



National Grassroots ICT Research Initiative (NGIRI) 2022-23

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> |
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| <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">χ 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/ | <ul style="list-style-type: none">χ Don't send copies of bills / invoices / receipts at the time of applying for FYP funding |
| <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 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. | <ul style="list-style-type: none">χ If FYP application is not approved for funding, don't send or submit bills / invoices of any items purchased.χ Don't submit mutilated/fake/overwritten bills / invoices to focal person. Any mutilated/fake/overwritten bills shall not be considered for reimbursement purpose.χ Don't attach quotations instead of invoices/bills/receipts. Quotations shall not be reimbursed. |
| <ul style="list-style-type: none">✓ If FYP application is shortlisted for funding, contact Focal Person of your institution who will:✓ Focal person should fill in the expenditure report on NGIRI portal of all the shortlisted FYPs, Print and verify (Sign) the Expenditure Report from following personnel of your Institution:<ul style="list-style-type: none">○ Focal Person○ CFO/Financial/Controller/Director Finance○ Head of the Institution | <ul style="list-style-type: none">χ 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. |



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| ✓ Focal Person will submit the scanned signed and stamped Expenditure Report to Ignite on NGIRI portal as well as dispatch the original hard copy to Ignite. | |
| ✓ 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/ | χ Don't claim reimbursement of more than Rs. 42,000/- for Smart Devices. |
| ✓ Purchase of Smart Devices (Smart Phone/Tablets etc.) and Screens (LCD, LED, Monitors etc.) are allowed only if required & relevant to FYP | |
| ✓ Submit the FYP application on or before 02-May-2023. If FYP is shortlisted, contact the Focal Person of your Institution who will 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. | |
| ✓ Program will be executed on Fiscal year basis (7 th & 8 th Semester students only) i.e., 1-July-2022 to 30-June-2023 i.e. the supporting documents of the expenses against each FYP should be between 1-July-2022 to 30-June-2023 | Funding of FYPs will not be considered whose expenses have supporting documents beyond, 1-July-2022 to 30-June-2023. |