

## **FREQUENTLY ASKED QUESTIONS**

### **1. COMPLETING THE APPLICATION**

#### **1.1. Who is eligible to apply?**

A PhD scholar studying at Indian higher education institute/university OR a PhD scholar studying at a UK higher education institute. Other eligibility criteria apply as per call guidelines. The scholar should have completed one year after enrolment.

#### **1.2. Which subject areas can I apply for?**

Please check the call guidelines.

#### **1.3. Who should issue the endorsement letter?**

The Head of Department (or equivalent) of both home and host university/institute.

#### **1.4. Should the endorsement letter be attached with the application form?**

Yes, applications will not be considered without an endorsement letter.

#### **1.5. How will scholars be notified about the result?**

List of selected scholars will be available on British Council, DST, DBT and ICSSR website. Notification to only selected scholars will be made through email.

### **2. PRE-PLACEMENT FOR SELECTED SCHOLARS**

#### **2.1. Post selection, what documents need to be submitted by Indian scholars to DST/DBT/ICSSR?**

Timely submission of following documents (hardcopy in original and a softcopy by email) is mandatory for further administrative and financial deliberations by competent authority(ies):

- Acceptance of the host institute from UK indicating the tentative time of the placement
- Acceptance of the offer from the awardee
- Approval/Endorsement from awardee's current supervisor, forwarded by Head of Institution/Registrar of the university, certifying that you would comply with the guidelines of Newton Bhabha PhD Placement Programme
- Savings bank account details of home institute [as registered with Public Finance Management System (PFMS), Ministry of Finance and Government of India]

## **2.2. How the funding will be disbursed?**

**British Council** will sign the Grant Agreement with the UK host university of Indian scholars and home University of UK scholars to disburse the grant as below:

For Indian scholars:

- Stipend and Bench fees (if applied for)

For UK scholars:

- Travel grant which includes economy class airfare, visa and insurance cost

**DST/DBT/ICSSR** will release funds electronically to Indian home/host University of Indian / UK scholars on receipt of the documents mentioned in 2.1. The grant will be disbursed as below:

For Indian Scholars:

- Travel grant which includes economy class airfare, visa and overseas travel insurance cost

For UK scholars:

- One-time travel allowance, stipend and accommodation charges
- UK scholars will be exempted from tuition fees, experiment fees and basic teaching material costs. Costs beyond the above arrangements will be borne by the scholars themselves.

## **2.3. What is the expected time to receive funding from DST/DBT/ICSSR?**

After successful administrative and financial deliberation, DST/DBT/ICSSR will initiate disbursement of funds to PFMS registered account of awardee's home/host institute. Expected date January-February 2021.

## **2.4. How the grant will be disbursed to the scholar?**

It is the responsibility of home/host institute to disburse the grant to the respective scholar.

## **2.5. What are the criteria for booking flight tickets?**

The Indian scholar must travel only by Air India (Economy Class). Flight tickets can be purchased directly from Air India's website or from authorised travel agents of Government of India viz. M/s Balmer Lawrie & Company Limited or M/s Ashok Travels & Tours.

## **2.6. Can I change my placement period?**

Such a request can be considered on the provision of a valid reason. The host supervisor should confirm this with a re-issuance of support letter with new dates for placement.

## **2.7. Can I avail my regular fellowship during the placement period?**

In such scenario home institutional norms shall prevail.

## **2.8. What visa category should I apply for?**

Visit UKVI website: [www.gov.uk/government/organisations/uk-visas-and-immigration](https://www.gov.uk/government/organisations/uk-visas-and-immigration) and contact your host supervisor to identify the suitable visa category.

## **2.9. Does the British Council issue a visa support letter?**

Yes.

## **2.10. When should I submit the baseline survey form?**

Before you begin your placement. The link to this will be shared after selection.

# **3. POST-PLACEMENT FOR SELECTED SCHOLARS**

## **3.1. Where can I find the report template?**

The British Council has shared the report template with the UK host / home institute. Contact your host/home supervisor. If you are unable to find it, contact your local British Council representative.

## **3.2. When should I submit the report and to whom?**

Within 30 days of the completion of your placement. Submit it to the British Council and DST/DBT/ICSSR.

## **3.3. When should I submit the follow-up survey form?**

Within six months of completion of your placement.

## **3.4. After completion of my placement what documents do I need to submit to DST/DBT/ICSSR?**

Duly endorsed and forwarded, financial documents, vouchers of air travel, original boarding passes, explicit work report (max. 5 pages) and completion certificate (duly endorsed by host supervisor) are to be submitted in original by hardcopy as well as softcopy by email.

## **3.5. Why do I need to submit financial documents?**

Duly endorsed financial documents are required for final settlement of accounts as per Government of India procedures. Please note that settlement of accounts after successful completion of the placement shall remain the responsibility of the awardee.

### **3.6. What if I am left with unspent grant given by DST/DBT/ICSSR?**

If you are left with unspent balance after completion of your placement, the amount must be returned as outlined below:

#### **DST Fellows:**

Demand Draft (DD), in favour of 'Drawing and Disbursing Officer, DST' (DDO, DST) payable at New Delhi. The 'DD' favoring DDO should be sent to Programme Officer of DST at following address:

**Head INSPIRE,**  
Department of Science and Technology,  
Technology Bhavan, New Mehrauli Road,  
New Delhi - 110016

#### **DBT Fellows:**

Demand Draft (DD), in favour of 'Drawing and Disbursing Officer, DBT' (DDO, DBT) payable at New Delhi. The 'DD' favoring DDO should be sent to Programme Officer of DBT at following address:

**Scientist,**  
International Cooperation,  
Department of Biotechnology, MoS&T,  
R. No. 814, Block-2, CGO Complex,  
Lodhi Road, New Delhi-110 003

#### **ICSSR Fellows:**

Demand Draft (DD), in favour of 'ICSSR' payable at New Delhi. The 'DD' favoring "ICSSR" should be sent to Incharge of IC Programme, ICSSR at following address:-

Incharge (International Collaboration Programme)  
Indian Council of Social Science Research (ICSSR),  
Ministry of Human Resource Development,  
JNU Institutional Area,  
Aruna Asaf Ali Marg,  
New Delhi-110067