



National Grassroots ICT Research Initiative (NGIRI) 2020

Nomination Form for Focal Person

(Please submit the signed & stamped copy of this form latest by **15th January 2020**)

Name of Institution

(University/DAI): _____

Campus: _____

Address: _____

Name of Focal Person: _____

Designation: _____

Contact Details:

Office: _____

Mobile: _____

Email: _____

Alternate Focal Person: _____

Designation: _____

Contact Details:

Office: _____

Mobile: _____

Email: _____

Notes:

1. Head of the Institution (Rector/Vice Chancellor/Campus Director) can nominate Focal Person for NGIRI.
2. In case of more than one campuses, separate Nominations are required for each campus on separate Nomination Forms. *(Please make copies of this form for more than one submissions)*
3. The contact details of focal person must be valid and active.

Sign & Stamp of Head of Institution: _____

The focal person shall be responsible:

1. To verify initial signups of Final Year Students at NGIRI Portal;
2. To seek consent of FYPs from respective Supervisor & HoD before online submission of FYPs to Ignite;
3. To ensure completeness of FYPs in all aspects;
4. For online submission of eligible FYPs to Ignite;
5. To facilitate Institution in disbursements of funds received from Ignite against approved FYPs;
6. To verify and ensure completeness of Expenditure Reports submitted by students;
7. For submission of Expenditure Reports to Ignite (both in hard copy & soft copy through Portal).
8. For any other correspondence between Ignite & respective Institution regarding NGIRI;

Accepted by Focal Person:

Name of Focal Person: _____

Sign & Stamp of Focal Person: _____

Date: _____