

**Annexure IV Forwarding Letter**  
(By Head of the Institution/Registrar in a University)

The Director,  
Indian Council of Social Science Research  
Eastern Regional Centre (ICSSR-ERC)  
1/R-1, Baishnabghata Patuli Township  
Kolkata - 700094

The \_\_\_\_\_ (Name of the organization)  
forwards application of \_\_\_\_\_ (Name of the applicant) for the  
ICSSR-ERC Research project  
entitled \_\_\_\_\_

\_\_\_\_\_ With an undertaking that this  
organization agrees to administer and manage the ICSSR Grant, provide basic required infrastructure  
facilities, make available all its research facilities such as library, laboratory and other equipment and  
provide the material and managerial assistance for the project against the earmarked institutional  
overhead of 7.5 % of the project's budget.

If the scholar directing the project leaves our institution to join some other institution after a part of  
the sanctioned grant has been received, we would have no objection to the transfer of the project to a  
new institution, if the Project Director/ICSSR-ERC, so desires. The institution, however, shall  
continue to be responsible for submitting the audited statement of accounts and utilization certificate  
for the grant received by it, for this purpose.

**Signature**

**(Seal)**

Place:

Name: \_\_\_\_\_

Date:

Designation: \_\_\_\_\_