TEMPLATE FOR PURCHASE OF EQUIPMENT AND HIRING OF STUDENTS / STAFF

Name of PI:

Reference No (as per award letter):

Title of the project:

**Template for purchase of laboratory equipment / reagents / products (as per budget submitted)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Name of equipment/reagent/product** | **Descriptions**  **(full specifications)** | **Price per unit (as per budget)** | **No of units required** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Template for hiring of project staff (if any)\***

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Designation of staff with minimum requirements** | **Salary / remuneration per month (as per budget)** | **Total duration of hiring** |
|  |  |  |  |
|  |  |  |  |

**Template for hiring of students (if any)\***

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Level of student (Masters/MPhi/PhD)** | **Salary / remuneration per month (as per budget)** | **Total duration of hiring** |
|  |  |  |  |
|  |  |  |  |

\* ToRs of the staff and students should be submitted as a separate document to ORIC for future reference during hiring.