

National Grassroots ICT Research Initiative (NGIRI)-2020

Dos & Don'ts

(For Eligible FYP Students)

Note: These Dos and Don'ts are provided for general guidance only. In case of any conflict and/or inconsistency between any statements, terms or provisions contained in Dos & Don'ts and Terms & Conditions of the Program, the Terms & Conditions shall prevail. Ignite will carry no responsibility of any misinterpretation on student's part or any other relevant viewer's part.

<u>Dos:</u>	<u>Don'ts:</u>
<ul style="list-style-type: none">• Students must know about Focal Person of their Institute to submit their (Final Year Project) FYP. Once students sign up at NGIRI Portal, information of Focal Person will be displayed after selecting relevant institution.	<ul style="list-style-type: none">• Don't send printed copies of FYP application forms via surface mail (courier/postal).
<ul style="list-style-type: none">• Submit the Final Year Project (FYP) application via NGIRI Portal at www.ignite.org.pk/ngiri	<ul style="list-style-type: none">• Don't send copies of bills / invoices / receipts at the time of applying for FYP funding
<ul style="list-style-type: none">• Keep original bills / invoices / receipts of items purchased for further submission.	<ul style="list-style-type: none">• If FYP application is not approved for funding, don't send or submit bills / invoices of any items purchased.
<ul style="list-style-type: none">• Organize your bills/invoices/receipts in order for onward submission to Focal Person. Original bills / invoices / receipts must be signed & verified from Focal Person / Supervisor.	<ul style="list-style-type: none">• Don't submit mutilated/fake/overwritten bills / invoices/bills to focal person for onward submission.• Don't attach quotations instead of invoices/bills/receipts. Quotations shall not be reimbursed.
<p>If FYP application is approved for funding, contact Focal Person of your institution who will:</p> <ul style="list-style-type: none">• Prepare and verify (Sign & Stamp) the Expenditure Report from following personnel of your Institution:<ul style="list-style-type: none">○ Focal Person	<ul style="list-style-type: none">• Don't purchase Laptops/Personal Computers/Servers, Printers/Scanner etc for FYP funding. These devices shall not be considered for funding if FYP is approved.

<ul style="list-style-type: none"> ○ CFO/Financial Controller/Director Finance Head of the Institution • Focal Person will attach sorted & verified invoices / bills with Expenditure Report and submit the same to Ignite. 	
<ul style="list-style-type: none"> • Make sure items purchased for building Prototype / Working Model of FYP are as per Terms & Conditions of the Program. Terms & Conditions of the Program are available at www.ignite.org.pk/ngiri 	<ul style="list-style-type: none"> • Don't claim reimbursement of more than Rs. 35,000/- for Smart Devices.
<ul style="list-style-type: none"> • Purchase of Smart Devices (Smart Phone/Tablets etc.) and Screens (LCD, LED, Monitors etc.) are allowed only if required & relevant to FYP 	
<ul style="list-style-type: none"> • Submit the FYP application on or before 28th February 2020. If FYP is approved, contact the Focal Person of your Institution to submit the Expenditure Report on or before stipulated time communicated to respective participating institutions and published at Ignite's official website or/and NGIRI Portal 	