



**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110002**

No. F. 1-6/2013(IC)

October, 2013

**The Registrar
All Indian Universities**

Sir/Madam,

You may be aware that there exists an Indo-German Cultural Exchange Programme under the ambit of item no.1.5 of the exchange programme. **The German Academic Exchange Service (DAAD) and the University Grants Commission (UGC)** in New Delhi have worked out a programme, “**Project based Personnel Exchange Programme**” (PPP) 2014 designed to intensify the cooperation through funding of scholars who would participate in co-operative research projects primarily in the fields of humanities and social sciences.

This offer will be applicable to those faculty employed at higher educational Universities/Institutions approved under Section 2(f) & 12(B) of UGC Act. The Programme will commence in 2014.

The details of the offer, eligibility conditions and funding are enclosed. The information and documents are also available on the UGC website www.ugc.ac.in.

The completed applications duly forwarded by the university may kindly be sent to : “**The Section Officer, IC-Section, Room No. 508-A, UNIVERSITY GRANTS COMMISSION, Bahadur Shah Zafar Marg, New Delhi – 110 002 on or before 15-12-2013.**”

Yours faithfully,

**(Manju Singh)
Joint Secretary**

Encl: As above

NB : The completed applications be sent by the stipulated date.

Announcement 2014
Project- based Personnel Exchange Programme with India
- Indo-German Joint Research Collaboration -
DAAD / University Grants Commission (UGC)

Agreement

The programme 'Project-based Personnel Exchange' is a bilateral research promotion programme that is a result of the agreement concluded between the German Academic Exchange Service and the University Grants Commission (UGC) in 2006.

Who are the funding institutions?

DAAD receives funds for implementing the programme through a budget allocation by the Federal Ministry of Education and Research (BMBF). On the Indian side the programme is funded by the University Grants Commission (UGC) of the Government of India.

What are the aims of the programme?

The aim of the programme is to strengthen the collaboration between Indian and German research groups, who are working jointly on a particular scientific project. The programme 'Project-based Personnel Exchange' envisages, in this connection, financial support for operational mobility. Particular emphasis is thereby accorded to further academic training and specialization of young academics. Concrete objectives have to be mentioned in the application (project description) (including the number and academic status of the persons to be funded). Research collaborations entered into with the intention of initiating further extensive projects, such as the preparation of joint applications meant for submission to any other funding organisation, are highly preferred.

Which are the target groups?

Scientists, university professors, post-doctoral researchers and doctoral students.

Who can apply?

University professors, scientists and post-doctoral researchers from German and Indian universities and those in permanent employment at independent research institutes are eligible to apply. The programme is open to academics in the disciplines of Humanities and Social Sciences.

What are the pre-requisites for application?

The pre-requisite for applying is a concrete and precise scientific research project of high quality, on which academics from both countries jointly, and to the extent possible complementarily, want to work on. It would not suffice to describe scientific problems of a general nature that both research groups are interested in.

The basic funding for the project (personnel and material costs on both sides) must be secured by own funds or by third party funding.

The research group on both sides should each consist of a project leader and up to two doctoral students or post-doctoral researchers. The total number of participants in the project on both sides should not exceed three from each side.

Application shall be considered by UGC and DAAD only if a parallel application has been submitted by the Indian and German partner with the UGC and DAAD respectively. Therein must be clearly described, the concrete tasks that would be undertaken by the German group and those that would be taken up by the Indian partner.

The scientific objectives of the proposal should be common on both sides. The project title submitted to both the sides must be absolutely identical. Projects submitted with different project titles will not be considered further for technical evaluation.

What is the funding period ?

A project is funded for a maximum period of two years.

In case the applicant leaves his/her institution before the expiry of the official validity of the project, its continuity must be safeguarded, for instance through a written confirmation by the institution.

The project funds for the fiscal year 2015 and 2016, respectively, will be sanctioned under the condition that the budgetary funds will be made available to DAAD and UGC through the funding ministry.

What are the measures that can be funded?

From the funds made available for the "Project-based Personnel Exchange Programme" (PPP) allowances are paid for visits to the partner institution, which are incurred during the course of the project-related collaboration. These allowances cover all the expenses related to mobility and hospitality.

Short term stays of scientists and doctoral students are eligible for funding. The maximum duration of stay for scientists is 30 days per visit per year and for doctoral students is 60 days per visit per year. The project description is to clearly mention the criteria used for selection of the persons to be funded.

Within the framework of the project duration (01.06.2014 till 31.05.2016), a total of 4 visits by the German participants and 4 visits by the Indian participants shall be funded.

The number and duration of the exchange visits must be balanced in number on both sides. The reciprocity of visits approved under the project has to be strictly ensured from both sides.

By granting allowances, DAAD shall bear the expenses related to international travel of the members of the German research group to their Indian partner institution as well as the local hospitality for members of the Indian research group in Germany.

UGC, on the other hand, shall bear the expenses related to the mobility of the Indian research group members and the local hospitality of the German research group members by granting respective allowances.

It is understood that the expenses incurred in connection with the project which go beyond the scope of funding provided by DAAD and UGC (basic office set-up, procurement of equipment, consumables, documentation, photocopies & printing and personnel costs) will be borne by the applicant

What cannot be funded?

The following shall not be funded:

- Projects of the Indo-German Cooperation in Research and Technology that pertain to the same topic, which are already being funded by another mode, and also include personnel exchange.
- Pure skill enhancement projects
- Bilateral collaboration, which form only a part of an otherwise multilateral collaboration funded through other routes.
- Language courses
- Individual scholarships
- Project-related ancillary expenses (computing time, material expenses, documentations, photocopying and printing expenses)
- Expenses towards setting up basic facilities such as office space and equipment, as well as staff expenses.
- Pure seminar events
- Conference participations

What are the selection criteria?

The applications are evaluated on both sides by independent selection committee. The final selection is made jointly by UGC and DAAD.

- The key criteria for the selection are: The quality of the project (here especially: the clarity of project goals and methodology).
- The scientific significance and relevance of the project (The topicality of the subject and the level of innovation in the project)
- Feasibility of the research project (under which especially: security of funding arrangement, preparatory work, and appropriate planning for reciprocal visits)
- Project-relevant competency of both the research groups.
- Complementarities of the research groups in their common objectives (with regard to methodology, content, instruments, etc.)
- Adequate participation of young scientists.

Other criteria are:

- Knowledge transfer between the German and the Indian group.
- Scientific and/ or industrial useability, where applicable, of the project results.
- Additional benefit (technical, institutional, inter-disciplinary) through cooperation with the Indian partner.

What are the things to be kept in mind at the time of application?

Please apply online on the DAAD-Portal (<https://portal.daad.de/irj/portal>).

The German applicant should adhere to the following while preparing the application:

- That it is formulated in English.
- That the form "Information Regarding the Project" (see annexure) has been filled in completely.
- Verify that the application is complete in all respects with the help of the check list, (see annexure)

Only those applications that have been submitted by both partners to UGC as well as to DAAD, complete in all respects, shall be considered for evaluation. Incomplete applications shall be summarily rejected. No advance copies of the proposals shall be accepted by UGC. The proposals received after the notified due date shall not be considered in any case.

What are the allowances?

DAAD allowances for the German project groups		
	Category I	Category II
	University professors Scientists with PhD	Doctoral students
Lump sum travel allowance to India for German project participants	700 €	550 €

DAAD allowances for the Indian project groups			
	Category I		
	University professors, Scientists with PhD		
	max. stay per visit: 1 month		
Allowances (fixed) paid to Indian project participants during their stay in Germany.	1.- 22. day	23 day – 1 month	
	89 € per day	2.000 € lump sum	
	Category II		
Allowances (fixed) paid to Indian project participants during their stay in Germany.	Doctoral students		
	1st month		2nd month
	1.- 22. day	23. day – 1 month	1.- 22. day 23. day – 1 month
	45 € per day	1.000 € lump sum	33 € per day 1.000 € lump sum

Allowances paid by UGC to German project participants during their stay in India:

Doctoral students, Scientists with PhD and University professors	Rs.12,000/- per month with free accommodation (preferably in guesthouse/International hostel to be arranged by the collaborator) or Rs.500/ per day with free accommodation if the stay is for short duration.
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DAAD and UGC reserves the right to make appropriate changes to the above-mentioned allowances and/or to the accounting procedures in the event of any significant amendments to the legal terms and conditions, or changes in the actual basis of calculation.

What are the conditions for re- and multiple applications?

Re-applications within the framework of the programme are only possible, once the previous project has been formally closed. Applicants, who have already received funding under the said programme, should undertake the new project with different partner institute.

What is the deadline of application?

The deadline for submission of applications for PPP-2012 is **15th December 2013**. Applications received after this deadline will not be entertained.

When does the funding start?

The funding shall start from 01.06.2014.

Where should the applications be submitted?

The German research groups should apply online on the DAAD-Portal <https://portal.daad.de/irj/portal>.

The applications by the Indian research groups must be submitted to the University Grants Commission in India as per the guidelines and format available at http://www.ugc.ac.in/more/cultural_exchange.html

Only ONE original hardcopy of the proposal duly forwarded by Head of the Institute / University must be submitted to UGC. A soft copy (in a single soft file in pdf or ms-word format) as email attachment must also be sent to cm@ugc.ac.in / ugcic2@gmail.com.

Please do not include scan pages in the soft copy of the proposal.

The German partner needs to submit the application online as mentioned at <https://portal.daad.de/irj/portal> while the Indian partners need to submit ONE original hard copy of the application as per the format available at http://www.ugc.ac.in/more/cultural_exchange.html

Who is the contact person at DAAD?

Benedikt Romberg
Ref. 425 – Südasien
Kennedyallee 50
53175 Bonn
Tel.: 0228 / 882-338
Fax: 0228 / 882-444
E-mail: Romberg@daad.de
<http://www.daad.de/ppp>

The application forms for German applicants can be downloaded from the internet (<http://www.daad.de/ppp>).

Who is the contact person at the DST in India?

For information regarding programme implementation and the application procedure in India, please contact:

Mr. Charan Das
Under Secretary
University Grants Commission
Bahadurshah Zafar Marg,
New Delhi-110 002
cm@ugc.ac.in / ugcic2@gmail.com

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**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110002**

**APPLICATION FOR THE UGC DAAD PROJECT BASED PERSONNEL
EXCHANGE PROGRAMME (PPP 2014)**

PART-I

1. COLLABORATIVE PROJECT TITLE:

2. FIELD SPECIALIZATION:
(Subject Area, as specified in the announcement)

3. FULL ADDRESS OF PROJECT LEADERS:

ADDRESS & COMMUNICATION FACILITY	INDIAN PROJECT LEADER	GERMAN PROJECT LEADER
NAME & DESIGNATION DEPARTMENT UNIVERSITY/INSTITUTE		
LOCALITY (With P.B. No. & Zip Code)		
STATE		
TELEPHONE (O) (R)		
TELE-FAX		
E-MAIL ADDRESS		

INSTITUTION'S ENDORSEMENT

Certified that the infrastructural facilities related to the project activity is available in this Institution including equipment, manpower and other facilities and all necessary administrative support will be extended for the project.

Indian Institution:

Name
Position
Signature
Date

German Institution:

Name
Position
Signature
Date

PART-II

- Objectives and individual components of the joint project: (max. ½ page)
- Current state of the research/technology (max. 2 pages)
- Preliminary activities by the Indian side (max. 1 page)
- Preliminary activities by the German side (max. 1 page)
- Detailed description of the Indo-German co-operation including detailed work schedule (max. ½ page)
(justification/Rationale for collaboration)
- Compatibility of intentions of both sides with regard to individual components of the project working method(max. 1 page)
- Promotion of the new generation of academicians
(Participation of young research students) (max ½ page)
- Where appropriate, the way in which the project results could be used (½ page)
- List of the five most important publications of the project participants, which have a bearing on the project (Enclose the list)

NOTE:

1. All the information (except bio-data) should be provided in the body of the proposal only.
No annexures please.
2. The application form should be filled-in with mutual consultation and duly signed by both the partners.

PART-III (For Indian partners only)

1. List of on-going research projects with the Indian project participants:

Title of the project	Brief description	Duration with dates of commencement and completion of the project	Funding available and source of funds

2. Infrastructure available/required to implement the project:

Facilities	List of items required for the project	If not available presently, how it is proposed to be procured/recruited (Please indicate the source of funding)
Equipment		
Manpower		
Contingencies/Special needs		

3. Certified that the following Indian researcher including Ph.D. students, SRF/JRF. Post-Docs are presently affiliated with the University/Institute and will be the official project participants for the entire duration of the project.

Sl. No.	Name of the project participant	Position held	From	To
1.				
2.				
3.				

4. Please mention Name/Address/Contact details including e-mail address/area of specialization of 3 possible peer-reviewers of the project proposal.

Signature of the Indian Principal Investigator

Forwarded by the Head of Department/University/Institute/Dean.

PROJECT SUMMARY

(NOTE : This project summary should not exceed one page in any case)

1. Programme/Scheme applied for :
2. Project Title :
3. Project Participants :

Indian side	German side

4. Broad objectives of the Project:

5. Methodology to be adopted:

6. Likely outputs of the project:

7. Justification/need for foreign collaboration:

8. Break-up of financial support asked for:

(Signature of the Indian Principal Investigator)

INSTRUCTIONS /TIPS FOR PROPOSAL PREPARATION

The Project description should contain clear statement of work to be done and should include sub-sections on introduction, objective, plan of work, experimental methods, specific activities to be undertaken by the Indian and German collaborator(s), significance of expected outcome and its relation to present state of knowledge in the field. The project description should clearly bring out the need for collaboration and expected tangible gains for the two sides. The total project document (except CVs) should not exceed 15 pages.

The **CV of all Indian and German participants (each not more than 2 pages)** of the project must be attached with the project proposal. The following information be provided in the CV's:

- Title, Name, Date of birth, Marital Status, Whether belong to SC/ST/OBC, M.Sc. onward academic and professional career including NET qualification and year/details of Ph.D. registration/completion (with years and names of universities/institutes).
- List of up to 5 publications most closely related to the project proposal.
- Publications, including those accepted for publications.
- Patents, copyrights or software systems developed may be substituted for publications.
- Copies of Master's / Diploma certificates of the Ph.D. Scholars.

Advance copies of the proposals shall NOT be accepted.

THE PROPOSALS NOT CONFORMING TO THE GUIDELINES OR INCOMPLETE IN ANY RESPECT IS LIABLE TO BE REJECTED IN INITIAL SCREENING.