

COVERING LETTER TO PMU FROM THE INCUBATOR (on the Letter Head)

To
Incharge PMU, PRAYAS,
Society for Innovation and Entrepreneurship,
3rd Floor CSRE Building,
IIT Bombay, Powai,
Mumbai 400 076

Sub: Setting up PRAYAS Centre at _____

I hereby forward the proposal of PC from our Incubator – “_____” to be established at_____. A built up area of 3000 sq. ft. would be provided as a dedicated facility to house PC in the Incubator.

There shall not be request for additional financial support for procurement of these facilities and space.

It is agreed to abide by the terms and conditions of the DST grant.

The following documents are enclosed for consideration:-

- i. Proposal for the PC duly signed.
- ii. Incorporation certificate of the Incubator.
- iii. MoA OR MoU with Host Institution
- iv. Copy of Cancelled Cheque
- v. Copy of PAN card
- vi. Brief CV/Bio data of PC Head/Manager.
- vii. Document explaining the contributions of the proposed/recruited Incubator team for managing the PC.
- viii. List of potential innovators
- ix. Layout plan of additional 3000 sq ft for PC
- x. Year-wise work plan for five years including a separate time linked activity chart.
- xi. Covering letter to DST, on Incubator letter head
- xii. Covering letter to PMU, on Incubator
- xiii. Copy of Endorsement Letter to DST from Host Institution on HI letterhead
- xiv. Copy of Annual accounts (Balance Sheet and Profit &Loss) for last 2 years
- xv. List of equipment, including costs, to be procured for the Fabrication Lab
- xvi. Reasons/Justification for the need of prototyping lab facility

Date :
Place:.....

Name & Signature
of Head of Incubator