Annexure – IV

Forwarding Letter by the Head of Affiliating Institution/University
(To be printed on the official letterhead of the Institution/University and maintained in the same format)

To
The In-charge,
Research Projects
Vidya Bharati Shiksha Sansthan

New Delhi -

This is to forward the application of Dr_____ (Name) _____ (Designation) _____(Department) a permanent / retired employee of _____ (Name of the Institution/Organization).

Our institution hereby agrees to receive the project funds and disburse an advance to the Project Director / facilitate utilisation of funds as per the requirement of the Project Director. The institution will extend all necessary research infrastructure and facilities, including library, laboratory, equipment, and office assistance to ensure the smooth execution and timely completion of the research project.
In the event that the Project Director discontinues association with this institution for valid reasons, the institution will inform Vidya Bharati Shiksha Sansthan and follow its directives regarding further continuation of the Project. The institution further assumes full responsibility for submitting the audited statement of accounts and utilisation certificate for the sanctioned grant as per norms. Overhead charges will be claimed and disbursed as per rules.
We also acknowledge that the copyright and intellectual property rights of the project's outcomes will remain vested with Vidya Bharati Shiksha Sansthan, and that publication or dissemination of research results shall be subject to Vidya Bharati's approval.

Yours faithfully,

Signature: _____
Name: _____
Designation: Director / Principal / Registrar
(with official seal and stamp)
Place: _____
Date: _____

(Note: Scan the forwarding letter and upload along with the proposal)