

Guidelines/ How to Apply

To avail the facility, the applicant needs to submit the filled in requisition form with the following attachments:

- a) Summary/description of research proposal
- b) Copy of approval of Research Synopsis/Proposal
- c) Consent (Letter) of Service Provider
- d) Quotation from the Service Provider
- e) Brief profile of Research Supervisor
- f) Endorsement by research supervisor, head of department and Director must be obtained at appropriate section of the prescribed application form
- g) The applicant needs to submit the application at least 8 weeks prior to sample analysis.
- h) The applications will be evaluated and decided by the Project Management Committee at PCSIR
- i) The decision of the Committee will be communicated to the applicant.
- j) For all the approved cases, PCSIR will issue award letter to the applicant.
- k) Upon receipt of award letter, the applicant may send samples to the service providers for analysis.
- l) The service provider will analyze the sample and bill to the concerned applicant.
- m) The service provider will send the payment claims to PCSIR along with duly verified (i) Original Invoice (ii) Results Acceptance Voucher (iii) copy of results
- n) The applicant will submit satisfactory report, duly attested by the supervisor.
- o) PCSIR will release the sample analysis cost to the service provider accordingly.