

## **GUIDELINES 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 favourably.

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 in the existing literature.
- (iii) Match the critical gap areas where the expertise of your group can effectively contribute to fulfilling these needs;
- (iv) 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.  
(For details please see Annexure-I)

### **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. Failure to do so may not be viewed favourably.**

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

**Head (Science and Society Division)  
Department of Science and Technology,  
Technology Bhawan  
New Mehrauli Road  
New Delhi – 110 016.  
Email: [raghav@nic.in](mailto:raghav@nic.in)**

## **GENERAL TERMS AND CONDITIONS:**

1. Institutions/organization receiving funds would assume financial and other administrative responsibility 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. Staff recruited for a project should be paid as per the rules of the institute and guidelines of the Government of India.

## **DOCUMENTS/ENCLOSURES REQUIRED WITH THE PROPOSAL\*:**

- (a) Project proposals (15 copies) each with detailed bio-data of PI & Co-PI.
- (b) Endorsement from the Head of the Institution (on letter head)
- (c) Certificate from Investigator(s).
- (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).

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

## **INSTRUCTIONS FOR FILLING UP THE PROFORMA\***

1. Use paper of A4 size
2. Print as per the layout given in the format.
3. Do not skip reproduction of any section even if the answer is “nil” or given elsewhere.
4. Project title should be within two lines e.g. “To develop appropriate spinning equipment for processing of local wool”. (underline key words)
5. If project is to be executed by more than one institution and/ or requires regular inputs from other scientists, names of collaborating institutions/ scientists may be recorded.
6. Objectives should be focused and sharp rather than listing out 10-20 objectives. Also, work plan, methodology, expected outcome, etc. should be clearly spelt out.

**\*Proposals copied from other sources will be summarily rejected.**