

## **Ph.D Contingency Grant — FAQs**

### **1. What is the contingency grant for PH.D Students, and who is eligible?**

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

**Timeframe: The contingency grant must be utilized before submission of the thesis.**

### **2. How much contingency grant is allotted per year?**

The grant is ₹ **10,000 per year**, disbursed based on the actual duration of your Ph.D fellowship

### **3. What is the procedure for submitting a claim under Ph.D contingency?**

- Collect all bills/invoices.
- Fill the **Ph.D 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 Ph.D Students?**

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 travel grants?**

Yes—The grant may be combined with the travel grant for travel related expenses provided the initial 2 lakhs has been spent.

### **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 Ph.D (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 Ph.D 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.