1. TITLE OF PROJECT

2. ABSTRACT

3. NAME OF PRINCIPAL INVESTIGATOR(s)

4. NAME OF SUPERVISOR/HEAD OF SECTION/DEPARTMENT/INSTITUTION
(If different from 3)

5. OBJECTIVES OF PROJECT

6. DURATION OF PROJECT
   a. PROPOSED DATE OF COMMENCEMENT
   b. COMPLETION DATE

7. DETAILS OF EXPENDITURE
   | Year 1 | Year 2 | Year 3 |
   | Rs     | Rs     | Rs     |

8. DETAILS OF PAYMENTS (subject to provisions of 12 below)
   DATE          AMOUNT OF INSTALMENT
9. COLLABORATION AND PARTNERSHIP

(Give details of any collaboration or partnership; include specific funding or resource sharing arrangements)

10. BANKING INFORMATION

11. SPECIAL CONDITIONS

12. GENERAL CONDITIONS

12.1 Contracts

12.1.1 Payment for research agreed to under the Food and Agricultural Research Council (FARC) R&D Project Grant Scheme is made by way of contract. In the contract, the provider (i.e. the organisation(s) undertaking the research work) agrees to achieve one or more objectives (Section 5). The contract is normally signed by the senior most officer (e.g. the Chief Executive) of the FARC and of the provider.

12.1.2 A copy of the signed contract will be retained by each organisation.

12.2 Objectives

12.2.1 Provision is made for modifying objectives if circumstances dictate. Modifications to the contract can then be made if both parties agree. No objectives can however be changed without this mutual consent.

12.2.2 Where the contract runs for more than one year a new set of objectives may need to be agreed to for each succeeding year. This will take place during the regular project review.

12.3 Payment

12.3.1 Once the contract is signed then payment can commence. A start up or first instalment which will include funds for purchase of equipment is followed by subsequent instalments, usually at quarterly intervals, but otherwise on agreed dates and subject to receipt by the FARC of a satisfactory progress report (see 12.5), and a statement from the Head of the finance section of the provider organisation authenticating the sums spent in respect of the grant.
12.3.2 Where a project runs for more than one financial year the budget for each successive year will be reviewed and agreed upon by the FARC and the provider as part of the regular review process.

12.4 **Financial transactions**

12.4.1 All financial transactions must be carried out in accordance with the accounting and audit procedures laid down for the provider organisation. This includes tender procedures.

12.4.2 No purchases may be made of items other than those under the Details of expenditure in Section 7, except upon prior agreement by both parties. In such case the provider must justify the changes.

12.5 **Reporting**

12.5.1 The Principal Investigator will submit to the FARC a six monthly progress report constituting the substantive technical record of the results of the research to date. A final report must be submitted within one month of completion of the project.

12.5.2 These reports will be used by the FARC as the basis for assessing the level of achievement of the objectives and the project as a whole, in any in-depth review the FARC may decide to conduct from time to time in order to check the authenticity of the work and the researchers, in the decision-making and appraisal for future applications by the providers for the FARC funds, and for its Annual Report and other reporting obligations.

12.5.3 In the event of an unsatisfactory report, the FARC will undertake to discuss the issues with the providers and resolve matters by mutual consent. The FARC reserves the right to withhold instalments, to cancel the project and seek a refund of funds allocated, if a satisfactory resolution cannot be found.

12.5.4 Assessment of and comments on all reports will be made available in writing to the providers by the FARC.

12.5.5 The provider, after clearance of the final / interim report will be able to use the information for its reporting obligations / publications.

12.6 **Project reviews**

Reviews of projects may be carried out at the discretion of the FARC. Such reviews may be carried out by the FARC staff or by independent consultants. The FARC may call meetings of project leaders/principal investigators from time to time to monitor progress of projects.

12.7 **Principal Investigator(s)**
12.7.1 The Principal Investigator (PI) in Section 3 of the contract, will be the contact person for the duration of the project, and the officer of the provider organisation responsible in the first instance for all matters relating to the conduct of the project.

12.7.2 The provider organisation will be responsible for advising the FARC in writing of any changes in the names of Principal Investigator(s), any activities or events which may affect the nature or satisfactory progress of the project, or other matters which affect the contract (e.g. major personnel changes, equipment breakdowns, purchasing problems, etc.). Failure to maintain this contact with the FARC may result in cancellation of the contract.

12.8 **Intellectual Property**

The issue of intellectual property rights is under review – the FARC will keep research providers informed.

12.9 **Publications**

12.9.1 For the duration of the project, no publicity or release of information about the project is permitted without agreement in writing between the FARC and the provider.

12.9.2 In the event of an agreement to release information or in publication of research results on completion of the project, the provider will express acknowledgement of the FARC’s role in supporting the research, in terms agreed to between the FARC and the provider.

13. **CHANGES OF CIRCUMSTANCE**

13.1 Any changes in circumstances of the provider including staff changes, revised methods and lines of enquiry must be notified in writing to the FARC.

13.2 The FARC shall negotiate in good faith with the provider with respect to and in the event that the FARC’s funds are reduced or stopped or frozen for any reason beyond the control of the FARC.

14. **DISAGREEMENT**

In case of any disagreement, the decision of the Board of the FARC will be final and binding on all concerned.
15. SIGNATURES

We the undersigned have read the clauses of this contract and agree to the terms and conditions therein.

__________________  ____________________
Designation _________  Designation ________________
On behalf of the FARC  On behalf of
________________________________________
(Provider organisation)

----------------------------- day of ----------------------------- 19 ------