

National Grassroots ICT Research Initiative (NGIRI)-2019

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 participate in NGIRI. Once students sign up at NGIRI Portal, information of Focal Person will be displayed after selecting relevant information of their respective institution	<ul style="list-style-type: none">Don't send printed copies of FYP application forms via surface mail.
<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 at the time of applying for FYP funding
<ul style="list-style-type: none">Keep original bills / invoices of items purchased for further submission to Ignite.	<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 to Ignite.
<ul style="list-style-type: none">If FYP application is approved for funding, get the original bills / invoices signed & verified from Internal Auditor/Resident Auditor or Accounts/Finance Personnel of your institution.	When submitting the Expenditure Report: <ul style="list-style-type: none">Don't send unattested/unverified/incomplete Expenditure Reports and bills / invoicesDon't send mutilated/fake/overwritten bills / invoicesDon't send quotations in any form with Expenditure Report
<ul style="list-style-type: none">If FYP application is approved for funding, prepare and verify (Sign & Stamp) the Expenditure Report from following personnel of your Institution:<ul style="list-style-type: none">o HoD	<ul style="list-style-type: none">Don't submit Expenditure Reports via Email and/or by reaching directly to Ignite's office.

<ul style="list-style-type: none"> ○ Head of Finance/Accounts/Audit Dept. ○ Head of the Institution ● Attach verified invoices / bills with Expenditure Report and submit the Expenditure Report 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 purchase Laptops/Personal Computers/Servers for FYP funding. These devices shall not be considered for funding if FYP is approved.
<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 and relevant to FYP 	<ul style="list-style-type: none"> ● Don't claim funding of Smart Devices of more than Rs. 35,000/-.
<ul style="list-style-type: none"> ● Submit the FYP application on or before 13th May 2019. If FYP is approved, submit the Expenditure Report on or before stipulated time communicated to respective participating institutions and published at NGIRI Portal 	