

FARE Contingency Grant — FAQs

1. What is the contingency grant for FARE Fellows, and who is eligible?

The contingency grant provides research-related financial support (e.g., books, equipment, thesis printing) to **FARE Fellows**. It is granted **pro-rata for the duration of the fellowship**

2. How much contingency grant is allotted per year?

The grant is **₹1,50,000 per year**, disbursed based on the actual duration of your FARE fellowship

3. What is the procedure for submitting a claim under FARE contingency?

- Collect all bills/invoices.
- Fill the **FARE Reimbursement Form** (combined form).
- Get supervisor's endorsement.
- Route it via your Department Office.
- Submit to DOAA Office for final approval. (Only consolidated claims are accepted (split claims are rejected)).

4. How is pro-rata calculation applied to FARE Fellows?

Contingency is billed in proportion to your fellowship duration. If you leave midway, only a proportional amount is available

5. What are examples of expenses that are allowed?

Allowed items include:

- Academic books and journals
- Stationery, printing, and thesis binding
- Photocopies of articles
- Minor lab/computer repairs
- Essential research software
- Postage for sending materials (These aid your academic and research progress).

6. Can I claim major lab equipment under this grant?

No—only minor accessories or repairs. Major purchases fall outside contingency.

7. Are LTAS or large technical systems eligible?

No—LTAS items are not research-specific and thus fall outside contingencies.

8. Can travel for personal reasons be reimbursed?

No. Personal travel is excluded. Academic travel may fall under separate TA/DA provisions.

9. Are mobile devices or tablets covered?

No—such items are personal and non-research related and are not reimbursable.

10. Can I claim furniture or general infrastructure?

No—furniture is not considered a research-specific expense.

11. What about food expenses or refreshments?

These are not reimbursable unless incurred during formal institute events or seminars.

12. Can I claim personal gifts or honoraria?

No—such non-academic expenditures are strictly excluded.

13. Can I combine contingency claims with TA or travel grants?

Yes—if eligible, TA or conference expenses can be claimed separately according to DOAA rules

14. Do I need to submit original bills for all claims?

Absolutely. Original and valid documentation for each claim item is mandatory and submit your bills within 14 days after arrival.

15. Is there a specific form for contingency claims?

Yes—use the official FARE (DOAA-approved) reimbursement form to claim all eligible items.

acknowledgement as per DOAA guidelines.

16. Can contingency be used for fieldwork-related expenses?

Yes, local field surveys, sample collection, and minor travel within academic scope are allowed. Bills (travel tickets, lab use, consumables) must be submitted with supervisor's note.

17. What happens if I claim ineligible items?

Ineligible claims may be denied, delayed, or result in restitution—so confirming eligibility beforehand is crucial.

18. What if I misplace original bills for reimbursement?

Claims without original bills are normally **not accepted**. In rare cases, a certified duplicate copy with supervisor's endorsement may be considered by DOAA.

19. Can I get an advance on the contingency amount?

No references indicate advances; contingency is reimbursed post-expense as per DOAA procedure.

21. Can contingency be used for international conference expenses?

Yes, partially. Registration fees, visa charges, and travel insurance may be claimed under contingency. However, **travel costs (air/train) must follow institute TA/DA norms** and usually need prior approval from DOAA.

22. Can I buy research software subscriptions like MATLAB, SPSS, or Grammarly Premium?

Yes, if the software is **directly related to your thesis work**. Prior approval and proper invoices are mandatory. Subscription-based licenses must clearly show academic use.

23. Can contingency be used for journal article publication fees (APC)?

Yes, **Article Processing Charges (APC)** for reputed, peer-reviewed journals are allowed, provided the paper acknowledges IIT Kanpur and FARE support. Predatory journals are not covered.

24. Can I use contingency for professional training or certification courses?

Yes, if the course is **directly related to research skills** (e.g., data analysis, simulation, advanced lab methods). Personal skill-development (e.g., generic coding bootcamps) is not covered.

25. Can I claim for data purchase (like datasets, archives, survey tools)?

Yes, legitimate research datasets or paid survey platforms (e.g., Qualtrics license) may be reimbursed if endorsed by your supervisor.

26. Can contingency be used for hardware like external hard disks or pen drives?

Yes, but only for **research data storage** and below 5000 only with supervisor approval. Personal gadgets will not be reimbursed.

27. Do I need to provide/submit original boarding passes while submitting TA/DA Bills?

Yes, without original boarding passes, TA/DA bills will not be processed.