



National Grassroots ICT Research Initiative (NGIRI) 2021-22

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. Focal Person information will be displayed after selecting relevant institution at signup page. 	<ul style="list-style-type: none"> Don't send printed copies of FYP application forms via mail (courier/postal).
<ul style="list-style-type: none"> Submit the FYP application via NGIRI Portal at https://www.ignite.org.pk/ngiri/backend.php 	<ul style="list-style-type: none"> Don't send copies of bills / invoices / receipts at the time of applying for FYP funding or with submission of verified expenditure report
<ul style="list-style-type: none"> Organized/sorted original bills / invoices / receipts of items purchased will be submitted to Institute's Focal Person and kept at Institute for scrutiny & verification purposes by Ignite. Original bills / invoices / receipts must be signed & verified from Focal Person / Supervisor and record of the same should be maintained by Institution. Focal person to ensure that any mutilated/fake/overwritten bills shall not be claimed in expenditure report. 	<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. Don't submit mutilated/fake/overwritten bills / invoices to focal person. Don't attach quotations instead of invoices/bills/receipts as they will 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, verify and submit (Signed & Stamped) on the provided expenditure Report template from following personnel of your Institution:<ul style="list-style-type: none">○ Focal Person○ CFO/Financial/Controller/Director Finance○ Head of the Institution• Focal person to make sure that no Laptops/Personal, Computers/Servers, Printers/Scanner etc. are claimed and submitted in expenditure reports.	<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">• Make sure items purchased for building Prototype / Working Model of FYP are as per Terms & Conditions of the Program. Terms & Conditions 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 (Smart Phone/Tablets etc.) and Screens (LCD, LED, Monitors etc.).
<ul style="list-style-type: none">• Submit the FYP application by 2nd May, 2022. If FYP is approved, contact the Focal Person of your Institution who will submit the verified Expenditure Report before or by 15th August, 2022, which will be communicated to all participating institutions and published at Ignite's official website or/and NGIRI Portal.	<ul style="list-style-type: none">• Don't submit claim expenses (relevant bills/invoices and receipts, etc.) of the approved FYPs beyond the following timelines 1st July, 2021 to 30th June, 2022.
