CSIR-Human Resource Development Centre

Postal Staff College Area, Sector 19, Kamla Nehru Nagar,
Ghaziabad, Uttar Pradesh 201002

**Broad Guidelines for Filling the Forms for obtaining
The Security / Sensitivity Clearance**

All research projects, involving foreign collaboration in any form, require security / sensitivity clearance before their implementation. The High Level Committee (HLC) of the Cabinet is the apex body for accordingly such clearances. However, the Secretaries of the Government Departments have been empowered to grant clearance to projects following in green channel. The below listed documents (as per format enclosed) should be sent to ISTAD, CSIR HQs for obtaining necessary clearances.

(a) Project Summary Proforma
(b) Checklist
(c) Research Project document as submitted to the funding agency
(d) Call for proposal against which the proposal was submitted for funding
(e) Communication from funding agency confirming the support / funding

PROJECT SUMMARY

1.   Project Title   :

2.   Total cost of the Project   :
           (Indian side (in Rs.)

3.   Duration of the Project   :

4.   Project Investigators (PIs)
           and Co-investigator

           4.1   Indian PIs   :

           4.2   Foreign Pis   :

5.   Other Project participants

           5.1   Indian   :

           5.2   Foreign   :

6.   Implementing Agency/Institutions

           6.1   Indian   :

           6.2   Foreign   :

7.   Sponsoring Agency/Department/
           Ministry

           7.1   Indian   :

           7.2   Foreign   :

8.   Administrative Ministry in   :
           Government of India

9.   Has the project been cleared by Secretary of the   Yes/No
           Administrative Ministry/Department from Security/
           sensitivity angle?

10.   If answer to (9) above is 'No' then does the Administrative/
           Sponsoring Ministry/Department recommend the project to
           To be considered by High Level Committee of Secretaries.

Signature with date of the Project Investigator   Signature with seal of the designated Officer
       (Indian side)   in Administrative Department/Sponsoring Ministry

Notes:

1. The summary sheet should be attached with the Checklist.

2. The copy of the project proposal must be signed by the Project Investigator and the Head of the Implementing Institution.

3. Answers to various items in the Checklist must be given in unambiguous terms. Answer to Sl.No.5 must be either 'Yes" or 'No' and Not 'NA', 'Not known' or just keep blank.

4. Clearances from concerned regulatory authorities on the issues under Col.13 of Checklist (whatever applicable) must be obtained and copies of such clearances attached with the communication to CSIR/DST conveying security/sensitivity approval.

<u>**CHECK-LIST**</u>

<u>**I. GENERAL INFORMATION**</u>

1.   Title of the project   :

2.   Initiating Institute of project   :

3.   Sponsoring Agency/Ministry   :

4.   Total cost of the project   :

      Nature and Quantum of foreign collaboration sought

      a.   Financial support
      b.   Equipment support
      c.   Technical support
      d.   Manpower training
      e.   Miscellaneous

5.   Is there any possibility, however, remote of use of
      data, information of result of the work which may
      impinge on India's national security? If yes, the
      nature of such a use may be indicated. (in case
      concern scrutinizing Ministries do not have clear
      answer, the matter should be referred to the
      Ministry of Home Affairs & Ministry of Defence,
      DRDO for comments.

<u>**II. ORIGIN OF THE PROJECT AND ITS SPONSORS**</u>

6.   If the proposal is foreign originated, what is the
      background of the foreign agency or organization
      which is sponsoring the project? Information available,
      if any on past collaboration by foreign agency with
      Indian Institutions.

7.   Are the foreign agency, organization, scientists
      concerned, known to have taken up any project of
      military significance in the past or are known to be
      associated with any military organization or project?
      If the above information is not known or if there is a
      definite information that there is no such association,
      these should be clearly indicated.

8.   Is the proposer (Indian) known to the foreign
      collaborator and his group for sometime and
      has this emerged naturally form the research
      work done by the two sides?

III. FUNDING OF THE PROJECT

9.   Is the funding source known to have funded
        research into sensitive and national security
        areas in its own country or in any other country?

10.   Are there reasons to believe that the foreign
        source is a cover name for some other sponsor?

IV. ADMINISTRATION AND CONTROL OF THE PROJECT

11.   Give a list of the likely places of visit within the
        country planned by the foreign collaborator. Also
        give a list of the institutions which the collaborator
        is likely to visit.

12.   Will any sensitive source material be referred to
        during the course of the research?

13.   Does the collaboration involve:

        a. transfer of biological material(s)
        b. use of radioactive materials
        c. use of environmentally or otherwise
            hazardous material(s)
        d. use of genetically modified organisms
        e. Field trials or testing
        f. Ethical issues
        g. Issues related to Intellectual Property Rights.

14.   If the answer to any section of question 13 is yes,
        are the investigators/proposes aware of the relevant
        regulations and have they agreed to abide by them?

15.   Will the research be conducted in accordance not
        only with the country's own ethical and environmental
        standards, but with international standards as well?

16.   Certified that the above information is true to best of our knowledge.

Signature with date of Project Investigator   Signature with date and seal of the Director
            (Indian side)   (Indian side)

Certificate of Director of the Institute
On Security / Sensitivity Clearance

       This collaborative research project entitled "   ", as detailed in the enclosed checklist, does not involve any aspect from security and/or sensitivity angles either proximately or remotely now or in the foreseeable future.

Signature with date and Seal of the Director of the Institute