Spark Fund Guidelines

I. Proposal Raising:

a. Once the spark fund is granted, mentors need to raise proposal and can receive funds by submitting an advance money form at the KEC office (with all supporting documents).

b. 30-50% amount of sanctioned amount can only be raised as advance money.

c. Mentor is entirely responsible for finance-related matters.

d. It's recommended to start purchasing after the Proposal is raised for the project.

II. Bill Settlement and Component Registration.

a. Bills must be dated after the project sanctioned/proposal raised date (Date after the principal signs).

b. Bills have to be raised in the name of principal, Kongu Engineering College, Perundurai, Erode.

c. GST invoice (with Date, Sign, and seal) is preferred.

d. If any bill without GST is claimed, it needs proper clarification and committee approval, (Only for lathwork or any similar nonstandard works.)

e. Bill settlements can be done only after committee approval (After the demo and millstones are achieved).

f. A copy of all documents has to be maintained.

g. Partial bill settlement may be permitted as per committee approval and work satisfaction.

h. Before final bill settlement, the mentor needs to provide the utilization certificate (refer to Section III – UC and Final Report) and evidence for milestone achievements such as patents, copy rights, awards or anything similar.

i. Before final bill settlement, all the purchased items need to be recorded in the research/project cubicle lab register book and signed, similar to the lab purchase procedure.

III. Utilization Certificate and Final Report:

a. After submission of the Utilization Certificate (UC), only final bill settlement is permitted.

b. Mentors need to provide UC in the given format.

- Font: Times New Roman, Font Size: Title: 18 pt, Headings: 14 pt, Para: 12 pt, spacing: 1, Tables and figures must be named properly.
- Paper Size: A4, Border: Yes
- Footer: Spark Fund, Page Number, Project ID.
- 1st Page: Project Title, Project Duration and Details, Details of Students Involved, Budget Utilization, Milestones Achieved
- 2nd Page: Problem Statement, Objective, Proposed Method,
- 3rd Page: Block Diagram of Executed Work, Solutions, Fund Utilization and Details, Output Photos (Minimum 3 to 4 photos)
- Last Page: Outcomes with Evidence
  (Refer Attachment: Sample Report -Spark Fund)

IV.   **Change in Team Members / Mentor**

    a. If mentors need to change student innovators or alter the team in any given case, such as students who have gone on internships, placements, graduated, or student work that is not satisfactory, they can do so after notifying to the committee.

    b. If there is a need to change mentors, the committee has the right to take a decision.

    c. If any above team must submit the form given below. (Refer: Spark Fund – Member/Mentor Change Form)

V.   **Other important conditions:**

    a. Projects must be in TRL 3 levels (Refer below figure 1.) and final milestone should be a patent/product/copy right/ technology transfer, if not application will be rejected.

    b. If funds are not properly utilized / milestones are not met / very slow or no work progress is made / or any other issues arise, the committee has all the rights to cancel funding at any time.

    c. Mentor and students must present all the review monthly, without fail and must follow the committee's insights.

    d. Patents or copy rights need to be filled out with respect to the KEC procedure for IPR filing.

    e. If a patent or copyright has to be transferred to the person involved in the work or any other firm, or if you want to tech-transfer or any other form of similar work, KEC norms must be followed.

    f. All the conditions and norms may be changed without notice and adapted as per KEC's new norms and regulations. (Now & this when new norms are implemented)

Figure 1: Technology Readiness Level (TRL) Scale

Level	TRL 1	TRL 2	TRL 3	TRL 4	TRL 5	TRL 6	TRL 7	TRL 8	TRL 9
Science & Engineering	Basic Idea	Concept Developed	Experimental Proof of Concept	Lab Demonstration	Lab scale validation (early prototype)	Prototype demonstration	Capability validated on economic runs	Capability validated over range of parts	Capability validated on full range of parts over long periods
							Pilot system demonstrated	System incorporated in commercial design	Proven system ready for full deployment
				Component and/or system validation in laboratory environment	Laboratory scale, similar system validation in relevant environment	Engineering/pilot-scale, similar (prototypical) system validation in relevant environment	Full-scale, similar (prototypical) system demonstrated in relevant environment	Actual system completed and qualified through test and demonstration	Actual system operated over the full range of expected mission conditions
Software			Software to test and evaluate basic concepts on simple model problems representative of final need.	Escalate model to more realistic representation of industrial system. Confirm basic formulation.	Model contains all major elements of need. Solve industrial strength problems by code developers OR achieve functionality by expert users. Document performance. GUI.	No specialist intervention required from programmers/developers. This includes basic GUI interface. If required, programming to be according to ISO standards.	Install, run and evaluate software in actual goal environment (e.g. prospective client's computers). Demonstrate use by clients	Evaluation done by target representative clients on representative hardware platforms. Complete GUIs, users manuals, training, software support etc. Typical user driven "bug hunting"	Product proven ready through successful operations in operating environment.
Medical Science	Basic Research		Preclinical Research		Late Preclinical Research	Phase I Trials	Phase II Trials	Phase III Trials	Phase IV Trials
Phase	Research		Translation/Development				Commercialisation		

Spark Fund – Member/Mentor Change Form – 1

Date:

1	Spark Fund Project Title: (As per Application)	
2	Project Sanctioned Date :	
3	Project Sanction Number:	
4	Change /Add in Mentor :	Yes / No
	Mentor Change/ Addition:	Change/ Addion
	Reason for the update :	
	If Yes, Mention Mentor Details (More than one- List may enclosed) Name: Faculty ID: Department: Designation:	
5	Change /Add in Student :	Yes / No
	Student Change/Addion :	Change/ Addition
	Reason for the update :	
	If Yes, Mention Student Details (More than one- List may enclosed) Name: Roll Number: Department: Year:	

	Mentor Sign with Name

Spark Fund Committee - Use	
Changes Accepted or Not	
Committee Insights	
Spark Fund Convener Sign	**CCO/TBI**

SAMPLE REPORT - SAPRK FUND PROJECT

Project Information Table:

Project Duration and Project Details (Sanction Number, Date, Budged Proposed)	
Details of Students Involved: (Name, Roll Number, Department)	
Budget Utilized:	
Milestones Achieved:	
Other Achievement:	

Note:

- *Use A4 Paper Size and Border.*
- *Use Footer as follows: Spark Fund - Page Number - Project ID.*

Problem Statement:

Objective:

Proposed Method & Scientific Principals Used:

Block Diagram of Executed Work:

Solutions Obtained:

Fund Utilization and Details:
(Table should be produced.)

Output Photos (Minimum 3 to 4 photos):

Outcomes with Evidence:

Any other matters related to funded projects included as annexure.

Acknowledgment: