



# HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan)



## TECHNOLOGY DEVELOPMENT FUND

### Policy points

1. TDF is a PSDP project, all of its objectives are linked to strict time lines, thus all stakeholders are expected to respect these time lines and achieve targets within given time frame which is otherwise considered as violation against contract agreement signed by all parties.
2. Read the contract agreement carefully, any violation to any clause of this agreement is not allowed unless approved by the competent authority (ED or Chairman HEC) through TDF team.
3. Any action which effect the scope of project is not allowed unless approved by the HEC TDF steering committee.
4. Any re-appropriation in approved budget is not allowed unless the competent authority approve that re-appropriation and communicated to team TDF in writing through ORIC, VC & Industry Partner (means all signatory of contract agreement). Before sending re-appropriation request ORIC is advised to analyze and recommend if in house solution is possible to avoid wastage of time in approvals etc. Re-appropriation within a specific head i.e. equipment or extendable supplies must be requested through proper channel (ORIC) but within heads might not be possible or refused.
5. Project start date is calculated from the date HEC release funds to university, extension in these dates is not possible in any case. In case of unforeseen circumstances causing delay, inform TDF Team through ORIC well in time through proper request (letter) which is endorsed by VC & Director ORIC of concerned university keeping in loop Industry Partner.
6. Industrial partners of TDF projects are expected to commercialize the outcome of these projects. Pls must have to keep their industrial partner in loop during the execution of their projects.
7. There will be annual monitoring visit during execution of the project, this monitoring will be conducted at both university and Industry ends, Pls, ORICs & Industry Partners are requested to fully cooperate during these visits.
8. Due date of first year progress report is mentioned against each project (TDF 1ST & 2ND CALL PROGRESS REPORTS DEADLINES & FUND DETAILS in downloads of HEC-TDF webpage), there must be no delay in submission of these reports as TDF Team have to submit these reports to federal audit after expert evaluation. The due date is calculated from the date of issuance of 1<sup>st</sup> installment cheque to VC of the University of the Awardee.
9. For financial reporting in annual progress report, a format is available at TDF web page. All Pls are expected to report their expenditures on given format dully endorsed by internal auditors. Any yearly progress report without endorsement and on any other format will not be accepted.

10. Progress report without financial expenditure dually audited by University treasury/finance will not be accepted.
11. PIs are not allowed to avail ex-Pakistan leaves during project execution. In case the ex-Pakistan leaves are essential so application endorsed by VC (concerned) must be sent for approval of Chairman HEC. PIs will nominate CO-PI as care taker of his project and properly inform TDF Team through university ORIC / VC office.
12. In case any PI leave the project un-attendant, full recovery will be made from the PI as per contract agreement.
13. For any kind of communication regarding any matter related to TDF projects, PIs are advised to keep university ORIC and VC office in CC.
14. For any kind of technical or financial issue regarding re-appropriation, extension etc. request must have to come in written through university ORIC with supporting evidences. Any of request letter coming in emails will only be treated to save time but hard copy in original will be required to ensure the decision of authorities at HEC.
15. PI and team must cooperate with TDF Team for effective promotion of project objectives i.e. Introductory Video, Facebook page, press releases as success stories and any other.
16. PI, ORIC, University and industry partner must look into project objectives and must strive for successful commercialization of proposed product/prototype.
17. ORICs must facilitate patent filling, finalizing license agreement with current and future commercialization partners. On such communication HEC TDF Team will be kept on board.
18. **Sign Non-Disclosure (NDA), Material Transfer Agreement (MTA) (mandatory to submit with 1<sup>st</sup> progress report)**
19. **Licensing Agreements as per university policy with partner industries (mandatory to submit with or before 2<sup>nd</sup> (final) progress report)**
20. **Filling patent, copy rights, trade mark etc. (preferably in 1<sup>st</sup> year but mandatory in 2<sup>nd</sup> year of project & must be part of final (2<sup>nd</sup> year) progress report)**
21. **Follow the deadlines of projects awarded i.e. deadlines of submission of progress reports, funds details and progress status (satisfactory or not)**
22. **Must read and understand well the contract agreement signed at the time of project award to stay bind with term & conditions.**

If there is any query or question please contact team TDF contacts are available on [www.hec.gov.pk/site/tdf](http://www.hec.gov.pk/site/tdf)

