**Office of International Relations**

**IIT Kharagpur**

**Shri Gopal Rajgarhia International Programme (SGRIP)**

APPLICATION FORM FOR SCHEMES 1 & 2

|  |  |
| --- | --- |
| Name of the scheme (Please tick) | 1. SGR International faculty/expert outreach program  2. SGR International research scholar support program |
| Name, affiliation and address of the visitor: |  |
| Host faculty and department/centre/ school: |  |
| Duration of visit with expected start and end dates: |  |
| Justification for the visit:  (200 words max) |  |
| Justification for using SGRIP as the funding source:  (100 words max) |  |
| Detailed plan of activities :  (500 words max) |  |

|  |  |
| --- | --- |
| Head-wise Budget summary (Refer to Tables 3 to 6 for eligible heads and caps) |  |

**Please attach the following documents and √ check the corresponding boxes:**

|  |  |
| --- | --- |
| Letter from the visitor on letterhead showing his/her willingness to visit and partake in proposed activities during the specified period, including statement that he/she is not claiming the fund from any other source: |  |
| Detailed budget justification including justification for any special financial assistance required (limit one page) |  |
| Self-certification from host that (i) funding is not available from any other source. (ii) If funding becomes available from another source, it will be used first before claiming from SGRIP |  |
| CV of the invited Faculty |  |

**Signature of the host faculty with date:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department/Centre/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Forwarded by Head of Dept/Ctr/School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please submit application in hard copy to Office of International Relations and email soft copy of the same to ir-office@adm.iitkgp.ac.in.*

*For Office use:* Application no:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_