



SCIENCE ACADEMIES

FOCUS AREA SCIENCE TECHNOLOGY SUMMER FELLOWSHIP — 2025

Instructions for the Summer Research Fellows (SRFs):

A. Acceptance of Fellowship

1. The selection letter has been sent by email (along with instruction sheet). A hard copy of the letter has also been sent by speed post (along with instruction sheet, form for conveying acceptance, and form for sending joining report).
2. At the bottom of the email, a user-id and password are also provided for each SRF which will enable them to view their online page in our website and to fill in the required details. Make sure to save user-id and password, it will **not be** provided a second time.
3. Your acceptance to take up this fellowship should be conveyed **URGENTLY** within 7 days by filling in your online page (the user-id and password provided). The Form of Acceptance to be sent by speed post should also be returned to us **by speed post or courier** within 3 days after it reaches you.
4. **Do not wait for the approval from guide to send your Acceptance form.**
5. For some reason, if you do not wish to take up the fellowship, this should be conveyed to us **URGENTLY** by (a) filling in your online page, (b) email (fastsf@ias.ac.in), and also to your guide as well as (c) returning the Acceptance Form **all within one week of your receiving the letter of selection** so that the fellowship can be awarded without delay to another person in the waiting list.
6. After sending the acceptance, please contact your guide to fix up the exact date of joining. This exact date should then be communicated to us by **online**.
7. Two copies of your stamp-size photograph should be enclosed, of which one copy to be affixed to the letter of acceptance.
8. The joining letter (in the format enclosed) should be posted to the Academy **duly countersigned by the guide** as soon as the SRF reports for work.

B. General Instructions

9. **The period of work should be NOT LESS THAN 56 days (including Sundays and holidays) under any circumstances. If the final duration turns out to be less than 56 days, the fellowship will not be deemed to have been satisfactorily completed to entitle you to the certificate and fellowship dues.**
10. If the candidate has applied for and obtained fellowship to work under any other program during this period, the Academy fellowship will be **treated as withdrawn**.

11. If the SRF is in receipt of KVPY or INSPIRE fellowships, this should be specifically indicated in the **Form of Acceptance** (even if indicated in the application).
12. All correspondence and enquiries should be addressed to: The Coordinator, Science Education Program, Indian Academy of Sciences, P B No. 8005, C V Raman Avenue, Bengaluru 560 080 (email: fastsf@ias.ac.in).
13. All communications/emails from SRFs should clearly mention their full name, the application no., and the name of the guide. **Please save this information in your permanent email signature file. Communications/emails without this information will not be attended to.**
14. Communications (preferably in English) should be clear, concise and convey the intended meaning.
15. **SRFs must strictly follow the rules and regulations** (oral and written) stipulated by the host institution, both in the working laboratory and at the place of their stay. If any malpractices on the part of the SRF are reported, the Academy will be constrained to terminate the fellowship.

C. Progress Reports

16. Your 4-week report must be written and submitted to your guide. Please access your homepage using the credentials provided in the soft copy of the offer letter by email. You should follow the same process as for the 4-week report to write and submit your 8-week report to your guide for approval.

16a. Submission of hard copy versions: After submitting reports on the Academy portal, the candidates are requested to generate print-outs of both the 4 week and 8 week reports and submit them along with the submission formats (available in home page) duly signed both by the candidate and the guide. The office will process reports only after its receipt. The reports will be processed only on receipt of hard copies.

D. Payments from the Academy

17. All payments from the Academy will be made through electronic transfer to the bank account provided by the SRF. The payments will be effected within 10 working days after the reports are received by the Academy.
18. The Fellowship paid is for SRFs living expenses (boarding, lodging, transport etc.) and this should be settled by SRF directly. **The Academy will not pay any amount to host institution towards the SRF boarding/lodging etc. The Academy will also not pay any training fee to the host institution. The candidates should pay the same if the host institute demands.**
19. To claim the travel fare, the SRF should send along with the final report, a TA bill (in the prescribed format) and **photocopies of the to-and-fro travel tickets**. Blank TA form can be downloaded from our website. Please preserve copies of your tickets to be enclosed with the TA form.
20. You are welcome to travel by air or any higher class in train as per your convenience. However, reimbursement of the travel fare will be restricted to III-tier A/C train fare (for students) and II-tier A/C train fare (for teachers). A copy of the actual travel ticket should be enclosed to the TA form as proof of your travel without which the TA claim will not be processed.

For those selected to work at Bengaluru:

- The Academy will arrange the accommodation to about 150 SRFs in Bengaluru who will be working at IISc, JNC, NCBS, UAS, RRI, TIFR-CAM, etc.,. SRFs working in other institutions in Bengaluru may have to make their own arrangements or seek the help of the guide.
- SRFs should preferably arrive in Bengaluru on a Sunday and join for work the next day (Monday). The exact date and time of arrival in Bengaluru should be communicated well in advance by filling in your online page.
- Academy will arrange your stay at Academy Residency in Jalahalli **subject to availability. Follow COVID-19 protocols strictly.**
- The confirmation of your accommodation could be obtained by calling Jalahalli Fellows Residency (080-2838 1934).
- Upon your arrival in Bengaluru, you are requested to proceed straight to the Fellows Residency at Jalahalli.
- The approximate distances from three major railway stations at Bengaluru are as follows:
 - Yeshwanthpur Rly. Stn. – Academy office (around 5 kms)/Jalahalli Residency (Approx. 8 kms)
 - Cantonment Rly. Stn. – Academy office (around 3.5 kms)/Jalahalli Residency (Approx. 13 kms)
 - City Rly. Stn. – Academy office (around 7 kms)/Jalahalli Residency (Approx. 14 kms).

On arrival, you may alight at any of the above mentioned stations, depending on the route you have taken.

- Route maps to (a) Academy Residency in Jalahalli as well as to the Academy office (near Mekhri Circle) are attached. If you face any difficulty in locating the route, Please call: Mr M Ravindra (080-2838 1934/94482 24276).
- Before you report to your guide for taking up the fellowship, you can collect your ID card from the Academy Office required for security purpose.
- The Academy charges a sum of Rs 3,000/- per month towards your accommodation.
- A travel agent has offered to operate transport from Jalahalli Guest House to IISc, NCBS, JNCASR and back. Those interested may avail the service by paying the operator directly. The Academy is only a facilitator of local travel.
- The Academy has provided the kitchen with equipment to a caterer. The caterer has agreed to provide breakfast and dinner on all days. Rates will vary depending on the number of summer fellows availing this facility. Those interested can avail the service and pay the caterer directly. The pricing of the menu is at the sole discretion of the caterer.

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