL ASSISTANCE

FSSAI will support the grantee institution for the approved project up to the maximum limit of Rs. 50.00 Lakhs or projected/approved cost whichever is less. This may however be relaxed in exceptional cases.

8. Review

This research scheme will be reviewed on every 5 years.

Research Themes identified by the Food Safety and Standards Authority

1. Study on Hygiene and safety issues including traceability in the agricultural supply chain & residues;
2. Study on Hygiene and safety issues of traditional foods and ethnic foods;
3. Innovative sample and testing methods for food products in the contest of qualitative and quantitative and Improved and rapid methods of analysis of food contaminants.
4. Safety aspects of novel foods and processing techniques including genetically modified (GM) foods. (To be specific in the project)
5. Study on chemical contaminants in food and their movement in food chain and identification through studies.
6. Radiological safety of food including food additives for improving the Authority's capability to respond efficiently and effectively to Emergencies and disasters;
7. Study on chemical safety and toxicology, including food additives, food contact materials and underlying research needed to evaluate risk assessment protocols;
8. Risk communication: To have innovative methods for communicating risk awareness among consumers;
9. Develop hygienic and good practices in meat, fish and poultry sector and in areas where such practices are not in use now, based on risk assessment.
10. Microbiological food safety: studies on the presence, growth, survival and elimination of micro-organisms in the food chain as well as likely impact and extent of effect on food borne diseases including pathogen focus and virus;
11. Research on Nutritional composition: studies on major food constituents and their role in the health of the population to support the Authority for providing advice to consumers on healthy balanced diet; to suggest such data not available at present and National data;
12. Food law enforcement: To help the Authority prioritize various tasks in enforcement and to raise the standards in food business by suggesting the modes.
13. projects needed by Scientific Panels from time to time of about 3-6 months' period on survey, ADI, residues etc. must also be funded by FSSAI as recommended by Scientific Panel or Scientific Committee of FSSAI.
14. Quick testing methods for detection of contaminants, adulterants and hazards in food products.
15. Any other area identified through ministries/institutions/professional bodies/industry associations.

Application form for Research & Development Project / Scheme in Food Safety

Title of the Project:

1. General:

- a) Name and address of the Institution/Industrial Unit / the collaborating agencies, if any with their telephone, mobile, fax nos. (Give address of the registered office, Head Office and local office, if any in Delhi.)
- b) Brief history of the organization indicating Survey/study R&D capabilities, related collaborations & achievements, etc.

2. Details of the manpower available:

(Give separate details for executing and collaborating agencies).

- a) Technical manpower in the study and R&D Unit
- b) Non technical manpower in study and R&D unit

3. Financial capabilities of the Executing Agency:

(Annual Reports for the last 3 years, source of funding of the proposed project, copy of the board Resolution for undertaking the proposed project)

4. Details of submission of the proposed project to other agencies, if any:

Please provide details of the projects proposal submitted to any Government/Financial Institutions)

5. Project Proposal Details (TECHNICAL DETAILS):

(Under the following heads on separate sheets)

5.1 Introduction (not to exceed 2 pages or 1000 words)

(i) Origin of the proposal

- (a) Rationale of the study supported by cited literature
- (b) Hypothesis
- (c) Key questions.

- (ii) **Current status** of research and development in the subject (both international and national status)
- (iii) The **relevance** and **expected outcome** of the proposed study
- (iv) **Preliminary work** done so far

5.2 Specific objectives

(should be written in bulleted form, a short paragraph indicating the methods to be followed for achieving the objective and verifiable indicators of progress should follow each specific objective)

5.3 Work Plan:

(should not exceed 3-4 pages (the section can be divided according to the specific aims and under each specific aim, the following should be stated clearly as sub headings)

- (i) Work plan (methodology/experimental design to accomplish the stated aim)
- (ii) Connectivity of the participating institutions and investigators (in case of multi-institutional projects only)
- (iii) Alternate strategies (if the proposed experimental design or method does not work what is the alternate strategy)

5.4 Timelines: (Please provide quantifiable outputs)

Period of study	Achievable targets
6 Months	
12 Months	
18 Months	

(Please also attach PERT Chart for activity sequence and time schedule for each activity)

5.5 Name and address of 5 experts in the field

Sr.No.	Name	Designation	Address

6. Financial outlay and time schedule:

(Mention the milestones to be achieved for release of respective instalments)

S.No.	Expenditure Head	Amount (Rs in lakh)		
		1 st Instalment	2 nd Instalment	3 rd Instalment
1.	Equipments			
2.	Man power			
3.	Consumables			
4.	Travel			
5.	Contingency			
6.	Overheads 12%			
TOTAL				

(Man power coterminous with the project. Authority will not be responsible for any legal implication, for any further employment / payment of salary / wages etc and it will solely responsibility of the concerned University / Institution where he/she is working or employed)

7. Equipment details

(i) Equipments to be procured:

Name of the Equipment	Cost	Supplier	Justification / Purpose

(The equipment grant once fixed cannot be enhanced. Pls are advised to give authenticated estimates of the cost of equipment. Equipment should invariably be purchased within 3 months from the date of release of assistance. There shall not be the duplication of the equipments either with the same institute or department.)

(ii) Equipments already available with department:

(Please specify the available infrastructure with the organization)

S.No.	Name of Equipment / Facility	Purpose

8. Bio data of the project Investigator other personnel involved in the R&D.

(Please specify the work experience related to proposed project)

9. **Please indicate actions proposed to ensure timely completion of the project:**
(Setting up of a project execution group, Internal monitoring group etc.)

10. The duly signed and accepted **terms and conditions** associated with the above said R&D project /scheme **is enclosed.**

Signature of the Principle Investigator

Head of Institute/Organization

TERMS & CONDITIONS

1. I confirm that extensive literature search has been done.
2. I confirm that, I shall disclose to FSSAI, from time to time about any other investigation undertaken by me while in receipt of such assistance.
3. I confirm that, the Applicant organization accepts that the remaining expenditure (as required)
4. Will be borne by them from their budget.
5. I Confirm that,
 - (a) necessary provision for housing the equipments to be procured out of FSSAI funds and other infrastructure facilities required have been created,
 - (b) these equipments (or any one equipment) will not be shifted to any other place of work/ laboratory/ Department for whatsoever reason, as the set is for specialized research work and,
 - (c) The University/ organization/ agency will bear the cost of maintenance and repairs of the equipment procured out of FSSAI funds.
6. I confirm that, the project period will not exceed the period approved without any justification.
7. We agree that, financial assistance will be released in the instalment(s) depending on the needs & progress and evaluation of the project progress by the Authority.
8. I confirm that,
 - (a) the equipments will be procured through competitive bidding directly from the manufacturers or their authorized agent(s).
 - (b) a copy of the quotation for the equipments to be procured will be sent to the Authority.
 - (c) the copies of the purchase order will be submitted to the Authority within 4 month of the release of the instalment.
9. I confirm that, the result of the project shall be shared with FSSAI within the stipulated time. Time to time progress report (as approved by the Authority) will be sent in the standard Proforma and that organization will offer presentation of the project progress before Authority as and when required.
10. I Confirm that,
 - (a) the research carried out with the financial assistance of FSSAI shall be in public domain,

(b) the equipment(s) procured out of FSSAI assistance will be the property of Authority/GOI and may be utilized as R&D Incubation Centre after the research is completed for testing / Research / etc. by other Institute / organizations/Agency on payment basis.

11. I confirm that employing any research or other staff for the instant project does not confer any right or guarantee for subsequent employment by FSSAI. The Authority will not be responsible for any legal implication for any further employment / payment of salary / wages etc. and it will solely responsibility of the concerned University / Institution where he/she is working or employed.
12. I confirm that, the proposed equipments to be procured out of FSSAI funds are not already available with any division/section of the institute/ organization.
13. In case the agency undertaking the research/studies/surveys decides to abandon the project or for breach of any of the terms & conditions the FSSAI has the right to immediately stop the financial support and may recover the amount already released.
14. I undertake to refund the unspent balance within 3 months of the completion of project, else penal interest may be levied on that unspent amount as per existing GFR(s)
15. We agree that if the Investigator to whom a grant for a project has been sanctioned leaves the institution where the project is being implemented, he shall submit five copies of complete and detailed report of the work done by him on the project and the money spent till the date of his/her release and shall also arrange to refund the unspent balance, if any.
16. The project will become operative with effect from the date of release of the first instalment for the project.
17. I hereby undertake to abide and comply the current terms and conditions for R & D studies schemes.

Signature of the Principle Investigator

Head of Institute/Organization

PROJECT PROGRESS REPORT (PPR)**Date of Application:****Period of the Project progress report:**

1	Title of the project and sanction order No :			
2	Name & Address of PI and Co-PI with name of the Institute			
3	Date of Commencement of the project: dd/mm/yy			
4	Approved objectives of the projects with tenure of the project (with ending date)			
5	Name of Collaborating University/Institute/Organization/Industrial Partner and their comments on progress of the project period (As applicable).			
6	Staff associated with the project:			
	Name & Designation	Date of joining	Date of relieving	

7. Financial outlay of the project and phase wise requirement.

(Mention the milestones to be achieved for release of respective instalments)

S.No.	Expenditure Head	Amount (Rs in lakh)		
		1 st Instalment	2 nd Instalment	3 rd Instalment
1.	Equipments			
2.	Man power			
3.	Consumables			
4.	Travel			
5.	Contengency			
6.	Overheads 12%			
TOTAL				

Manpower is coterminous with the project. Authority will not be responsible for any legal implication, for any further employment / payment of salary / wages etc. and it will solely responsibility of the concerned University / Institution where he/she is working or employed.

8. Details of Equipment Purchased:

S.No.	Name of Equipment	Cost	Supplier	Date of purchase/placing order for each item of equipment

9. Work completed and the objectives fulfilled:(1000-1500 Words for interim report, data must be included in the form up to 3 figures)
10. Work remaining and the objectives to be fulfilled:
11. Innovation (if any):
12. Remaining plan of action with the PERT Chart:

Note:

- (a) All the information needs to be provided, otherwise the progress report will be treated as incomplete. In case of Nil/Not applicable the same may be indicated.
- (b) In case of metacentric project, a combined progress report should be submitted incorporating the progress of all the components. The project coordinator/PI will be responsible for this.
- (c) Submission of Progress report at required intervals is linked with further continuation of the project and timely release of funds for further.
- (d) Please indicate the reporting period.

Signature of the Principle Investigator

Head of Institute/Organization

Note: No column should be left blank, in such cases write Not applicable (NA) wherever applicable. Additional sheets may attach wherever needed.

PROJECT COMPLETION REPORT (PCR)

(To be submitted to the Chief Executive Officer, Food Safety and Standard Authority of India, FDA Bhawan, Kotla Road, New Delhi-110 002).

1	Title of the project and sanction order No :	
3	Date of Commencement of the project:	dd/mm/yy
4	Date of termination :	dd/mm/yy
5	Name and address of Principal Investigator:	

4. Total grant sanctioned and expenditure during the entire tenure

S.No.	Expenditure Head	Amount (Rs in lakh)		
		1 st Instalment	2 nd Instalment	3 rd Instalment
1	Equipments			
2	Man power			
3	Consumables			
4	Travel			
5	Contingency			
6	Overheads 12%			
TOTAL				

Manpower is co terminous with the project. Authority will not be responsible for any legal implication, for any further employment / payment of salary / wages etc. and it will solely responsibility of the concerned University / Institution where he/she is working or employed.

5. Equipment(s) purchased out of FSSAI assistance

Name	Cost (Rs. in lakh)

6. Research fellows associated with project

Name & Designation	Date of Joining	Date of Leaving

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7. List of research papers published/communicated, based on the research work done under the project (Name(s) of author(s), Title, Journal, Volume number, Year and Pages should be given for each paper published and a copy of each of them should be enclosed; reprints/copies of papers appearing after submission of PCR should also be sent to Authority):
8. Details of patents filed, if any
9. Detailed account of the work carried out in terms of the objective(s) of the project and how far they have been achieved;(results and discussion should be presented in the manner of a scientific paper/project report in about 5000 words);
10. An abstract of research achievements in about 200-500 words, may be printed.
11. Details of the unspent grant and whether the same has been refunded to Authority:
12. UC as per stipulated proforma submitted? Yes/No

Signature of the Principle Investigator

Head of Institute/Organization

Date:

Note: Final project Completion Report (PCR) is expected to be self-contained complete report of the work done. Please do not leave any column unanswered.

**UTILIZATION CERTIFICATE FOR FSSAI PROJECT FOR THE FINANCIAL YEAR ENDING 31ST
MARCH, 20.....**

(Please submit in duplicate along with Form 19A of GFR, 2005)

1.	Title of the Project	
2.	Name of the institution	
3.	Project Investigator (s)	
4.	FSSAI Office Order No. & Date and FSSAI budget head of the sanctioning project	
5.	Amount brought forward from the previous financial year (if applicable) quoting FSSAI letter no. and date in which the authority to carry forward the said amount was given	i. Amount (Rs.): ii. Letter No. & Date:
6.	Amount received during the financial year	i. Amount (Rs.): ii. Letter No. & Date:
6a.	Interest earned	Rs.
7.	Total amount that was available for expenditure during the above financial year (s.no. 5+6)	Rs.
8.	Actual expenditure (including commitments) incurred / committed to be incurred during the above financial year	Rs.
9.	Balance amount available at the end of the financial year	Rs.
10.	Unspent balance refunded if any (please give details of cheque no. etc.)	Rs.
11.	Amount requested to be carried forward to the next financial year (if applicable with justification)	Rs.

1. Certified that the amount of Rs. _____ mentioned against col. 8 has been utilised on the project / scheme for the purpose for which it was sanctioned and that the balance of Rs. mentioned against col. 9 remaining unutilized at the end of the year has been carried forward / surrendered to Govt. (Vide No.dated) / will be adjusted towards the grants-in-aid payable during the next year.
2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised: (to be filled by finance division of the Institution)

- 1.
- 2.
- 3.
- 4.
- 5.

(PROJECT INVESTIGATOR)
(Signed and stamped)

(FINANCE OFFICER)
(Signed and stamped)

(HEAD OF THE INSTITUTE)
(Signed and stamped)

Statement of Expenditure

S. No	Sanctioned Heads	Funds Allocated	Expenditure Incurred			Total Expenditure	Balance as on	Funds committed upto 31 st March	Remarks (if any)
			I Yr.	II Yr.	III Yr.				
i	ii	iii	iv	v	v	vii	viii	ix	x
Non-Recurring									
1.	Equipments								
Recurring									
	Manpower								
2.	Consumables								
3.	Travel								
4.	Contingency								
5.	Overheads 12%								
6.	Interest Earned								
	Total								

Signature

Name

Designation of Principal Investigator

Date: _____

Signature

Name

Designation of Competent Financial Authority

Date: _____

Note:

1. Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head, without prior approval
2. The institution/ organization receiving the grant shall submit a Utilization Certificate for the period ending 31st March and 30th September by 31st May and 30th November of the year respectively. Where the second / third year grant is due the institute will also submit a provisional Utilization Certificate by first week of March for facilitating the

release of funds for the subsequent years.

Annexure-7

MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT is made on this ----- day of Two thousand and ____ BY AND BETWEEN, Food Safety & Standards Authority of India, Ministry of Health & Family Welfare, Government of India, New Delhi, hereinafter referred to as the 'FSSAI' (which expression unless excluded by or repugnant to the subject shall mean and include its successor-in-office and assigns) of the ONE PART;

AND

....., having its registered office in/at, hereinafter referred to as (which expression shall where the context so admits include its successors and permitted assigns) of the OTHER PART;

WHEREAS FSSAI being desirous of ____ (area of research to be given) decided to support a project submitted by for the attainment of the objectives, hereinafter described in the Annexure I annexed hereto;

This Memorandum of Agreement (MoA) defines the role and responsibilities of the participating agencies, monitoring and other matters related to the _____ (title of the project) _____.

NOW THE PARTIES HERETO AGREE AS FOLLOWS: -

1. ROLE OF FOOD SAFETY & STANDARDS AUTHORITY OF INDIA, NEW DELHI

To provide funds to the extent of ____ (amount) over a period of ----- years from the date of sanction of the project, to ----- for undertaking activities as detailed in Annexure A. Details of the funds to be provided are given in Annexure B.

2. ROLE OF (Institute)

21. To provide their contribution of ____ (amount) for ----- years from date of sanction of the project as detailed in Annexure – B. *(if a jointly supported project)*
22. To provide existing facilities as mentioned in the project document.
23. To be responsible for accomplishing objectives identified and activities listed.
24. To allow the Scientists authorized by FSSAI to work with the Research & Development team of the center in all stages of process development and production.
25. To recruit all scientific and non-scientific staff as sanctioned by FSSAI.
26. To prepare and submit all periodical reports and other documents that would be required by FSSAI.
27. To maintain a separate audit head of account for the grants received from FSSAI for



the project.

28. To submit an annual audited statement of expenditure incurred under the project.
29. To ensure effective utilization of the grant given by FSSAI for the purpose for which it was granted and to ensure timely progress of project work.
210. The manpower, both scientific and non-scientific, recruited shall be purely on contractual terms & conditions such that the contract for engagement of the manpower shall run concurrently with the said project period only.

3. DURATION OF PROJECT

- 3.1 Duration of project shall be years from the date the Project has been sanctioned by FSSAI.

4. RIGHTS OF OWNERSHIP/TECHNOLOGY TRANSFER AND UTILIZATION

- 4.1 The know-how generated from the project bywill be the joint property of ----- and FSSAI, Government of India. It shall be the responsibility ofto take necessary action for protection of the intellectual property arising out of the PROJECT through proper instruments, such as, patents, copy rights, etc.
- 4.2 The know-how developed may be transferred to other entrepreneurs on a non-exclusive basis on such terms and conditions as may be determined by FSSAI.
- 4.3 All the assets including the equipment and produce acquired will be the property of FSSAI and shall not be utilized for purposes other than those for which the grant has been sanctioned. The rights of under this MoA shall not be transferred to any other party without prior approval in writing of FSSAI.
- 4.4 It shall be the responsibility of _____ to ensure that support of FSSAI is suitably acknowledged in the publications (papers, reports, etc.) arising out of the PROJECT.

5. SECRECY

It is hereby agreed that the participating agencies shall keep information and data collected completely secret provided that the right to transfer the technology shall rest with the FSSAI.

6. MONITORING

- 6.1 The progress of implementation of the project and proper utilization of grant shall be reviewed by the FSSAI and by the Monitoring Committee set up by FSSAI.
- 6.2 The periodic progress of physical achievements and the utilization of funds,



statement of expenditure shall be evaluated by the Monitoring Committee.

- 6.3 The Comptroller and Auditor General of India, at his discretion shall have the right of access to the books and accounts of for the grants received from FSSAI for this project.
- 6.4 The FSSAI may terminate the grant at any stage if it is convinced that the grant has not been properly utilized or appropriate progress has not been made. In the event, FSSAI terminates the grant, shall hand over all documents including technical details and equipment purchased related to the project.

7. DURATION OF MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MoA) will remain in force for the duration of the project and until all claims are settled between FSSAI and

8. ARBITRATION

In the event of any question, dispute or difference whatsoever arising between the parties to this Agreement out of or relating to the construction, meaning, scope, operation or effect of this Agreement or the validity of the breach thereof shall be referred to an Arbitrator to be appointed by mutual consent of both the parties herein. If the parties cannot agree on the appointment of the Arbitrator within a period of one month from the notification by one party to the other of existence of such dispute, then the Arbitrator shall be nominated by the Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. The provisions of the Arbitration and Conciliation Act, 1996 will be applicable and the award made thereunder shall be final and binding upon the parties hereto, subject to legal remedies available under the law. Such differences shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or reenactments thereof.

9.0. GOVERNING LAW

This Contract shall be governed by the Law of India for the time being in force.

IN WITNESS WHEREOF the parties hereto have signed, sealed and delivered this Agreement on the day, month and year first above written in presence of:

Witnesses:

Signed by -----

1.

(Designation)

2.

For and on behalf of FSSAI

Witnesses:

Signed by -----

1.

(Designation)

2.

For and on behalf of (grantee)

.....

