

**Financial Assistance Guidelines**  
**INTACH Research Programme**  
**2023-24**

**IMPORTANT NOTES**

1. All allowable expenses, listed as Category A to F in the table below must be incurred from the fellowship amount (INR 7,20,000/-) or expense support (up to INR 1,30,000/-). The expense support will be reimbursed to the Research Fellow based on submission of bills for expenses incurred during the Fellowship period from within the allowed categories (Category A to F in the table below).
2. The 5% contingency is not applicable in the INTACH Research Fellowship category.
3. Candidates applying for the INTACH Research Scholarship category and INTACH Capacity Building Research Scholarship category cannot utilise more than 30% of the budget for external assistance which would include items in Category C and D (as listed in the table below).
4. Post the final budget approval, if the amount remains unutilised, under any section, the balance amount would be settled against the last instalment to be provided to the Scholar(s) and Fellow.
5. The amount does not cover the following:
  - a. Insurance cover
  - b. Food
  - c. Hardware or software
  - d. Resource material like books or journals
  - e. Offline and online subscriptions
  - f. Purchase of any equipment like laptop, camera or documentation objects

**ALLOWANCE CATEGORIES**

<b>A. Travel Allowance</b>	
Travel (under 500 kms)	Two-tier AC train travel
Travel (500 kms and above)	Air travel economy class
Local transport	As per actuals <sup>i</sup>
<b>B. Rental Ceiling (excluding tax)</b>	
For Researcher(s)	Up to INR 4,000 per day
For Research Assistant(s)	Up to INR 2,800 per day

<b>C. Stipend for Research Assistant(s)</b>	
Student pursuing undergraduate programme	INR 8,000 per month
Graduate with 0-2 years' experience/ Student pursuing postgraduate programme	INR 10,000 – 12,000 per month
Postgraduate with 0-2 years' experience	INR 12,000 – 14,000 per month
<b>D. Technical Services</b>	
As approved during the review selection process. The candidate should elaborate on the relevant services required to carry out the research work in the budget estimate.	
<b>E. Miscellaneous Support</b>	
A miscellaneous expense support of not more than 5% will be permissible for reprographic services, expenses towards the purchase of stationery material etc.	
<b>F. Contingency Support</b> (For INTACH Research Scholarship and INTACH Capacity Building Research Scholarship only)	
A contingency support of not more than 5% will be permissible as a part of the budget proposal submitted by the Scholar	

<sup>i</sup> Scholars should include the relevant invoices for local transport in the form of rented taxis or other online public transport bookings. For transport carriers which do not provide an invoice against the services provided, for example, three-wheeler autos and cycle-rickshaws, it is expected to submit travel vouchers (travel voucher books are available in stationary markets for this purpose). In case of using their own vehicle for site visit, the scholar may submit a bill, charged at the rate of INR 10 per kilometre. Though the local transport will be paid as per the actual expenses, the amount should not exceed the total budget estimate provided by the candidate at the time of selection, beyond what may be included in the overall 5% contingency.