

GUIDELINES
&
FORMAT
FOR
SUBMISSION OF
PROJECT PROPOSALS

UNDER THE SCHEME

“ASSISTANCE FOR S &T APPLICATIONS”

Rajiv Gandhi Science and Technology Commission
Government of Maharashtra
Mantralaya, 7th Floor, Near Rajmudra Kaksh,
Madam Cama Road
Mumbai – 400 032.

Proforma to submit a pre-proposal

Before submitting the detailed project proposal to the Rajiv Gandhi Science & Technology Commission, the investigator/institution is advised to submit a pre-proposal (the project idea) for consideration. After receiving comments from the Commission Office on the pre-proposal, the detailed proposal may be submitted. However, approval to the pre-proposal (the project idea) does not guarantee approval to the final proposal. The pre-proposal should cover the following points and should not exceed 500 words.

1. Title of the project proposal
2. Name of the Institution where the work will be carried out.
3. Name of the investigator.
4. Objective of the project.
5. Methodology.
6. Duration of the project.
7. Approximate cost of the project
8. What is the scope of the project? What end results are expected?
9. Why do you feel the necessity to undertake this work?
10. Who will be benefited by the proposed work and what is the scope for its replication?

Rajiv Gandhi Science & Technology Commission

Government of Maharashtra

Programme on “Assistance for S &T Applications”

Preamble :-

Government of Maharashtra has set up Rajiv Gandhi Science and Technology Commission as a Statutory Body under Maharashtra Act No. XV 2004 for advancement, propagation and promotion of applications of Science and Technology for benefit of the people. The objectives of the Commission include –

1. to be an agent for change, development or advancement through inputs of Science and Technology;
2. to propagate application of science and technology through studies, adaptation of technology, formulating projects, using the technology, field demonstration, imparting necessary training, publications and consultancy;
3. to act as catalyst or facilitator for transfer of technology from laboratories and other research efforts to application of science and technology on a larger scale.

The emphasis is clearly on applications of Science and Technology for socio-economic development. These activities need to be undertaken in a project mode to set clear targets and time frames for implementation. These activities are expected to be undertaken through the existing institutions depending upon their expertise, capabilities, facilities and interest. Obviously, such institutions would include laboratories, universities, science and engineering institutions, NGOs and various field agencies of the Government.

The Commission has initiated a programme to invite proposals for innovative applications of Science and Technology for socio-economic development. These applications could be linked to the material resources, specific problems and potential for development. The activities could also be area specific or sector specific. The Commission therefore invites specific project proposals for consideration. Under the peer review system if the proposals are found to be useful, the Commission would provide necessary financial and logistic support for implementation of such projects. Given below are general guidelines for formulation of project proposals. A project format is also prescribed for submission of proposals.

1. NATURE OF PROJECTS FOR SUPPORT UNDER S&T APPLICATIONS PROGRAMME

(i) S&T Studies & Surveys :

This includes support for carrying out S&T studies/surveys including techno-economic analysis, simulation modeling etc; development of State databases on S&T resources; S&T policy issues; specific status reports on technology gaps etc. The activities under this head should lead to specific action plan for generation of field projects.

(ii) Location specific research & technology development :

Identifying/projectising S&T programmes or development oriented, location specific research and technology development.

(iii) Pilot scale demonstration projects :

Pilot scale demonstration projects, including field trials, based on technologies developed by Central S&T Agencies/Labs/Institutions etc. relevant to the needs of the State.

(iv) Replication of successful models :

Replication of projects/programmes based on successful experiences elsewhere.

(v) Joint Programmes :

To evolve and support certain joint programmes focusing on multi-sectoral area based approach to rural/regional development in cooperation with multiple State & Central Institutions, NGOs and State S&T Councils. These areas should be so identified that S&T intervention could significantly improve the existing socio-economic conditions.

(vi) Awareness and Training:

Awareness and Training on specific innovative technologies/packages requiring special S&T inputs and also on specific S&T topics/themes.

2. GUIDELINES FOR FORMULATING PROPOSALS

1. The proposal should clearly establish linkage of S&T application to overall development of the State.
2. The proposal may be formulated through consultative process to improve viability.
3. The proposal should specify time target for specific outputs.
4. Please ensure that scientific and technical details are clearly spelt out.
5. The Proposal should have specific quantifiable objectives.
6. The proposal should be based on innovative technologies/ideas. Routine programmes of extension based on proven technologies are not considered.
7. The training programmes should be on specific technologies/themes. Routine training programmes are not entertained.

All correspondence, including proposals may be sent to the following address:

Dr. N. G. Shah, Member Secretary,
Rajiv Gandhi Science & Technology Commission,
3rd Floor, Apeejay House,
Dinshaw Vacha Road, Near K. C. College,
Churchgate, Mumbai 400020.
E-mail: rgstcmaha@rediffmail.com

3. GENERAL TERMS AND CONDITIONS

1. The Principal Investigator assumes financial and other administrative responsibilities of the project.
2. In case of multi-institutional project, formal agreement from the collaborating institutions/ scientists should support the proposal.
3. International travel is not permissible under the project.
4. The manpower recruited for the project should be paid as per the rules of the Institute and guidelines of the Government, if any.
5. The proposals are considered for approval/rejection by Peer Review Committee. The Committee may seek expert opinion, wherever required.
6. The institute is expected to have core facilities for the project.

4. DOCUMENTS/ENCLOSURES REQUIRED WITH THE PROPOSAL:

- (a) Endorsement from the Head of the Institutions (on letter head)
- (b) Certificate from Investigator(s)
- (c) Details of the proposals (15 copies)
- (d) Names and addresses of experts/Institutions who may be interested in the subject/outcome of the project (circulation list).
- (e) Registration Certificate, Memorandum of Association and Rules and Regulations of the Institutions (for NGOs).
- (f) Balance Sheet, Audited Statement of accounts and the annual report (pertaining to the last two financial years) (for NGOs).

5. INSTRUCTIONS FOR FILLING UP THE PROFORMA

- 1. Please use papers of A-4 size (21 cms x 29 cms).
- 2. Please type as per the layout given in the format on both sides.
- 3. Please do not skip reproduction of any section even if the answer is “nil” or given elsewhere.
- 4. Project title should be precise and should not exceed normally 20 words within two lines.
- 5. Expected total duration of the project should normally be 12months and in no case should exceed 36 months.
- 6. Use telegraphic language to the maximum extent possible for objectives, work plan, methodology, expected outcome etc.

FORMAT FOR SUBMISSION OF PROPOSALS UNDER “ASSISTANCE FOR S&T APPLICATIONS” PROGRAMME OF RAJIV GANDHI SCIENCE AND TECHNOLOGY COMMISSION, GOVERNMENT OF MAHARASHTRA.

(TO BE FILLED BY APPLICANT)

A. IDENTIFICATION

1. Project title

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KeyWords

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2. Broad Area

- (i) S&T Studies/Surveys. (St)
- (ii) Location Specific Research & Technology Development. (LSR)
- (iii) S&T Demonstration Projects. (DP)
- (iv) Replication of Successful Models. (RP)
- (v) Joint S&T Programmes on specific theme. (please specify) (JP)
- (vi) Awareness & Training on specific topic. (Please specify) (TRG)

4. Duration: (number of months)

5. Total Cost:

6. Principal Investigator:

6.1 Name:

6.2 Department:

6.3 Designation:

6.4 Organisation/Institution Name:

6.5 Address (Including Telephone (official & residence), E-mail, Fax) :

7. Co-Investigator:

7.1 Name:

7.2 Designation:

7.3 Department:

7.4 Organisation/Inst. Name:

7.5 Address : (Including Telephone (official & residence), E-mail, Fax):

8. Capability of the Organisation:

(a) Major Facilities

(b) Expertise available

(c) List of on-going and completed projects giving the following details.

Project Title	Start date	Completion date	Project cost	Sponsoring organisation.

B. TECHNICAL DETAILS

1. Background

1.1 Description of problem

1.2 Review of work already done

1.3 Rational for taking up the project

1.4 Relevance to State priorities

2. Challenge and Constraints

Please identify strengths and weaknesses of the implementers vis-à-vis current project in terms of technical expertise, team building, past record etc. Also list the perceived opportunities and threats and describe how PI/Organisation proposes to capitalise on them or avert them.

3. Description of Proposal

- 3.1 Objectives of the project. (Brief and to the point)
- 3.2 Preliminary Investigations done by organisation. (if any)
- 3.3 S&T component in the project.
- 3.4 Linkage with S&T Institutions / NGOs / resource persons / R&D organization / Industry for technical backup.
- 3.5 Other organisations working in this area.
- 3.6 Methodology detailing stepwise activities and sub-activities.

4. Work Plan

Phase-wise plan of action upto post project activities detailing time schedule. Milestones may clearly be indicated. PERT/GANTT chart may be attached.

5. Output of the Project

Attempt may be made to quantify output in measurable parameters.

6. Likely Impact (Please attempt to quantify)

7. Parameters for monitoring effectiveness of project

8. Suggested Post Project Activities

C. BUDGET ESTIMATES : SUMMARY

(In Rupees)

Item	BUDGET			
	1 st Year	2 nd Year	3 rd Year	Total
A. Recurring				
1. Salaries/Wages				
2. Consumables				
3. Travel				
4. Other Costs				
B. Non-Recurring				
Permanent Equipment				
Grand Total (A+B)				

BUDGET FOR SALARIES/WAGES

(In Rupees)

Designation (number of persons)	Monthly Emoluments	BUDGET			Total
		1 st yr. (m.m.)	2 nd yr. (m.m.)	3 rd yr. (m.m.)*	
Full time					
i)					
ii)					
Part time					
i)					
ii)					
Total					

* m.m.- man months to be given within brackets before the budget amount.

BUDGET FOR PERMANENT EQUIPMENT

(In Rupees)

Sr.No.	Name of equipment *	Estimates cost
1.		
2.		
Total		

* Please give justification for each equipment.

D. PROFORMA FOR BIODATA OF INVESTIGATORS

A. Name :

B. Date of Birth:

C. Institution:

D. Academic career:

Professional career:

E. Award/prize/certificate etc. won by the investigator:

F. Publication (Numbers only):

Books

Research Paper, report

General articles

Patents

Others (please specify)

G. List of completed and on going projects

Sr.No.	Title of project Agency	Duration		Total cost	Funding
		From	To		

H. Projects submitted

Sr.No.	Title of project	Name of Organisation	Status
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(Name & Signature)

Date :.....

Place.....

**ENDORSEMENT FROM THE HEAD OF INSTITUTION
(TO BE GIVEN ON LETTER HEAD)**

PROJECT TITLE:

1. Certified that the Institute welcomes participation of Dr./Shri/Smt/Kmas the Principal Investigator and Dr./Shri/Smt./Km..... as the Co-Investigator for the project and that in the unforeseen discontinuance by the Principal Investigator, the Co-Investigator will assume the responsibility of the fruitful completion of the project (with due intimation to RGSTC).
2. Certified that the equipment, other basic facilities and such other administrative facilities as per terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.
3. Institute assumes to undertake the financial and other management responsibilities of the project.

Name and Signature of Head of Institution

Date:.....

Place:.....

REMARKS

In regard to research proposals emanating from scientific institutions/laboratories under various scientific departments, the Head of the institution is required to provide a justification indicating clearly whether the research proposal falls in line with the normal research activities of the institution or not and if not, the scientific reasons which merit its consideration by Rajiv Gandhi Science & Technology Commission.

CERTIFICATE FROM THE INVESTIGATOR

PROJECT TITLE

1. I/We agree to abide by the terms and conditions of the RGSTC grant.
2. I/We did not submit this or a similar project proposal elsewhere for financial support.
3. I/We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the project. I/We shall not require financial support under this project, for procurement of these items.
4. I/We undertake that spare time on permanent equipment will be made available to other users.
5. I/We enclosed the following materials.

ITEMS

NUMBER OF COPIES

- | | |
|--|-----|
| (a) Endorsement from the Head of the Institution (on letter head) | One |
| (b) Details of the proposals | 15 |
| (c) Registration Certificate, Memorandum of Association, rules and regulations of the Institution, audited Balance sheet and Annual Report of previous two years. (applicable only for NGOs, field groups, registered societies) | |
| d) Any other (Please specify) | |

Name & Signature of Investigator

Date :.....

Place