

SECTION-II

GUIDELINES, TERMS & CONDITIONS FOR FORMULATING PROPOSALS

1. Proposals should focus on specific aspects of identified problem, which can be addressed in a reasonable period of intervention which should not exceed over three years. Proposals with shorter duration would be looked at favorably.

The following strategy may be followed:

- (i) Review the Socio-Economic status of the targeted population;
- (ii) Identify the priorities of these people; and possible science and technology interventions taking into account efforts already made.
- (iii) Match the critical gap areas where the expertise of your group can effectively contribute to fulfilling these needs;
- (iv) Proposed PI & Co-I should have scientific expertise and relevant qualification to implement the project in proposed area of intervention.
- (v) A well-defined partnership with scientists or engineers of an academic institution, university, department, engineering college or a research laboratory having expertise in the proposed area of work and also with local Panchayats for action research projects. **(For details please see Annexure-IV)**

NOTE:-

- Ensure that specific S&T inputs with adequate scientific and technical details are clearly spelt out.
- Proposals with broad objectives written without specific details are not viewed favorably. Only 4-5 specific objectives which need to be achieved during the project period should be mentioned.
- Programmes of routine training/awareness/survey project proposals are also not considered.
- List and results of ongoing and completed projects of the organization must be reflected in the formulation of new proposals along with the names of funding agencies.
- Area in which the project is to be implemented should be within easy access of the organization for ease of monitoring and implementation.

- In case the field area is in another District/State physical presence of the Organisation in the area in the form of a field office is mandatory.
2. All correspondence, including proposals may be sent to the following address:

Head (SEED Division)
Department of Science and Technology
Technology Bhawan
New Mehrauli Road
New Delhi – 110 016.
Email: seed.glp.head@gmail.com

GENERAL TERMS AND CONDITIONS:

1. Institutions/organization receiving funds for execution of the project would assume financial and legal administrative responsibility for execution of the project.
2. In case of multi-institutional project, the Principal Investigator (PI) must furnish formal agreement from the collaborating institutions/ scientists.
3. International travel is not permissible under a project.
4. Organizations are discouraged from simultaneously taking up/submitting several projects in different schemes of the SEED division, DST.
5. The PI & Co-I should be able to devote adequate time to the project and should not handle more than three projects simultaneously. Project implementing agency/organization will be responsible in case of any legal dispute between the agency/organization and PI/Co-I/project staff. DST will not be liable for such legal cases of disputes.
6. Staff recruited for a project should be paid as per the rules of the institute and guidelines of the Government of India.
7. For release of grant from Govt. of India, It is mandatory for the organization to register with central plan scheme and monitoring system (CPSMS), Office of Controller General of Accounts, Ministry of Finance. For details, please log on to: www.cga.nic.in.

DOCUMENTS/ENCLOSURES REQUIRED WITH THE PROPOSAL*:

- (a) Project proposals (10 copies + soft copy) each with detailed bio-data of PI & Co-I (**please see Annexure-III for format**) alongwith summary.
- (b) Endorsement from the Head of the Institution (on letter head-**Please see Annexure-I**).
- (c) Certificate from Investigators- **Please see Annexure-II**)

- (d) Valid Registration Certificate, Memorandum of Association and Rules and Regulation of the Institution. Balance sheet, Audited Statement of accounts and the annual report (pertaining to the last three financial years).
- (e) Other enclosures required (to be attached or indicate page no. if already included in the text of the proposal):
- i. Baseline data of the project area
 - ii. Dissemination Plan (provide a dissemination plan which shows how the project achievements will be properly disseminated)
 - iii. Environmental, Legal and Ethical Issues –clearance certificate/documents**
 - iv. List of Deliverables
 - v. List of Completed and Ongoing Projects
 - vi. Engineering drawings/Plan/Flow diagram/test protocol
 - vii. Cost Benefit Analysis
 - viii. Business Plan**
 - ix. Business models developed**
 - x. Training programmes/workshops organized**
 - xi. Technologies/products developed and/or disseminated
 - xii. List of publications (reports, papers, patents, etc.)
 - xiii. Awards won by the organization
 - xiv. Major achievements in last three years
 - xv. Pattern of receipts and expenditure during last three years
 - xvi. Formal arrangement (e.g. MOUs) with other organizations
 - xvii. List of available staff with date of joining
 - xviii. List of major equipment and assets available with source of receipt and year of procurement.

***These are essential and proposals received without the above documents will not be processed.**

**** If applicable particularly for projects related to technology development or up scaling.**