



Centre of
Excellence in
Teacher
Education

Research Manual

Version 2: Released on 11th October 2023

This is an Internal document, meant for internal circulation only. This is a work in progress. This version of the Research Manual is being released to aid all Principal Investigators and their teams in streamlining work and putting into place practices that are aligned with the recommendations of this manual. This manual will be revised based on more sections being developed and feedback received from research and project teams. Feedback is therefore most welcome. Please feel free to mark up the PDF version or send your feedback and suggestions to the research managers.

This manual is to be read along with the Project management manual and the HR manual which provide additional information and complement research management. There may be repetitions, these will be identified and the manuals will be streamlined through use.

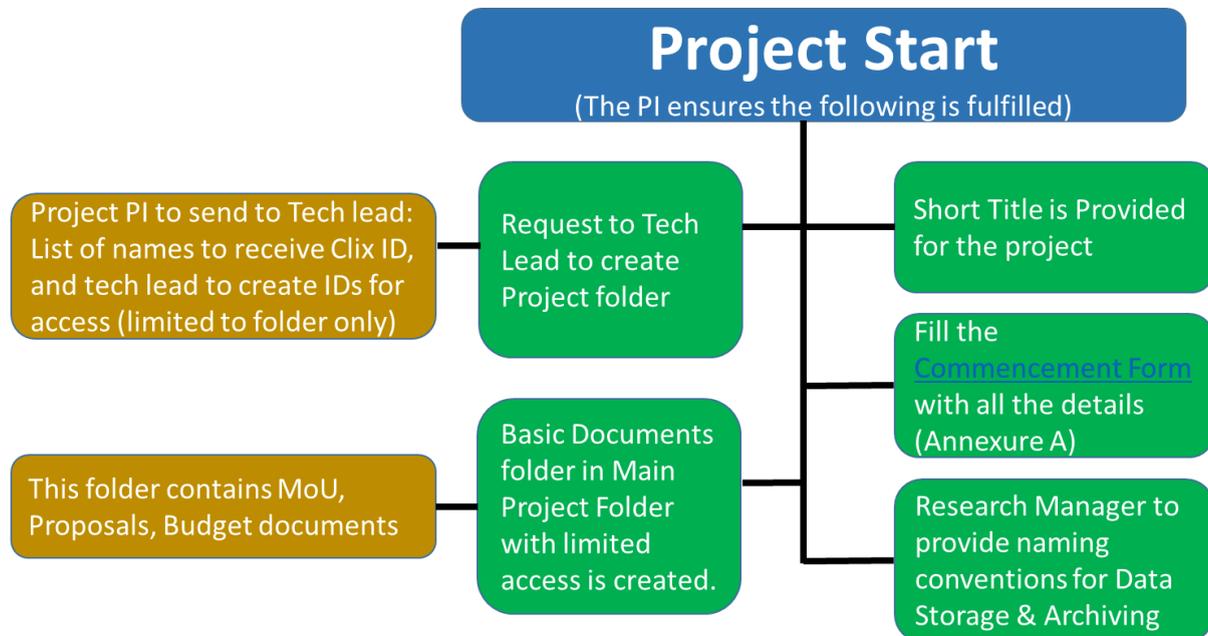
*This manual focuses on **knowledge management and communication***

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1. Project start, Folder creation and Management

Stages: Project Start, Project In-process and Project Closure

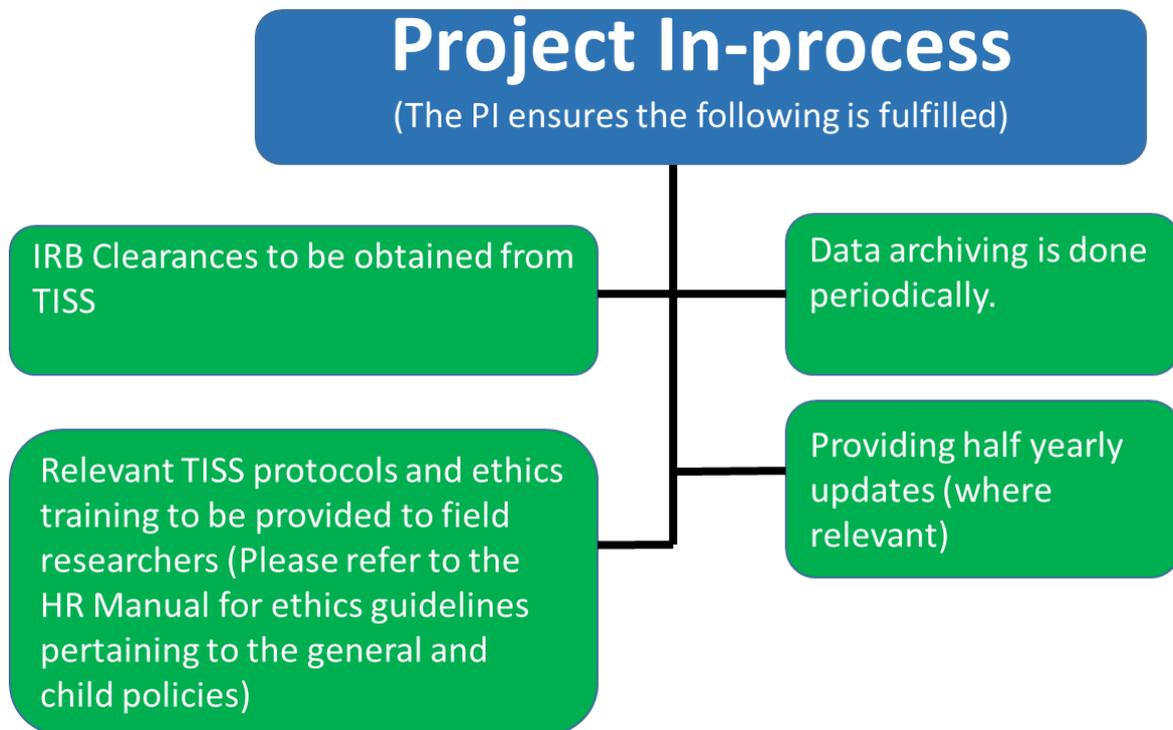
1.1 Project Start



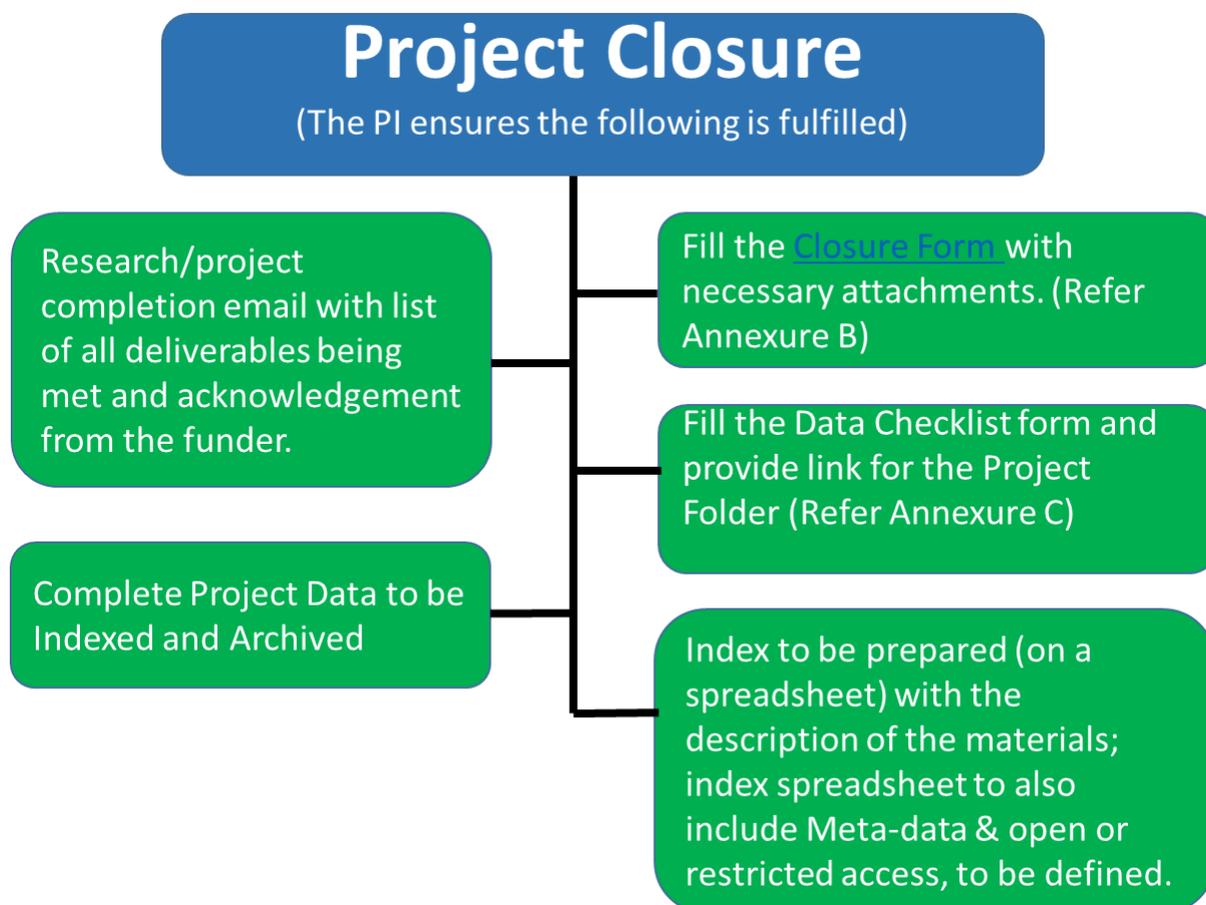
Commencement Form: <https://forms.gle/EABJQmtDccvynUAY7>

It is advised that you have a discussion with your funder even prior to MOU to discuss ownership of data and publication in peer-reviewed or other forms.

1.2 Project In-Process



1.3 Project Closure



Closure Form: <https://forms.gle/kzNmqU8eGCZPajRn8>

2. CLIX drive policy and access to software etc.

2.1 CLIX Drive

CETE has a GSuite subscription of type “Google Workspace for Education Fundamentals”. This policy document is about CETE’s Google Workspace (GSuite) for accounts provisioning, Files and Folder management.

1.0 Folder Management and Access

Scope of the Section:

This section provides the details about the provisioning of accounts for new joinee and folder management in general of the CETE drive

1.1 Google Workspace Account Management

1. The new email accounts should ideally be provided to personnel who will be working with the centre for 3 or more months ideally, the individuals should be given access to their personnel gmail IDs if it is for temporary work
2. For newly joined member/s, the request for account creation must come from HR-Admin
3. In case the account not being available after completing joining formalities, write to HR-Admin to get a new account along with the approval of the project lead/co-chair/chair
4. Any accesses given to the users/partners in reference to project work or collaboration should be time-bound and must be revoked on completion of the work
5. On joining the centre, staff may receive access to all or some of the folders in the CETE drive per the need of the work.

1.2 Folder Creation, Management & Access Process

1. Creating folders in the “My Drive” that are for the purpose of work and generic to the centre or any of the projects is strictly prohibited.
2. All Level 1 subfolders under the root “CETE” folder of the CETE drive will ONLY be created through the CLIXindia.org Super Admin account. An email requesting the creation of the subfolder and list of email IDs for access should be mailed to the Chairperson and copied to the Tech Lead.
3. Level 2 subfolders (and onward) may be created and managed by the respective folder manager/s of the subfolder created in point 2 above.
4. A list of CLIXindia IDs and folders created, structure and mapped managers, user access etc. can be [viewed and maintained here](#).
5. Please review if the new folder to be created can become a sub-folder of the existing folders in the list or if you are already a manager, before initiating a request for new folder provisioning.
6. Any sub-folder/s to be created must be created using the CLIXIndia email account (and NOT the personal email/Gmail account)
7. Respective folder managers can add a subfolder and share it with other members as required and must update those details accordingly in the [CETE drive tracker](#) without missing so that the tracker always reflects the updated information

8. The manager of the respective sub-folder is responsible for managing access to non-CLIX IDs with permissions obtained from the chairperson. [Managers to ensure removal of access once the person has exited the project]
9. Every project needs to have a **dedicated** Gsuite folder with its *short name & from-to-year appended*, and all the files and folders of the respective project will go only to this dedicated folder, the manager of the project folder will be the project PI implicitly
10. Regarding sharing the files/ resources from the CLIXIndia drive with outside members, you will need to send the request to the Center Chairperson/Co-Chairperson, and once approved, can be shared. There is a **dedicated** folder provisioned (Named: [CETE Public Sharing](#)) for *public sharing* in cases where the documents need to be shared with external partners for collaborative work, and should be provisioned with limited time.
11. There is a dedicated folder space (Named: [CETE Faculties](#)) for faculties to put their work-related documents and files in their respective folder named with their “FirstName+LastName”, please do not put the files and folders in the “My drive” which are required to be shared with centre, colleagues or such.
12. The CETE drive storage available has a cap (and NOT unlimited) for email, documents and all files combined, hence use the storage wisely.

1.3 Generic CLIXIndia email account

1. For any *generic* email account for the purpose of program coordination, general communication etc, the approval of the respective project lead/co-chair/chair will be required.
2. There should be responsible personnel allocated to manage the email account and keep track of who has access to the email account with an up-to-date tracker at any point in time, which indicates the name of the person having access to and the duration for the security and privacy purposes and avoid any complexities in the later time.

2.0 Exit Policy

Scope of the Section:

This section lists the accessibility policies from a management perspective when staff exits the centre.

Every staff exiting the centre must have the handover document along with a list of major tasks s/he was responsible for and so on.

Following are the specifics along with actionable as part of workspace management for the individuals exiting the centre to be attended as part of no dues process:

#	Particular	Actionable
1	The hardware assets assigned to the member	To be submitted back to office in the working conditions Examples: Laptop, Pendrive, Hard Disk, Mouse, Dongle, etc.

2	The tiss email account	<p>a. User should take the backup of his/her email account on the last working day.</p> <p>b. In case of any special purposes/use cases, one needs to extend the removal of the account within a specific time period, which must be approved by the PI/Co-chair/Chair</p> <p>c. The “****@tiss.edu” email ID should be disabled by the TISS computer center team</p>
3	The clixindia email account	<p>a. The CLIx India email account is to be deactivated and removed</p> <p>b. Any mailing list of the CLIx India domain he/she part of needs to be modified.</p> <p>c. All members exiting CETE or deactivating CLIXindia IDs must transfer the ownership of any folders, or subfolders that they own, to their respective project PI/Lead or hand over staff to continue to manage the same, else it by default it will be transferred to “<i>archivedaccounts@clixindia.org</i>”, for ease of future management of those files.</p> <p>d. To be retrieved after transferring the ownership, in cases where ID need to be available for an extended limited time, the respective PI/Co-chair/chair’s approval will be required.</p>
4	The mailing lists, groups	<p>a. Need to list out the mailing lists, groups the member is part of</p> <p>b. Should be removed from mailing lists, groups wherever applicable</p>
5	Email accounts registered, Credentials assigned for any of the project/resources/websites and such related accounts	<p>a. To be listed and transferred to handing over person, PI, Reporting head</p> <p>b. The credentials assigned for any of the resources or websites need to be revoked for re-utilization or removal</p> <p>Examples: TISSx, Student Platform, CLIx website, MiTiBot, Server credentials (system administrator)</p>
6	Handover of third party entities emails and contacts	<p>a. To be listed, and provided in handover document</p> <p>b. The email account of the member if getting used for any of the project-related accounts should be replaced with a current member who will be taking over the work.</p> <p>Example: Twitter Account, Facebook Account</p>
7	Handover of subscribed services	Member need to provide the details of any specific software, digital tools, services, subscriptions opted for, on behalf or for the project/centre through his/her clixindia Gsuite account, for future reference and management.
8	Documenting specific procedures	a. If the member was coordinating with any of the project partners, interventions, or service providers,

		he/she should handover all those details to the person taking the handover b. If the member was working on any of the processes, or tasks that are specific to the project or work context (not a general practice), he/she should provide the SoP or Reference procedure document for such things.
9	Telegram and WhatsApp groups	To be exited from main/core/regular groups, and to be added to extended CETE telegram group and Alumni network if any.
10	ODK and such website access	ODK access should be disabled and the account can be deactivated/password reset etc.

Important Notes:

- The above are standard policies that are applicable to all the former project members with specific conditions on a case-to-case basis, and can be applied based on mutual understanding between project heads and the former member.
- Please note that this policy is set to be updated as the centre's requirements, needs and experiences with time, hence always consider the latest drive policy for references.

URL of this document:

https://docs.google.com/document/d/1SyO1M24_SJ0sAk0LUQfSViOoPDZ7eYhJ4d6zIcnnt1k/edit?usp=sharing

Created on 03 Aug 2023 by Satej Shende, reviewed and approved by the centre chair.

2.2 Software licenses

The Centre has software licenses to some or all of the following and it is advisable that details pertaining to current licenses, terms of use etc are obtained from Tech-lead.

License held as of 19th Sep 2023 (Satej to indicate)		
	MAXQDA	
	STATA	
	OTTER-AI	no!!

3. Literature management

This section pertains to managing the review of literature within projects and across the Centre. The use of Zotero is aimed at sharing a literature review. The first section pertains to citing Centre research in order to enhance the visibility of colleagues' publications and the Centre itself.

3.1 Citing publications of Centre faculty

Faculty 'H' index and in due course the Centre's own H-Index will depend on citations of publications of faculty and members affiliated with the Centre. It is desirable to make visible our own publications to each other and also to cite each others' publications and publications from the Centre, in order to give our research greater visibility. It is desirable to find ways to cite relevant research. Towards this end, Centre colleagues' publications will be added to and shared via Zotero with relevant keywords and abstracts so that they are used in appropriate ways. This includes books, chapters in edited books, working papers, policy and practice papers (centre publications), and reports in addition to peer-reviewed and other long articles.

3.2 Zotero user guide

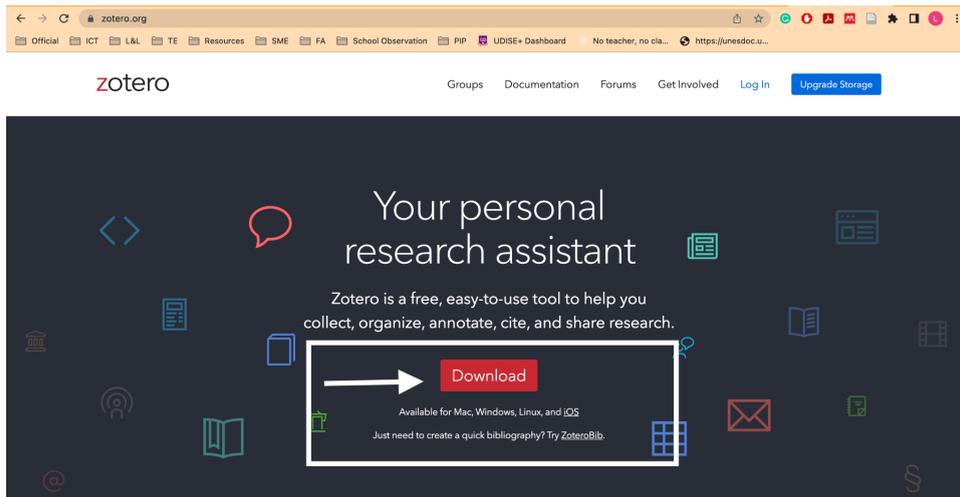
Version 1, 2023

Prepared by Kamlesh Goyal, Lokesh Rao Jadav, Nisha Ramachandran

What is Zotero?

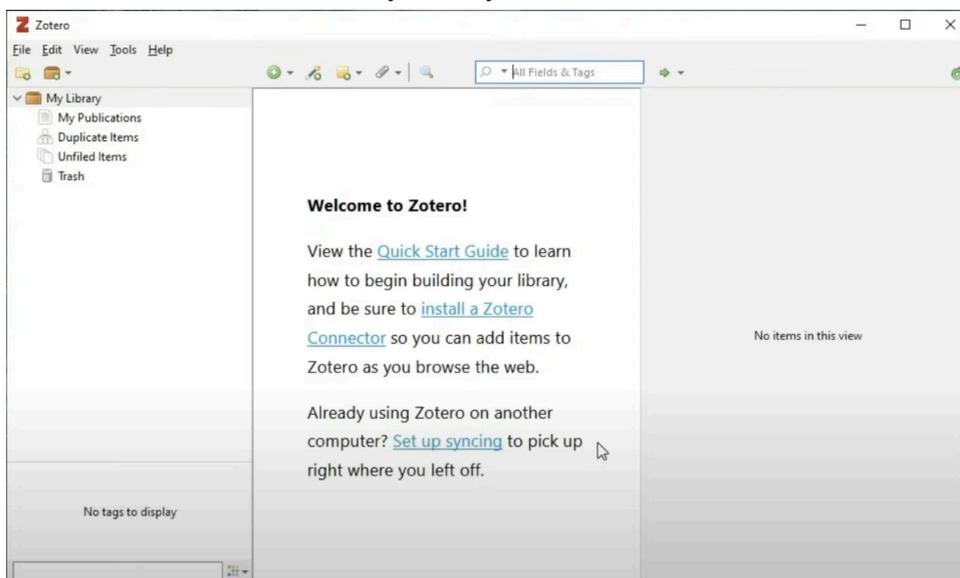
Zotero is a free and open-source reference management software that helps researchers collect, organize, and cite their sources. Here is a standard operating procedure (SOP) for using Zotero:

1. Download and install Zotero: Visit the Zotero website(<https://www.zotero.org/>) and download the appropriate version for your operating system. Install the software and open it.

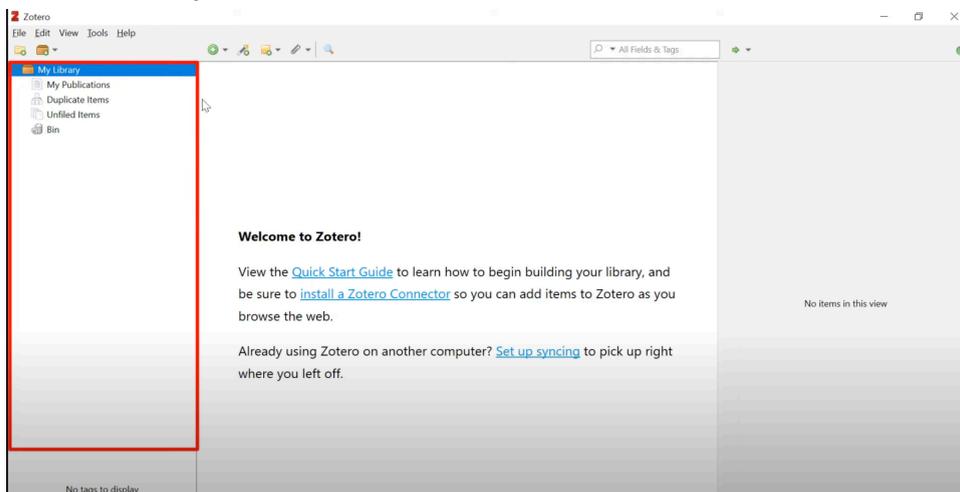


Video guide: [How To Use Zotero \(A Complete Beginner's Guide\)](#)

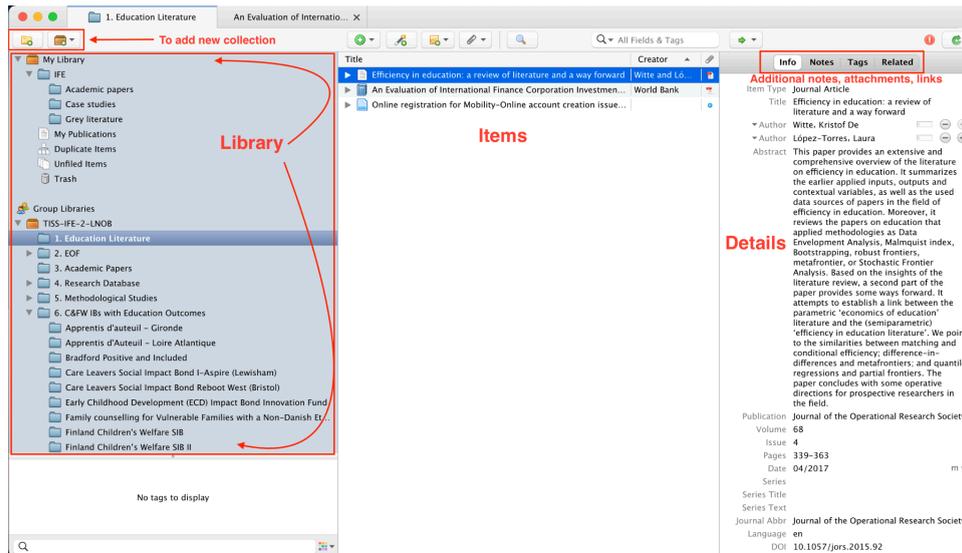
Collections: The left column shows My Library, which contains all the items.



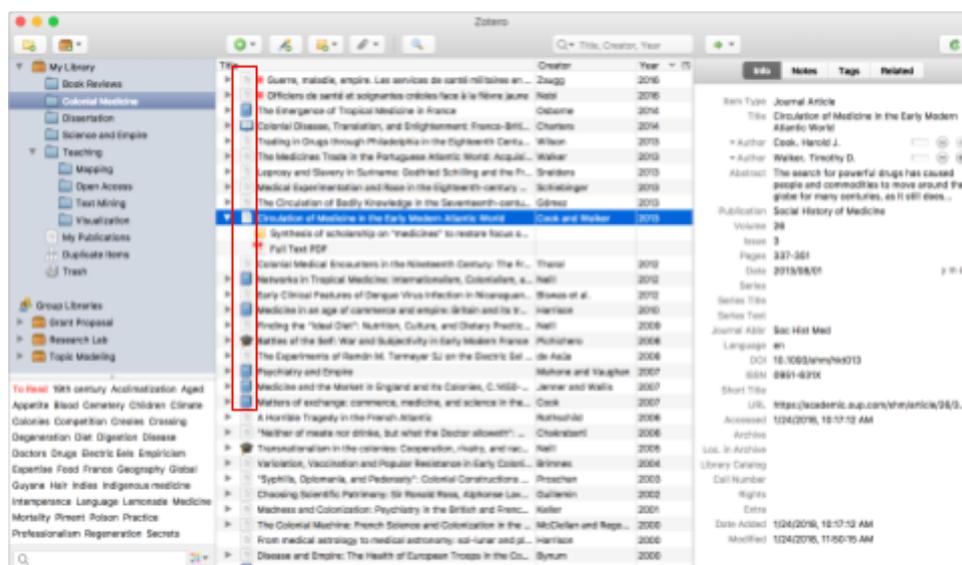
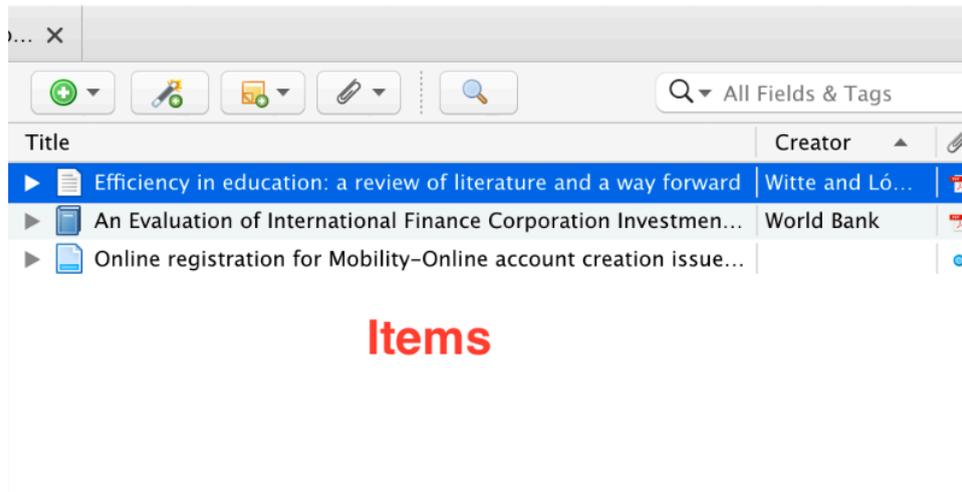
Clicking the button above the left column creates a new collection, a folder into which items relating to a specific project or topic can be placed.



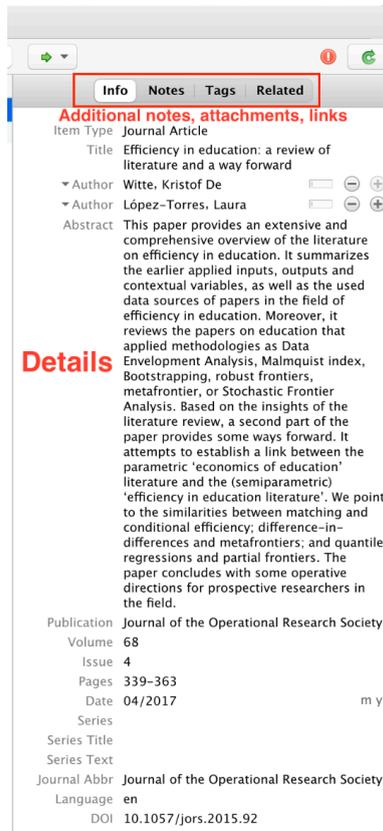
Below that is the tag selector, where tags assigned to items can be added or removed.



Items: The items pane displays a list of all the items in each collection with icons that indicate the type of item (book, article, thesis, screenshot, etc.).

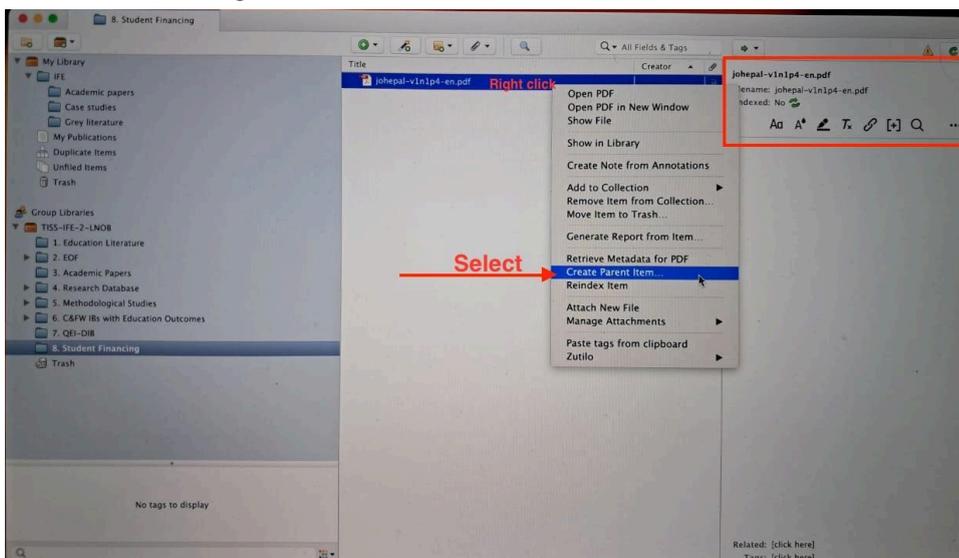


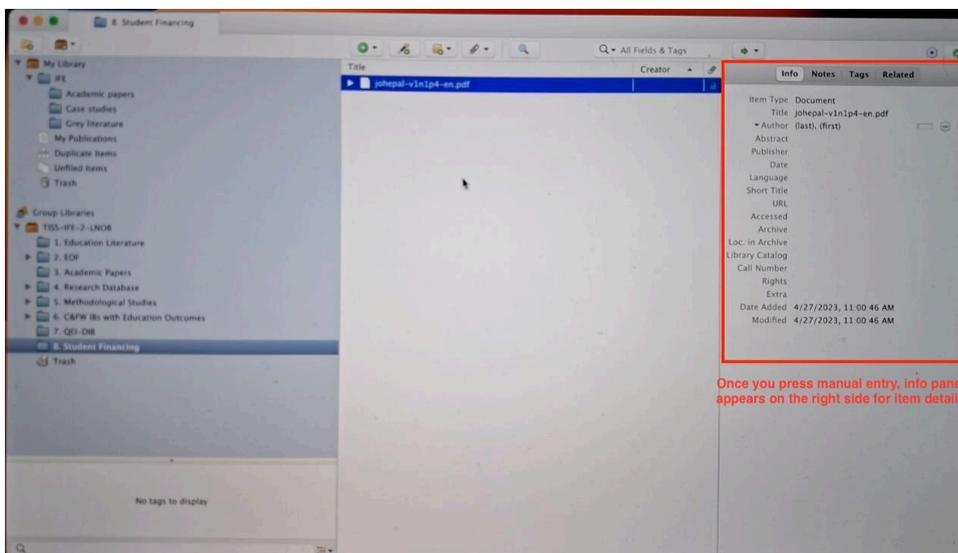
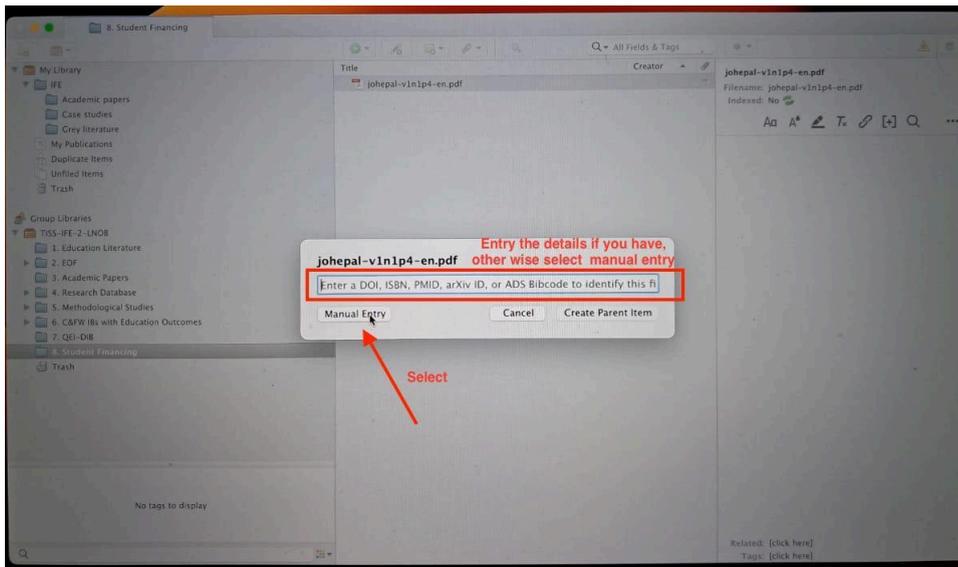
Item Details: This pane displays the bibliographic information imported by Zotero for each item. Each field can be edited. There are also options to add additional notes, attachments, links to the original sources, tags, and subject headings.



2. Add sources: To add sources, click on the "New Item" button and select the type of source you want to add (e.g., book, journal article, website). You can manually enter the source information, import it from a file, or use the Zotero Connector browser extension to save sources from websites.

a. **Manually entry:** This can be done at the time of adding a reference or after adding it to Zotero.



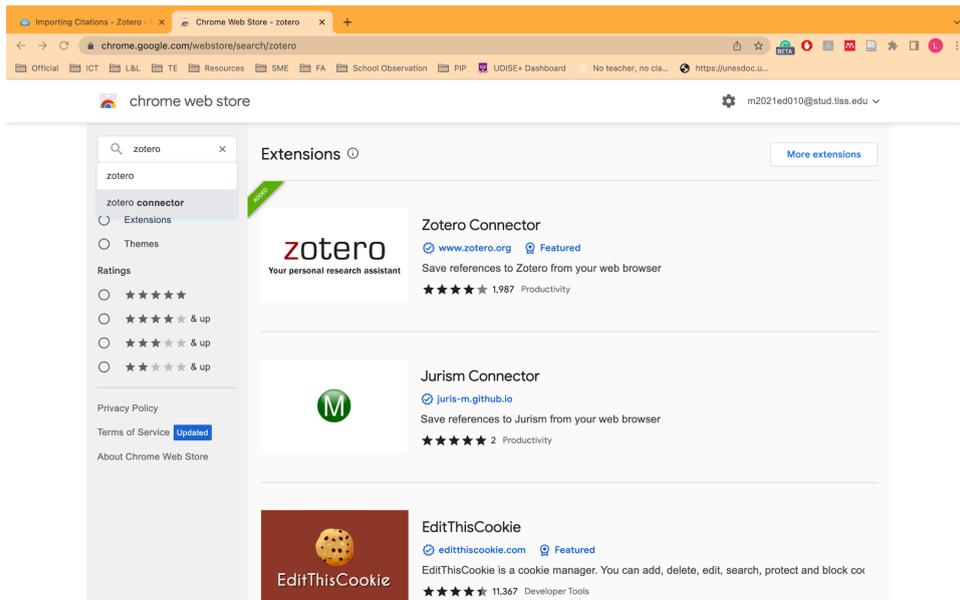


b. Importing it from a file:

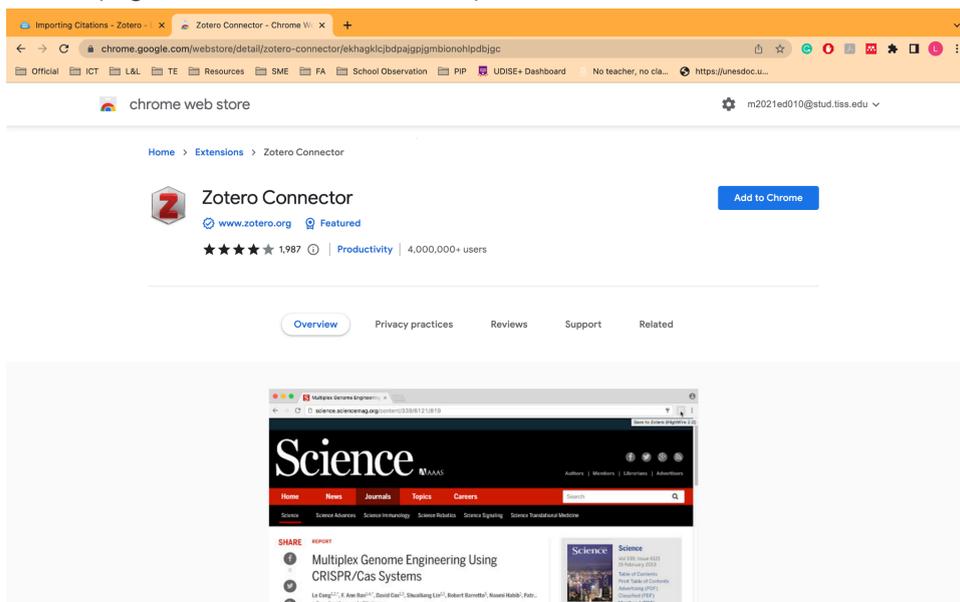
Zotero connector browser extension:

1. Open your web browser and go to the Zotero website.

Visit <https://chrome.google.com/webstore/search/zotero>



2. Click on the "Download" button in the top right corner of the page.
3. Scroll down to the "Zotero Connectors" section and click the link for your preferred browser (e.g., Chrome, Firefox, Safari).

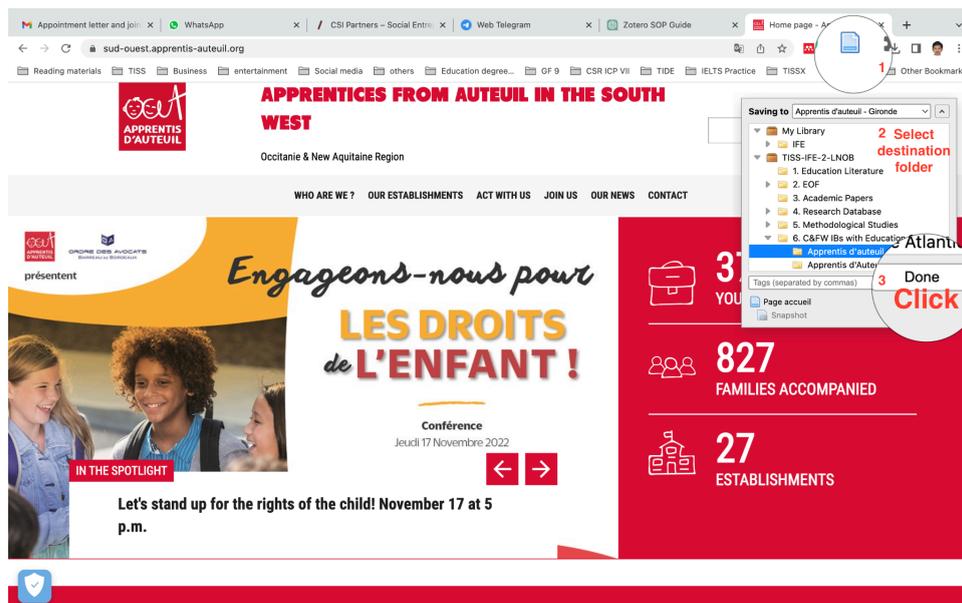
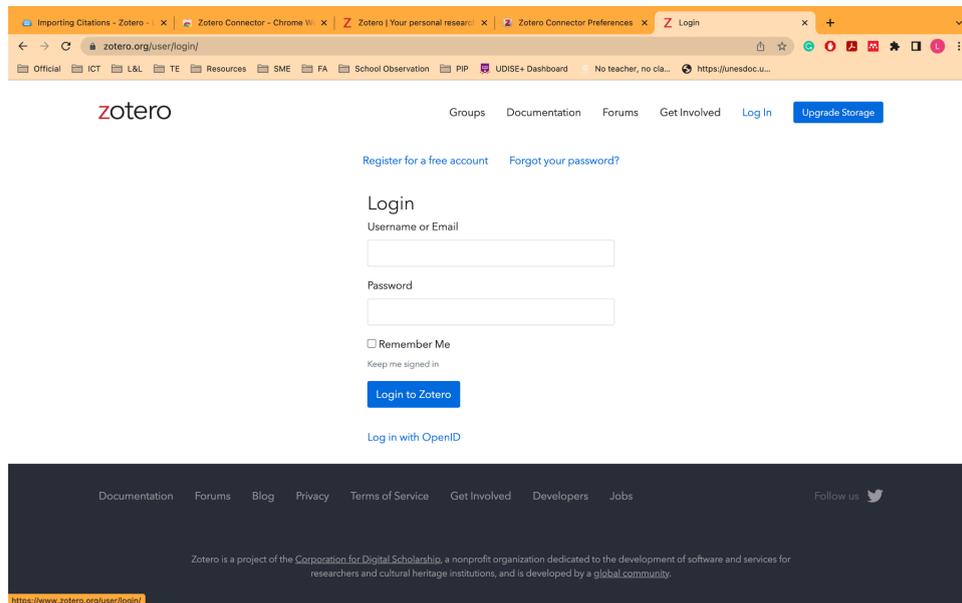


4. Follow the instructions to install the connector for your browser. The installation process may vary depending on your browser and operating system.
5. Once the connector is installed, you should see a small icon in your browser's toolbar that looks like a folder with a green arrow. This icon indicates that the Zotero Web Connector is active and ready to use.

To use the Web Connector, simply navigate to a webpage that contains information you want to save to Zotero (e.g., a scholarly article, a news story). Click on the Zotero icon in your browser's toolbar, and Zotero will automatically detect any relevant information on the page and allow you to save it to your Zotero library.

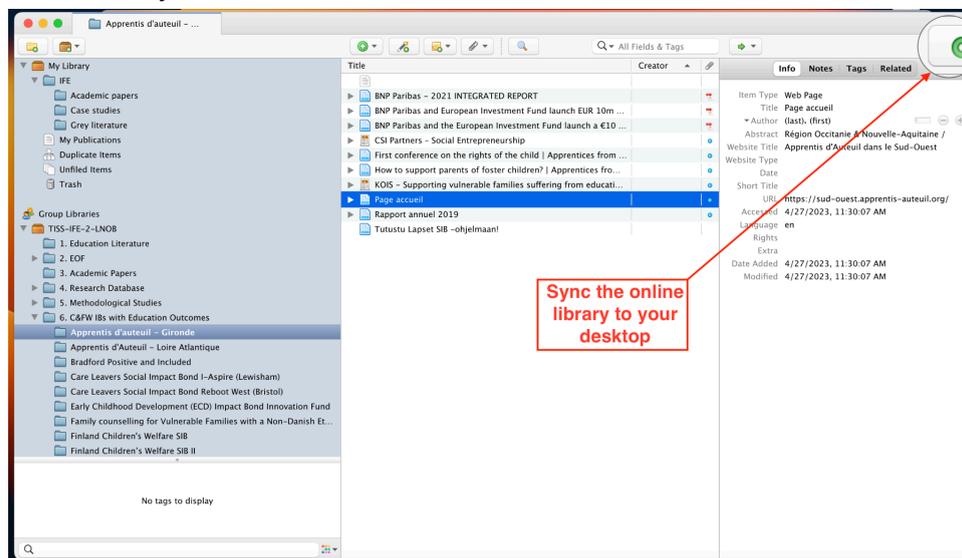
Visit <https://chrome.google.com/webstore/search/zotero>

Install the Zotero Web Connector: If you haven't already done so, install the Zotero Web Connector for your browser by following the steps.



- Save the information to Zotero: When you're on the webpage or article that you want to save, click the Zotero icon in your browser's toolbar. The Web Connector will automatically detect the information on the page and save it to your Zotero library.
- Download the full text: To download the full text of the article or webpage, right-click on the item in your Zotero library and select "Retrieve Metadata for PDF" or "Retrieve Full Text" (depending on the item type and your preferences). Zotero will attempt to find and download the full text of the article or webpage and save it to your computer.

- **Enable offline access:** To enable offline access for your Zotero library, you must sync your library and ensure that your library files are downloaded to your computer. To do this, click on the "Sync" button in the Zotero toolbar, and then select "Sync with Zotero Server". Once the sync is complete, your library files will be downloaded to your computer, allowing you to access them even when you're offline.



Following these steps, you can save web information directly to Zotero and download the full text for offline access (using save pdf or another extension support system ex. Evernote).

3. **Sync your library:** Zotero allows you to sync your library across multiple devices with one single user account if you change devices or web browsers. To do this, you must create a free Zotero account and enable syncing in the Zotero preferences. (<https://guides.lib.berkeley.edu/zotero/sync>)

Zot file extension:

The Zot file is an extension to provide additional space to save your docs and a particular set of files according to customization. When you export your library or collections from Zotero, it creates a .zot file that contains the metadata and references for your items. This file can be shared with others or used to import your library into another instance of Zotero.

Here's how to work with Zot files in Zotero:

Exporting a library or collection as a .zot file:

1. Open Zotero and select the library or collection you want to export.
2. Go to the "File" menu and choose "Export Library" or "Export Collection."
3. Choose the desired format (e.g., Zotero RDF, MODS, BibTeX) and save the file with a .zot extension.

Importing a .zot file into Zotero:

1. Open Zotero and go to the "File" option in the top left corner of the menu.
2. Select "Import" and choose the .zot file you want to import.
3. Zotero will prompt you to select the destination library or collection for the imported items.

a .zot file only contains metadata and references. It doesn't have the actual full text or PDF attachments associated with the items in your library. You may need to separately import or link the PDFs or other attachments associated with those items.

.zot files are specific to Zotero and may not be compatible with other reference management software. To transfer your library to a different format, consider using a different file format to export/import, such as BibTeX or RIS.

Further, the Zot file extension can be downloaded here: <http://zotfile.com/>.

Important: If you're using a Zot file for groups, it will not work due to the Zotero plan and subscription model. Instead, there is a bypass to do that by holding an email id, drive folder, extensions, and particularly logged-in Chrome browser.

Once you finish the syncing process, save the same content to your device ([How to save a webpage to PDF in Google Chrome \(Just One Click\)](#)) While saving the file, select the location you'd set for the zot file extension.

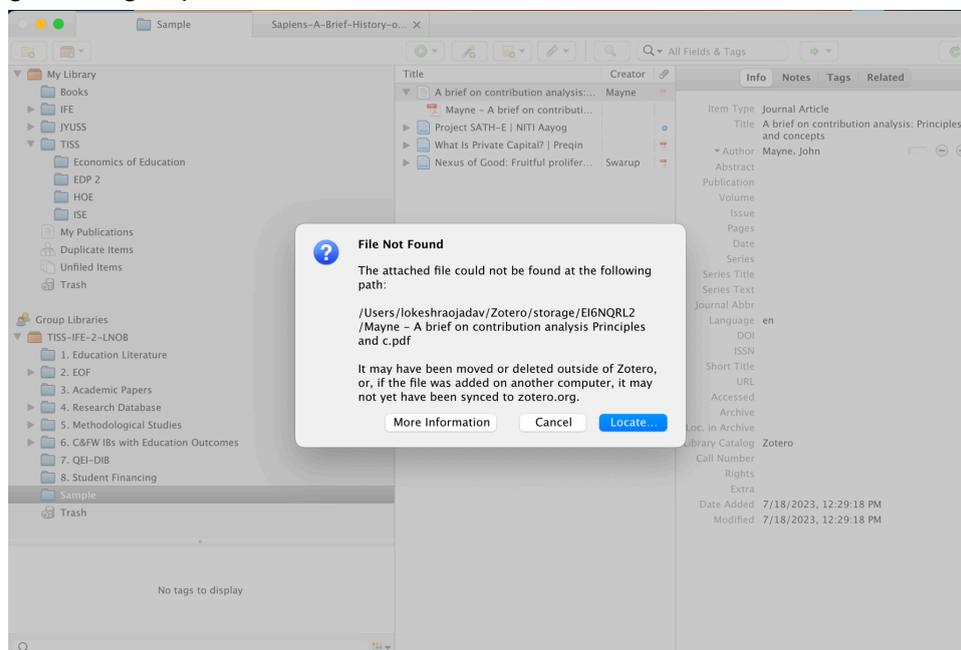
How to use Zotero group libraries with other group members

Once completing the required account setup. The group library is to be created among common users using the group feature. To understand with easier steps, follow the link and video guide to understand how.

For creating a group on Zotero: <https://www.zotero.org/groups/new>

Video guide: <https://youtu.be/n4IFk3plEZ8> / <https://youtu.be/yNkKPJ-1v1g>

Post group creation, common virtual drive link to use by everyone commonly by all other users. In general, group users encounter "File not found," as shown below screenshot.

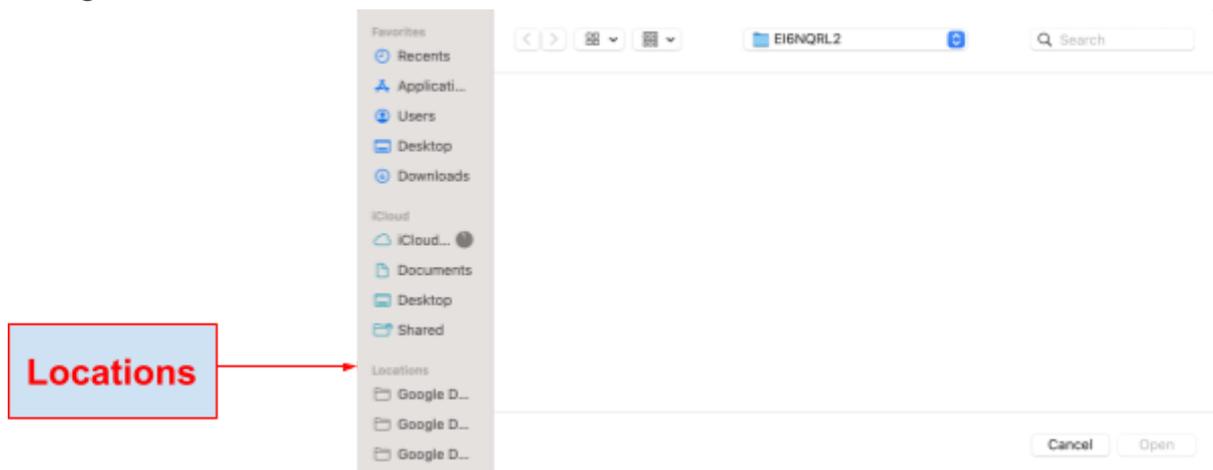


Click on locate, and it will take you to the destination folder of the internal drive, as shown below.



Here, you must locate the file from your common shared folder across users. Will help you to access the same file that another user is accessing.

The file can be stored in a shared google drive folder or a shared drive. If you have installed Google Drive on your computer, then you will be able to access the file through locations.



Reference:

- <https://guides.lib.berkeley.edu/c.php?g=4472&p=5147699>

4. Research communications

(This entire section is yet to be developed)

4.1 Events

4.2 Communication collaterals

4.3 Credits, design, archiving copies of events

4.4 Reporting events

4.5 Documenting events

4.6 Using Centre Website

4.7 Releasing resources on CLix OER website

5. Credits, acknowledgements, citations

(incomplete, to be developed)

5.1 About CETE and about the project page

About CETE, about the project is often carried on the front inner cover page of all project reports. The short summary of the project which has been developed at the start may be reproduced in the front inner cover of the project report, along with various acknowledgements and disclaimers. (pl obtain from communications team)

The Centre of Excellence in Teacher Education (CETE) is an independent centre at the Tata Institute of Social Sciences, Mumbai, India. CETE was established by a seed grant from the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, Government of India (2018-2019) and the Tata Trusts as the Founding Partner. Envisioned as a centre to catalyse transformation in Teacher Education, CETE's teaching, research and advocacy are built on the premise that professional, qualified teachers are central to achieving quality education. The Centre works through collaborations with state governments and partnerships and building networks for advocacy.

5.2 Acknowledgements

Please be guided and follow the guidelines of your funder. Please ask for standard logos etc which are in use by the funder.

5.3 Citations

Standard APA style to be used in all citations. Please create citations for all your publications (reports, policy approach papers, working papers, etc) and tools and data sets.

6. Project and Data archiving: CETE Data Archive

6.1 SOP for Archiving Data on Google Drive

(For all CETE Projects that have been completed on or before July 2023.)

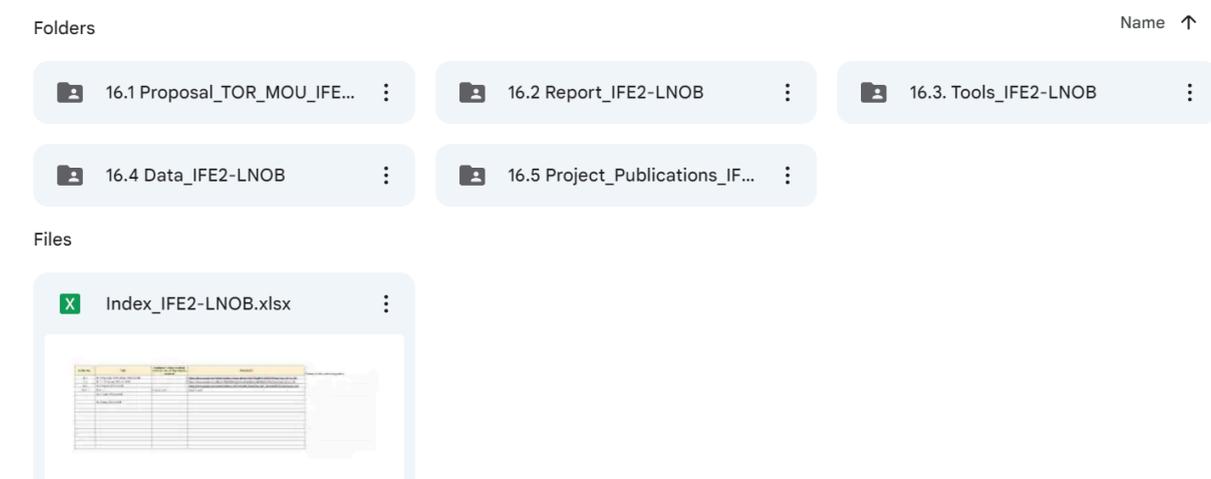
This document explains how to systematically archive the research data of completed CETE. The purpose of this exercise is to organize the data in a planned and standardized manner and to facilitate research data accessibility over time with index management. This will make the data easily searchable and discoverable whenever needed, with access control for internal, institute and public users.

Step 1. Project Listing and Assigning the Project Number

Listing of the project and assigning the number will be done by the CETE Data Archival team with a created folder (which should be owned by archive.cete@clixindia.org). Listing of the project will be done on a [spreadsheet](#) (or a similar sheet).

Step 2. Creating subfolder

PI/CoPI/ Assigned person will create the sub-folder with the exact numbering and names of the folders as shown below along with an index spreadsheet.



Step 3. Archiving Data in the Subfolders

PI/CoPI/ Assigned person is suggested to archive only ‘Finalized’ items in the respective folders.

Sub-folder 1. Finalized Proposal, ToR, MoU, etcetera, final project closure document with a list of all deliverables and acknowledged by the funder (document, PDF and spreadsheet format)

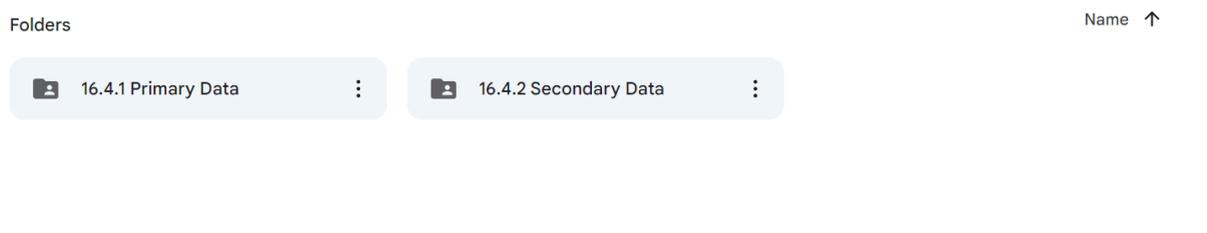
Sub-folder 2. Finalized Reports (document, PDF and spreadsheet format)

Sub-folder 3. Finalized Tools (document, PDF and spreadsheet format)

Sub-folder 4. Project's research Data (raw/unprocessed data in original form. Could be in spreadsheet, CSV, document, video, transcriptions, audio, JSON and such formats)

Sub-folder 5. Publications (document, PDF and spreadsheet format, video, audio etc

Note: PI/CoPI/ Assigned person can create more folders in each sub-folder but it must follow logical order of number and name as follows. It is up to PI/CoPI to things which research data they want to archive, which could be in any format.



Step 4. Preparing Index.

PI/CoPI/ Assigned person has to create an index in the main folder. An index should give the logical number of the folder, subfolder and file along with the name. The folder, subfolder and file level link should be pasted in the index sheet for easy access.

Folder No.	Title	Available 1 internal use only (CETE Staff and Faculty); 2= Institute Level Use; 3. Public Use/Open Access	Place/Link
16.1	Proposal_TOR_MOU_IFE2-LNOB	2	https://drive.google.com/drive/folders/16vieyqZbe2X4GhrEsg9E313lZlOHW0aJ?usp=drive_link
16.1.1	Proposal_IFE-2-LNOB	2	https://drive.google.com/file/d/1tMyEDbmjk3VeysKpGEbaJg6t0MmkV5nF/view?usp=drive_link
16.2	Report_IFE2-LNOB		https://drive.google.com/drive/folders/1utd1eWyMtu2mqzDlq1Sq4_WdyHW6E5x?usp=drive_link
16.2.1	Sub-Folder or File With logical name	PI has to Provide	PI has to Provide
16.3	Tools_IFE2-LNOB	PI has to Provide	PI has to Provide
16.3.1	Sub-Folder or File With logical name	PI has to Provide	PI has to Provide
16.4	Data_IFE2-LNOB	PI has to Provide	PI has to Provide
16.4.1	Primary Data	PI has to Provide	PI has to Provide
16.4.2	Secondary Data	PI has to Provide	PI has to Provide
16.5	Project_Publications_IFE2-LNOB	PI has to Provide	PI has to Provide

PI/CoPI/ Assigned person should provide the accessibility/restrictions folder/subfolder/file in the respective column of the index. (**Available 1 internal use only (CETE Staff and Faculty); 2= Institute Level Use; 3. Public Use/Open Access**)

6.2 CETE Data Archival and Repository (Draft)

This document explains the research data archival and repository process at CETE. The purpose of this exercise is to organize the data in a planned and standardized manner and to facilitate research data accessibility over time with index management. This will make the data easily searchable and discoverable whenever needed with access control for internal and external users.

Data sources:

1. Project's research Data (raw/unprocessed data in original form. Could be in spreadsheet, CSV, document, JSON and such formats?)
2. Finalized Tools (document, PDF and spreadsheet format)
3. Finalized Proposal, ToR, MoU etcetera (document, PDF and spreadsheet format)
4. Finalized Reports (document, PDF and spreadsheet format)
5. Publications (document, PDF and spreadsheet format)

Storage Provisioning:

The data will be stored in CETE's server machines, located in the TISS data center, Mumbai campus.

There will be data backup; only MUST-HAVE data copies identified by the Principal Investigator will be kept in offline mode.

Access Mode:

Both the DA and DR applications will be accessible in online mode with predefined access levels as per the user categories and access rights.

Access Levels:

Sr. No.	User Access Levels	User Rights
1	Project Incharge	<ul style="list-style-type: none">● Add, modify and delete all data pertaining to the project● Change data access settings● Add users as project staff● Access other project data as CETE staff.● Control who has access to data and for how long
2	Project Staff	<ul style="list-style-type: none">● Add, modify and hide all data pertaining to the project● Change data access settings● Access other project data as a CETE staff.
3	CETE Staff	<ul style="list-style-type: none">● Access the data across projects as per the settings● Download the data across projects as per the settings
4	General/External User	<ul style="list-style-type: none">● Access the data across projects as per the settings● Download the data across projects as per the settings

- Project Incharge
- Project Staff

- CETE Staff
- External users

Access Restrictions:

There are options to restrict the data access. Project PI can decide as per the context and need to limit the access for a particular **time period**, based on the **geography** of users etcetera.

Data anonymization and level of anonymity:

TBD- Will be done at the C-KAN Archival Level

Data Upload Standard Operational summary:

- Title (Following the naming convention)
- Meta Data (also mention if complete data OR partial data)
- Define self-explanatory, meaningful, and relevant tags
- Data Formats
- Abstraction (and level of abstraction)
- Templates for Project Incharge (PIs) to signoff form
- Project initiated - create repository and link
- Define the Interfaces: Public (outward) facing Vs Internal
- Define the level of anonymity and provide data accordingly
- Handover data before the exit of the staff/PI

Security measures to be taken:

- Data backup process in place, frequency and keeping track of the same
- Data integrity management
- Firewall and data access restrictions
- Measures to avoid data corruption

CETE will have its Data Policy:

- CLIX Data policy could be a reference point
- Need to check if there is a Data policy available at the institute level

The finalized data process availability and access steps:

1. Project gets listed
2. Data gets available on DA and DR (optional)
3. End users submit forms for request access (public access vs request-based) in case of request-based access to DR

7. Annexures

These annexures are checklists and forms and are provisional. They will be revised and updated from time to time.

Annexure A: Research/ Project Commencement Form:

Annexure B: Research/ Project Closure Form

Annexure C: Completion Checklist for Data Storage

Annexure D: sample facesheet, index and credential

Annexure A: Research/ Project Commencement Form:

<https://forms.gle/EABJQmtDccvynUAY7>

Section A: Project Details

1. Name of the Project:
2. Short Title for the Project:
3. Start Date:
4. Proposed End Date:
5. Type of the Project:
6. Region of Study:
7. Overview of the Project
 - a. Project Description/abstract
 - b. Project methodology
8. Timeline of the project
9. IRB details(if any)

Section B: Funding Details

1. Name of the Funding Agency:
2. Address of the Funding Agency:
3. Name & details of POC from Funding Agency
4. Grant Value of the Project

Section C: Project Team Details

1. Name of the Principal Investigators (with affiliations, Email, ID)
2. Name of the co-investigators (with affiliations, Email, ID)
3. Name of the Research Assistants and other team members
4. Name of the Data Manager from the research team (with affiliations, Email ID)

Section C: Collaborator Details

1. Name of the Collaborator
2. Affiliations and contact details

(in case of multiple collaborators)
3. Name of the Collaborator 2
4. Affiliations and contact details

I hereby confirm the commencement of the research/project titled "ABC".

Principal Investigator

Co-Principal Investigator

Chairperson, CETE, TISS

Annexure B: Research/ Project Closure Form

<https://forms.gle/kzNmqu8eGCZPajRn8>

Research/ project closure form to be filed for the website, communications, annual report and to be used in credentials.

1. Project Title:
2. Project Start and End Date:
3. Name of the Principal Investigator:
4. Name of CoPIs:
5. Name of the Funding Agency:
6. The project is complete and ready to be closed:
 - a. Yes
 - b. No
 - c. Other, please specify
7. Reason for closure:
 - a. The research/ project was completed.
 - b. The study was discontinued. (Please provide reasons for discontinuation)
8. Please tick the the checkbox for below questions
 - a. The data analysis is completed for the project.
 - b. The final report has been completed and has been submitted to the funder.
 - c. Received acknowledgement from the funder for project completion.
 - d. All other deliverables have been fulfilled and acknowledged by the funder.
 - e. The credential summary is completed and provided to the research manager
 - f. All the research/project-related data has been stored as per the protocol and is ready to be archived.
 - g. All the finances have been cleared by the finance department of CETE and the funder.
9. Did the project receive an extension and a new phase is initiated?
 - a. Yes (Please provide any relevant details regarding the next phase)
 - b. No
10. Please attach one doc/pdf file containing
 - i. A brief abstract summary of the project stating the results/ findings/ recommendations etc. from the study for communications(website, media) purposes. (Max 250 words)
 - ii. Two to three high-resolution photographs which encapsulate the essence of the project.
 - iii. A one-slide presentation deck of the project
 - iv. Credential Summary of the project (sample in Annexure D of the manual).
 - v. The cover page of the report in colour.

I approve that the research/project is complete and should be closed.

Principal Investigator

Co-Principal Investigator

Chairperson, CETE, TISS

Annexure C: Completion Checklist for Data Storage

This checklist ensures that the following items are included in the Project Folder following the naming conventions and protocols.

1. Research/project completion email with the list of all deliverables being met and acknowledgement from the funder
2. Proposal; MoU/ ToR/ Contract
3. Commencement & Closure form
4. Research/ project extension letter/ email (if applicable)
5. Official meetings/ correspondence/ communications
6. Research/ project data (could be in dox. PDF, xls, mp4 format)
 - a. Raw data
 - b. Cleaned data
7. Literature/ bibliography (if applicable)
8. Tools developed or used for the research/ project
9. Consent forms
10. IRB clearance (if applicable)
11. Abstract for website in 250 words (Softcopies in both PDF and Word format)
12. Research/ project summary (doc./PPT) with the following details:
 - a. Type of research/ project undertaken,
 - b. Tools used or designed for the study,
 - c. Timeline of the research/ project,
 - d. Timeline of the field visit,
 - e. Nature of data generated from the study,
 - f. Type of respondents
 - g. Research activities undertaken,
 - h. Geographic regions being covered,
 - i. Findings and recommendations, etc.
13. Minimum ten photographs from the research/project
14. Final report in a publishable form (Softcopies in both PDF and Word format)
15. Research papers, and presentations coming from the project (if applicable)
16. List of Citations for data set and for tools, reports etc to be provided with links.
17. Index to be prepared (on a spreadsheet) with the description of the materials; index spreadsheet to also include Meta-data on the phases of research, dates, regions, names of research teams, dates of fieldwork, etc to be documented. Name of funder, nature of data: open or restricted access, to be defined.

Annexure D: sample facesheet, index and credential

Sample Facesheet

docs.google.com/spreadsheets/d/1mHOe3GqkQAAXaETDlqZTQKFu4HJ5td_I_eNGD7-71g/edit#gid=0

2.2.1 MH-KPALP_INDEX-READ ME FIRST

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	A	B	C
1			
2	NAME OF PROJECT:	Study of the UNICEF's Kendra Pramukh Academic Leadership Programme - An Evaluation of the Program Implementation and Impact	
3	Name of the funding agency	United Nation International Children's Emergency Fund	
4	Start and End date	September 2022 to February 2023	
5	Regional coverage:	Maharashtra, India	
6	Grant Value	INR 12,38,000	
7	Principal investigators	Dr. Bindu Thirumalai & Dr. Anusha Ramanathan	
8	Collaborators	SCERT, Uttar Pradesh	
9	NAME OF INVESTIGATOR (with affiliations):	Dr. Bindu Thirumalai Asst. Professor Centre of Excellence in Teacher Education, Tata Institute of Social Sciences VN Purav Marg, Deonar, Mumbai 400088, INDIA Dr. Anusha Ramanathan Asst. Professor Centre of Excellence in Teacher Education, Tata Institute of Social Sciences VN Purav Marg, Deonar, Mumbai 400088, INDIA	
10		Bindu Thirumalai, Assistant Professor	
11	Authoring & Research	Surendra Bhalerao, Research Assistant	
12		Ravi Chalwadi, Research Assistant	
13		Muhammad Suhaib, MA Education Student	
14	Research Translation Support	Surendra Bhalerao, Research Assistant	
15		Ravi Chalwadi, Research Assistant	

Sample Credential Summary

Assignment Name: The role of non-state actors in the teaching profession and teacher education in South Asia	Country: Afghanistan, Bangladesh, Bhutan, India, Iran, Maldives, Nepal, Pakistan and Sri Lanka
Name of Client: UNESCO	Address: Paris HQ, 7 Place Fontenoy, 75007 Paris, France
Duration of Assignment (months): 8 Start date (month/year): December 2020 Completion date (month/year): October 2021	Total No o f Staff-months of the assignment = 9-12
Approx. value of the contract (in INR): 8,93,417.52 (USD 12,000)	Approx. value of the services provided by TISS under the contract (in INR): 8,93,417.52
Name of associated contractors, if any: NA	No of professional staff-months provided by associated Contractors: NA
Name of Senior Professional Staff of institute involved: Prof Padma Sarangapani, Prof. Ajay K Singh, Dr. NIshevita Jayendran, Dr. Poonam Sharma	
Narrative description of Project: The study aims to examine the role of Non-State Actors in teacher preparation, teaching profession, and continuous professional development in South Asia. It is mapping the different kinds of non-state within the space and the kinds of activities they are trying to support? Based on the 119 in-depth interviews and desk analysis of institutional papers, the report aims to provide details of financing in the teacher education sector and its challenges. It will collate the institutional structures and governance that is being influenced by the increasing involvement of non-state actors in these different areas and comment on how non-state actors are contributing to increasing access, quality, and improving inclusion (SDG 4 objectives).	
Description of actual services provided by your staff within the assignment: Literature Review, Development of qualitative tools and a survey. The report will be based on more than 100 in depth interviews conducted with various non state actors across India, Afghanistan and Nepal. Doing qualitative data analysis, report writing including a policy brief.	
Citation of Tools and Report: CETE(2021)Semi-Structured Interview Schedule for Ground Functionaries_GEM-NSA; CETE(2021)Semi-Structured Interview Schedule for the Founder(s)/Senior Management of NSAs_GEM-NSA; CETE(2021)Semi-Structured Interview Schedule for the Finance Providers_GEM-NSA; CETE(2021)Semi-Structured Interview Schedule for Government Functionaries_GEM-NSA CETE, (2021). <i>Global Education Monitoring Report: The role of non-state actor in the teaching profession and teacher education in South Asia</i> . UNESCO.	