

Private and Confidential

Dr Rajendra Pilankatta
Dean, School of Medicine and Public Health
Central University of Kerala
Kasargod – 671316
India

E-mail: grants@indiaalliance.org
Tel: Hyderabad :+91 40 4018 9445
New Delhi:+91 11 4100 8403

Our Ref: IA/CPHE/17/1/503345
03 August 2018

Dear Dr Pilankatta,

The Wellcome Trust/DBT India Alliance has agreed to award **Dr Elezebeth Mathews** an Early Career Fellowship for 60 months for her study entitled, “Cluster randomized controlled trial to evaluate the effectiveness of a community based intense lifestyle intervention program to prevent the progression to diabetes and facilitate the regression to normoglycaemia among women with isolated impaired fasting glucose in Kasaragod district, Kerala, India”, under your sponsorship.

An award of up to ₹ **1,59,06,161.00** has been provided to the **Central University of Kerala** (hereinafter referred to as ‘Host Institution’) for this purpose.

The grant has been given a start date of **01 September 2018** and is intended to provide support as follows:

RING-FENCED FUNDS:

	Total (₹)
Post 1 – Early Career Fellow	
Personal support for Dr Elezebeth Mathews (as per latest pay-slip submitted by Dr Mathews)	10,58,820.00
Contribution towards Institutional Overheads	14,46,015.00
Sub Total (A)	25,04,835.00

TRANSFERABLE FUNDS:

	Total (₹)
Staff salary support	
Post 2 – Program manager for 48 months	17,18,676.00
Post 3 – Field manager for 36 months	9,93,000.00

Mailing Address, Hyderabad
The Wellcome Trust/DBT India Alliance
8-2- 684/3K/19, Kaushik Society, Road No. 12,
Banjara Hills, Hyderabad-500 034
☎ +91 40 4018 9445 📠 +91 40 4018 9449

Mailing Address, Delhi
The Wellcome Trust/DBT India Alliance
1110, DLF Tower B, Jasola District Centre,
Mathura Road, New Delhi-110025
☎ +91-11- 41008402, 41008403

Regd. Office:
The Wellcome Trust/DBT India Alliance
Department of Biotechnology, C.G.O Complex,
Block 2, Lodhi Road, New Delhi-110 003

✉ info@indiaalliance.org 🌐 www.indiaalliance.org

Post 4 – Data collectors for 6 months (15 persons for 200 days at a cost of ₹500/day)	15,00,000.00
Flexible Funding Allowance	2,50,000.00
Travel To Meetings	
Post 1 - Dr Elezebeth Mathews	7,50,000.00
Materials and Consumables	80,000.00
Equipment	
Laptop (3)	1,50,000.00
Multifunction printer (2)	30,000.00
TANITA body fat analyzer (1)	2,23,500.00
Electronic Weighing scale (1)	3,000.00
Electronic blood pressure monitors (4)	10,000.00
Waist circumference measuring tape (15)	52,500.00
Miscellaneous	76,40,650.00
Sub Total (B)	1,34,01,326.00
GRAND TOTAL (A+B)	₹1,59,06,161.00

The following details along with the enclosed **Award Conditions**, outline the framework in which the Fellowship will operate.

- 1 **Terms**
- 2 **Costs**
 - 2.1 **Ring-Fenced Funds**
 - 2.2 **Transferable Funds**
- 3 **Acceptance**
- 4 **Payment**
- 5 **Reports**
 - 5.1 **Annual**
 - 5.2 **End-of-Fellowship**
- 6 **Fellows' Title**
- 7 **Publications from Fellowship**
- 8 **Mid-term Review Process**

- 9 Mentorship Requirement**
 - 10 IP arising from the Fellowship**
 - 11 Award Extension**
 - 12 Other Fellowships and Grants**
 - 13 Variation and Termination of Fellowship**
 - 14 Statement on Equality and Diversity**
 - 15 Managing reputational risks**
 - 16 Fellows' Meetings**
 - 17 Application Reviews**
 - 18 Contact**
-

1 Terms of the awards

1.1 Terms for the activation of the Award

This award must be activated no later than **01 September 2018**.

(a) Mentorship requirement

The India Alliance recognizes the value of good mentorship for its Fellows. Therefore, each Fellow is required to identify a suitable Mentor. This is a mandatory requirement for the Early Career Fellowship. A letter of agreement from the Mentor will be required for initiating the award, which must reach the Office before the start date of the Fellowship. (See Award Condition 8).

The Office has received letters from Dr K R Thankappan of Sree Chitra Tirunal Institute for Medical Sciences and Technology, Dr Nihal Thomas of Christian Medical College, Vellore, Professor Brian Oldenburg of University of Melbourne, Professor K M Venkat Narayan of Emory University and Professor David Guwatudde of Makerere University. They have agreed to be a Mentor on Dr Mathews' Early Career Fellowship award.

Since Mentor's role is carefully scrutinized during the tenure of the Fellowship, Dr Matherws is expected to update the status of Mentor on annual basis.

(b) Ethics Approvals

The India Alliance has noted that Dr Mathews' studies would involve participation of Human subjects. It is important that appropriate ethical approvals are obtained before any experiments requiring Human participation are initiated. We have received an undertaking from the Sponsor confirming that Dr Mathews would not undertake any human experiments unless she submits the ethics approval to the India Alliance.

It is expected that once the appropriate ethical approvals are obtained, the Fellow would provide a copy to the office in required format. For further details on submission of ethics approvals, please refer to <http://www.indiaalliance.org/fellows-corner>.

Please note that the India Alliance office withholds the right to release funds based on the documentation received in this matter.

(c) Other grants

The India Alliance has noted that Dr Mathews has submitted two grant applications as co-PI to Department of Biotechnology, the decisions on which are currently pending. She is required to keep this office informed as and when a decision is made on these applications. According to our award conditions, as an Early Career Fellow, Dr Mathews is required to spend at least 90% of her research time on India Alliance fellowship project.

1.2 Terms for monitoring and evaluation of the progress made on the award

The India Alliance will evaluate the Fellow's progress during the tenure of their India Alliance Fellowship. Consequently, continuation of the India Alliance funding after third year of the Fellowship will be contingent upon a satisfactory review of the progress made during the first half of the Fellowship (**See Award Condition 7**).

It is a condition that the Host Institution will administer the Fellowship in accordance with the purposes for which it has been awarded and under the terms set forth in the India Alliance's **Award Conditions (enclosed)**. An updated version of the Award Conditions is also available on our website.

It is incumbent on the Host Institution and the Fellow to be familiar with our Award Conditions and policies, and comply with them during the tenure of the award.

2 Costs on the Award

This award provides funding for directly incurred costs on the Fellowship, including its associated research project. Directly incurred costs are actual costs; that are explicitly identifiable as arising from the conduct of a project (e.g. staff salaries, equipment, materials, travel). These costs are charged as the cash value actually spent, and are supported by an auditable record. The award is cash-limited; supplementary funding will only be provided in exceptional and specific circumstances.

The award is divided into two primary types of funds: (1) ring-fenced and (2) transferable. Ring-fenced funds may be used only for the purpose(s) as indicated in this letter.

2.1 Ring-Fenced Funds

2.1.1 Personal Support for the Fellow

The India Alliance's contribution to personal support is determined as follows.

Each Fellowship has a set level of personal support as detailed on our website.

The level set for the India Alliance's Early Career Fellows is currently, ₹ 13,44,000 *per annum*. This level has been calculated as follows: a basic salary of ₹ 5,64,000 *per annum*, allowances amounting to 60% of this salary, an additional Fellowship enhancement of 20%. Additionally, a Non practicing allowance amounting to 25% of the basic salary and an Academic Clinical allowance fixed at ₹ 1,20,000 per annum is provided.

If the Fellow does not have a salaried position at the Host Institution, the India Alliance will pay the entire sum to the level set for the requisite Fellowship.

If the Fellow has a position at the Host Institution that provides a salary, the India Alliance will provide a top-up to meet the requisite level. The amount of top-up is calculated based on the salary certificate or contract of employment provided by the Fellow. **Please note that the salary will be revised for each installment based on the April salary pay slip or latest pay slip for the same financial year and will be fixed for the financial year.** No interim adjustments will be made to the salary during the financial year. Any revisions in salary at the Host Institution during the financial year will only be considered for the next installment in the next financial year.

If the Host Institution's contributions to the Fellows personal support exceeds the India Alliance's set level, no personal support will be provided.

Based on our understanding, Dr Mathews currently receives salary support from the Host Institution. The India Alliance's contribution therefore, was calculated based on the documentation provided by the Host Institution.

2.1.2 Contribution towards Institutional Overheads

A contribution towards institutional overheads has been provided in this award and is calculated as 10% of the total funds. These costs should be applied in such a way that they support the Fellow's research, e.g. by contributing to costs for laboratory infrastructure, utilities, or administrative support relating to the research. It is expected that charges made against this heading must be based on the actual expenditure incurred on the research funds on the fellowship and not on the allocations described on the payment profile and at no point should exceed the amount provided for this purpose. The interest earned by the Host Institution on the India Alliance funds will be adjusted annually from the institutional overheads.

2.1.3 Overseas Allowances when working outside the Host Institution

Where Fellows have requested to undertake their research outside their Host Institution, they are provided with a subsistence allowance (\$ 3000/month; revised as per the prevailing conversion rate at the time of release of funds; fluctuations in the currency conversion rates will not be accommodated once funds are released) and travel allowance (₹ 1,50,000). The total amount specified in this ring-fenced category may be used flexibly, at the Fellow's discretion, to cover any reasonable costs associated with relocating and working overseas. Transfer of funds for overseas activities would have to be undertaken by the Fellow's Host Institution.

2.2 Transferable Funds

Budgets detailed under 'Transferable funds' are indicative only and movement of funds between budget headings is allowed. Fellows are provided the flexibility to use 'Transferable Funds' as required for the pursuit of their Fellowship research goals. There are two exceptions:

- a) Funds may not be used to purchase, maintain or perform procedures on animals not included in the award letter. Permission from the India Alliance office must be obtained prior to implementation of any changes.

- b) Fellows may not support any additional posts without prior permission from the India Alliance.

2.2.1 Research Staff

It is expected that the contract of employment of any staff associated with the award should not extend beyond the end of the Fellowship. All postdoctoral staff supported on the Fellowship must be paid as per the revised salaries indicated under [costing policy on our website](#). The administration of these funds must be carried out within the rules of the Host Institution. The India Alliance reserves the right to periodically review and revise its provision for postdoctoral staff's personal support.

2.2.2 Flexible Funding Allowance

The Flexible Funding Allowance (FFA) is intended to increase financial flexibility available to Fellows, and to simplify Fellowship administration. The FFA can be used to meet unanticipated directly incurred costs that would assist in meeting the goals of the Fellowship research. This includes, but is not limited to, publication costs, travel and training fees for research staff, and other miscellaneous costs.

2.2.3 Travel to Meetings

These funds are for attendance to scientific meetings, or for short working visits to other laboratories, for the Fellow and any staff employed on the Fellowship. It is a matter for the Fellow to decide as and when the funds should be used. Visits to the India Alliance office and for India Alliance events are expected to be funded from this budget.

2.2.4 Materials & Consumables, Equipment and Animals

Funds provided for materials, consumables, equipment and animals are also transferable. Animals purchased, maintained and/or used for the research purposes cannot exceed the number requested in the Fellowship.

3 Acceptance

To accept this award and activate the Fellowship, a completed **Grant Start Certificate** (attached) must be submitted to the India Alliance Office by **20 August 2018**. The Fellowship cannot be activated until this confirmation has been received. The India Alliance will not accept liability for any expenses incurred on the Fellowship until a signed Grant Start Certificate has been returned.

When accepting this Award of Fellowship, the Host Institution recognizes that the undertakings given by the Institution and others at the time of signing the Full Application Form are "conditions precedent" and the Host Institution will ensure that they, their agents, employees and students will continue to abide by the undertakings given throughout the lifetime of the Fellowship.

Copies of this letter and the notes should be forwarded to all the relevant persons in the Host Institution.

4 Payment

All payments on the award will be made electronically via bank transfer. A **Payment Details Form** (attached) should be filled by the Host Institution and returned to the India Alliance Office by **20 August 2018**.

The India Alliance will provide funds pro-rata on a yearly basis following the financial year (1 Apr – 31 Mar) cycle. Equipment cost will be released in equal payments in the first two installments, unless specified by the Fellow. All other ring-fenced and transferable funds will be released in yearly installments. A provisional payment profile of the disbursements will be released by our Finance department, at the time of release of payments.

2% of total transferable funds are withheld from the last but one installment. Release is subject to receipt of the End-of-Fellowship Research Report and Spend Report. (See 6.2)

The first two installments will be released in whole, regardless of the amount spent by the Fellow. From the third installment onwards, if any amount from the previous year is unspent, this will be carried forward and the balance will be adjusted against the next installment.

5 Reports

The India Alliance requires Research and Spend Reports from the Fellow and the Host Institution, annually and at the end of the Fellowship.

5.1 Annual

Research Report: To monitor research progress made during the year; to be submitted by the Fellow and to be received by 30 November, unless specified otherwise by the India Alliance Office. A communication specifying the format of the report will be sent by the Office.

Spend Report: To enable the release of next installment of payment; to be submitted by the Host Institution. A form will be sent by our Finance team towards the end of the financial year. This report must be received latest by 31 May and should detail all the expenditure undertaken on the Fellowship up to 31 March. The Annual Spend Reports would also have to include a pay slip indicating gross salary of the Fellow for the preceding financial year.

Funds for the next installment will not be released until a complete 'Spend Report' is received by the India Alliance. The India Alliance will not be responsible for any delays in the release of funds if the Spend Report is not submitted in time.

5.2 End-of-Fellowship

Research Report: To highlight research milestones and other accomplishments during the tenure of the Fellowship; to be submitted by the Fellow.

Audited Spend Report: To indicate all the expenditures incurred on the Fellowship during its tenure; to be submitted by the Host Institution.

The India Alliance will not release the eligible retained transferable funds (based on actual expenditure incurred) unless these reports reach the office within three months of the end of

Fellowship. The Fellow and the Host Institution would be informed about the formats for the final reports. [Also see Award Conditions 2, 4 and 6]

- 6 **Fellows' Title: See Award Condition 1**
- 7 **Publications from Fellowship: See Award Condition 6**
- 8 **Mid-term review process: See Award Condition 7**
- 9 **Mentorship Requirement: See Award Condition 8**
- 10 **IP arising from the Fellowship: See Award Condition 9**
- 11 **Award Extension: See Award Condition 11**
- 12 **Other Fellowships and Grants: See Award Condition 12**
- 13 **Variation and Termination of Fellowship: See Award Condition 14**
- 14 **Statement on Equality and Diversity: See Award Condition 15**
- 15 **Managing reputational risks: See Award Condition 16**

16 **Fellows' Meetings**

The India Alliance will periodically organize meetings for all its Fellows. Information on the meetings will be made available well in advance and attendance by the Fellow is mandatory.

17 **Application Reviews**

The India Alliance application process relies on the co-operation of the scientific community in providing referees' comments on proposals, and the Fellow's success with this application is partly due to the goodwill of scientists in providing comments. As a holder of an India Alliance Fellowship, the Fellow is, therefore, expected to undertake review of research proposals submitted to the India Alliance upon request.

18 **Contact**

The India Alliance staff would be glad to meet with the Fellows at any time, either at their laboratory or at the India Alliance offices in Hyderabad or Delhi. These visits would be to ensure that a good working relationship is built between the India Alliance, Fellow and the Host Institution.

For further clarifications regarding the Fellowship, please write to: grants@indiaalliance.org.

Best wishes,



Madhavan Chalat, PhD

Cc: Dr Elezebeth Mathews
The Wellcome Trust / DBT India Alliance
Mr Nataraj Bollam (Finance Manager)
Dr Suveera Dhup (Grants Manager)

Encl: Award Conditions
Payment Details Form
Grant Start Certificate