



**National Grassroots ICT Research Initiative (NGIRI) 2021-22**  
**Nomination Form for Focal Person**

(Please submit the signed & stamped copy of this form latest by **28<sup>th</sup> February, 2022**)

**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 campus, separate Nominations are required for each campus on separate Nomination Forms. *(Please make copies of this form for more than one submission)*
3. The contact details of focal person must be valid and active.

**Sign & Stamp of Head of Institution:**

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***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 ensure that all expenses are incurred in mentioned Fiscal Year and same is incorporated in the report;
6. To facilitate Institution in disbursements of funds received from Ignite against approved FYPs;
7. To verify and ensure completeness of Expenditure Reports submitted by students;
8. For submission of Expenditure Reports to Ignite (both in hard copy & soft copy through Portal).
9. For any other correspondence between Ignite & respective Institution regarding NGIRI;

**Accepted by Focal Person:**

**Name of Focal Person:**

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**Sign & Stamp of Focal Person:**

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**Date:**

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