

PROFORMA FOR A PROJECT PROPOSAL

Title of the Project:

Particulars of the 'Institution/
Department/Organisation'
endorsing the project:

Name/designation/address of
the Principal Investigator:

Name/designation/address of
the Co-Investigator (if any):

Project summary (maximum) 150 words

Introduction (Max.500 words)

- a. Background/origin of the proposed work
- b. Definitions of the problem
- c. Objectives

Review of the Past Work/experience
on the subject of the proposed
work (max:750 words)

- a) Status in the State
- b) Importance of the proposed work in
the context of the current status.
- c) Description of the target group/area
- d) Available past information on the subject
from other similar areas.

Work Plan (Max:1000 words)

- a) Methodology (including the required materials)
- b) Time schedule
- c) Utilisation and/or benefits
of the expected output.

Guidelines for preparation of project proposal for sponsorship/grant-in-aid from the Department of Science, Technology & Environment (DSTE)

GENERAL

1. Confine the scope of your project proposal to a few and specific achievable aspects of a problem area which could be adequately studied in a limited period of time extending from a few months to three years.
2. The envisaged project should be of an applied nature and practical in orientation, with the aim of solving some existing 'problem/problems' linked to eco. based and equitable development objectives of the State.
3. Priority may be given to direct application of available Science and Technology options or of the development of new knowledge in application of Science and Technology preferably in broad fields of 'environmental management/restoration' agriculture, fisheries, forestry, non-conventional energy sources, rural development, management of scarce natural resources, and the like.
4. Spell out scientific and technological details clearly by avoiding generalities and vagueness.
5. Results of the past and ongoing works in the chosen problem area must be reflected in the project proposal.
6. Refrain from laborious and time consuming studies leading to conclusions that are obvious merely by keen observation and available knowledge.
7. Project proposals depending on the acquisition of "permanent/expensive" equipment will not be favourably considered.
8. The expertise and training of the investigating team should be compatible with the subject matter of the proposed project.
9. Expensive projects will be considered only when these are partly funded by other collaborating institutions.

SPECIFIC CONDITIONS

1. The Department of Science, Technology & Environment reserves the right to screen and evaluate and submitted project proposals as it deems fit and its decision concerning the initial approval and subsequent continuation of the projects will be final.
2. The project proposal should be endorsed by an accredited “Govt. department/agency” or by a non-government organisation registered under the Societies Registration Act, 1860 or any other similar statutory provision.
3. The institution identified above will be responsible for the financial management of the sanctioned project funds.
4. The institution endorsing the project should identify a suitably qualified Principal Investigator who will be held responsible for the scientific and technical outcome of the project.
5. In case of multi-institutional project proposals, a Principal Investigator will be expected to submit written agreements from the collaborating institutions.
6. The staff recruited for implementing the project will be governed by the rules and regulations of the implementing institution unless otherwise specified by the Department of Science, Technology & Environment or the State Government.
7. On conclusion of the sanctioned project, the tools and equipments as well as the balance of consumables procured under the same, will be considered as the property of the Government and as such can be used for any other purpose only after specific approval of the Government.
8. The Department of Science, Technology and Environment will hold jurisdiction over any knowledge ‘and/or’ technology developed as a result of the sanctioned project. As such, any contemplated publication or use pertaining to project outcome should be undertaken or prior approval of the DSTE.

**FINANCIAL ASSISTANCE REQUIRED:
SUMMARY OF BUDGET ESTIMATES**

(In Rupees)

Item	Budget			
	1 st yr.	2 nd yr.	3 rd yr.	Total
1. Salaries/wages				
2. Consumables/simple equipment				
3. Travel				
4. Other costs				
Grand Total				

BUDGET FOR SALARIES/WAGES

(In Rupees)

Designation Number	Monthly emoluments	Budget			
		1 st yr.	2 nd yr.	3 rd yr.	Total
Total					

BUDGET FOR CONSUMABLE MATERIALS/SIMPLE EQUIPMENT

(In Rupees)

Item	Budget						
	1 st yr.		2 nd yr.		3 rd yr.		Total
	Q	A	Q	A	Q	A	
Total A							

*Q:Quantity / Number

A: Amount

BUDGET FOR TRAVEL

(In Rupees)

Item	Budget			
	1 st yr.	2 nd yr.	3 rd yr.	Total
Travel				
Justification				

BUDGET FOR OTHER COSTS

(In Rupees)

Item	Budget			
	1 st yr.	2 nd yr.	3 rd yr.	Total
a. Contingencies				
b. Others				
c. Total				
Justification				