PERFORMA FOR SUBMISSION OF PROJECT PROPOSALS UNDER SEED DIVISION OF DST

For official use only		
Project Ref. No.	Scheme/Programme	Date of receipt
	TIE-Programme	

Part I: General Information

1. Project Title (should be focused not exceeding 10-12 words):

2. i. Name of PI:

   ii. Name of Co-I:

3. Name of organization & place:

4. Type of organization:

	Implementing Org.	Collaborator
Academic institution		
Research organization		
S&T Council		
Voluntary Organization		
Other (please specify)		

   * Joint proposals with academic and/or research institutions will be encouraged.

5. Is this first project proposal from your organization seeking support from SEED Division (formerly Science & Society Division)?   Yes/No

6. Whether your organization has been sanctioned projects by DST/other central or State Government departments in the past (up to 10 years)? If yes:

SN	Title of project	File No.	Name of Division in DST	Date of completion/ status	Amount (Rs lakh)	Whether final UC/SE & project completion report has been submitted (if yes, mention date)

7. Whether the same or a similar proposal has been submitted to any other agency/funded for full or partial support? If yes, please give details. If sanctioned please enclose copy of sanction order.

SN	Title of project proposal	Funding agency	Date of submission/sanction	Amount (Rs lakh)	Status

8. Whether project activities require any clearance from relevant authorities in respect of any environmental/legal/ethical issues?   Yes/No

11. Duration (months):

12. Cost (Rs): Recurring _____ lakh; Non-recurring _____ lakh

13. Draft/Cheque to be made in favour of _____ payable at _____
    (As per approval of governing/executive body of the organization)

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CHECKLIST FOR SEED PROJECT APPLICATIONS

Before submitting the application, please ensure that the proposal is complete in all respects as per the following list (Mark √ in the box if included in the proposal):

Duly filled application form (complete with all Annexures)- 10 hard copies plus 1 soft copy on a CD	
Annual reports & audited accounts of the organization for previous 3 years- **1 set only**	
Copy of **valid** registration certificate, Article & MOU with Bye Laws/Trust Deed-1 set only	

* Proposal not completes in all respects and without supporting documents may lead to delays in processing at DSTøs end.

Part II: Proposal Summary (Restricted to 3 pages only)

1.   Project Title:

2.   Nature of project:
(Pl. tick one or more boxes, as applicable)

Technology development (new product/process or up/down scaling of existing systems)	
Technology development & transfer (development of product/process followed by field adaptation trials, demonstrations & transfer of technology)	
Technology dissemination (dissemination of available technology for solution of identified problem)	
technology adaptation/optimization, demo and training	
Other (Please specify)	

3.   Implementing Organization (s):

	Role & responsibility
a. Implementing Org.	
b. Collaborator(s)	

4.   Name of PI, Co-PI and Affiliation:

i. PI	
Name	
Organization	
City (with pin code)	
Highest qualification & subject	
ii. Co-I	
Name	
Organization	
City (with pin code)	
Highest qualification & subject	

5.   i. Statement of the Problem being proposed to be addressed:
     ii. Suggested Solution:

6.   Objectives (**Only 4-5 focused one that can be observed**, measured or clearly assessable):

i.
ii.
iii.

7.   Methodology and Work Plan (Max. 250 words):
   i. State the methodology in a sequence of clearly defined steps leading to achievement of the stated objectives

   ii. Phase wise Work plan of action with time line giving milestones **in tabular form**

8. Project Area:

Project Area: ☐ Rural ☐ Urban ☐ Semi urban ☐ Ru-urb
Geographical focus area where technology would be tested.
Village(s)/urban locality:_____
Block/Taluka: _____
District: _____; State: _____

9. **Total Budget (Rs):**
   i. Recurring Cost (Rs):
   ii. Non-Recurring Cost (Rs):

S N	Item	Budget			
		1st Yr	2nd Yr	3rd Yr	Total
A	**Recurring** 1. Manpower 2. Consumables 3. Travel 4. Demo/ Training expenses (if applicable) 5. Contingencies/Other costs 6. Institutional Overheads*				
B	**Non-Recurring** Permanent equipment Construction of work shed/structures Fabrication of prototype equipment				
	Grand Total (A+B)				

10. Project Duration: _____ months

11. Deliverables (the list below must correspond with and be derived from # 6 & # 7):

Deliverable	Mark √	Brief description
Product development/adaptation		
Process development/adaptation		
Technology package for development of the project area		
Documentation (e.g. reports, papers, articles, technology manuals, patents)		
Technology capability development & training		
Scientific knowledge and/or data generation leading to technology development in future		
Replication plan for technology dissemination		
Other (Please specify)		

Part III.   Technical Details

1.   Title(should be focused not exceeding 10-12 words) :

2.   I. Statement of the problem & key problems identified- need assessment
        i. State the main problem you seek to address (100 words):
        ii. Who has this problem, where does it occur (30 words):
        iii. How did you come to know of this, did the people who have problem approach you
        or you visualized it yourself (50 words):
        iv. Why is it important to solve it (50 words):

    II. Suggested solution ó technology gaps
        (Describe how the proposal will lead to a novel and effective solution, **based on a
        scientifically and technically sound concept** and keeping in view the user needs and local
        availability of resources)
        i. Outline your idea or solution you plan to develop (50 words):
        ii Did you think up the technological solution within your team or was it thought up in
        consultation with others (who) (50 words):
        iii Are you aware of any other initiative related to proposed activities to solve this
        problem? What were the outcomes? (50 words):

3.   Review of Status - National and International(100 words):
    (Mention importance of the project in context of the current status, and demonstrate how the
    project will progress beyond the õstate-of-artö or the best initiative tried by others in providing
    new innovative technological solution to the identified problem and user needs)

4.   Objectives ((**Only 1-4 focused one that can be observed**, measured or clearly
    assessable):

i.	
ii.	
iii.	

5.   Methodology(150 words):
    (Describe how the project will leverage livelihood/economic opportunities and solve societal
    challenges in a sustainable way. Also explain how, and in what way, the project will contribute to
    the advancement of knowledge in the subject/topic. Support with relevant details, e.g. flow chart,
    model, survey procedures, protocols, engineering design/schematic/layout plan with relevant
    details and specifications of the proposed system/process/ equipment - as applicable. If some
    specifications or details can not be given at this stage, mention so and give reasons)

6.   Environmental, Legal and Ethical Issues:
    (Explain any environmental, legal and ethical compliance issues. Please mention how these will be
    addressed & enclose clearance certificate from concerned authorities if required)

7.   Work Plan (150 words - Please also provide activities schedule ó Pert Diagram):
     i. Phase wise work plan of action with time line giving milestones **in tabular form**
     (Describe how the proposal includes a plan for pilot application or trial in a realistic user
     environment of the technology/product, where the expected impacts to meet end user needs may
     be demonstrated to the fullest feasible extent).

    ii. Technology Selection
    (State the criteria used for selection of technology for addressing key problem(s) and the
    assessment of available technologies related to the project)

iii. Technology Development/Adoption/Modification/Capacity buiding ó as applicable
(Provide information on the new R&D/adapted R & D to be carried out for technology development/adoption/ modification and brief description of the technology or training package(s) to be used. Information should be provided on the scale of operation, minimum economic viable scale, estimated cost and likely benefits of the proposed technological intervention):

iv. Institutions/places where detailed lab/field testing will be carried out:

v. Source of Technology:

Source	Name of agency/institution/individual expert
Generated in-house by staff	
Generated in-house by employing outside experts	
Borrowed from an outside institution/expert	
Modification of technlogy/know-how being used by the beneficiaries	
Any other (please specify):	

vi. Mechanisms for Beneficiary Involvement:
(Please indicate how participation of beneficiaries in the project work will be ensured)

8. Deliverables (the list below must correspond with and be derived from # 4 & # 5. Please also indicate affordability of deliverables to the target beneficiaries):

Deliverable	Mark √	Brief description
Product development/adaptation		
Process development/adaptation		
Technology package for development of the project area		
Documentation (e.g. reports, papers, articles, technology manuals, patents)		
Technology capability development		
Scientific knowledge and/or data generation leading to technology development in future		
Other (Please specify)		

9. Estimated Benefits (100 words):

Benefit	Mark √	Brief description
Cost-reduction		
Adoption of new technologies/products/ processes by beneficiaries		
Facilities created for use of beneficiaries		
Device(s) taken up for production		
Knowledge generation		
Improvement in health of beneficiaries/sanitation/Less drudgery in work		
Motivation and mobilization of organizations for replication of project achievements		
Others (Please specify)		

Note: Please also comments on the possible benefit sharing mechanism of project outcome by different stakeholders.

10. Self- sustainability of the project after SEED's project support is over (30 words):

11. Possibility of replication of project in similar areas (after the proposed technological solution is proven, how it will be distributed? **Replication plan may be provided**. Involving state govt. for large scale technology dissemination or via market or any other means - any entrepreneur or business person involved in the work in any manner?):

Part IV.   Budget Details

BUDGET ESTIMATES: SUMMARY

(In Rupee lakh)

S N	Item	Budget			
		1st Yr	2nd Yr	3rd Yr	Total
A	**Recurring** 1. Manpower 2. Consumables 3. Travel 4. Training programmes (if applicable) 5. Contingencies/Other costs 6. Institutional Overheads*				
B	**Non-Recurring** Permanent equipment Construction of work shed/structures Fabrication of prototype equipment				
	Grand Total (A+B)				

- Financial Year : April to March
- Please refer the Guidelines for prescribed ceilings.
- It is essential to provide brief & adequate justification for each item of expenditure.

A. Recurring:

1. BUDGET FOR MANPOWER

S N	Designation	No.	Qualification & experience	Monthly emolument (Rs)	Budget (Rs lakh)			
					1st Yr	2nd Yr	3rd Yr	Total

  i. Only NET/GATE qualified candidates can be appointed as Res. Associate/SRF/JRF. In other cases, designations, qualifications & experience conditions shall be applicable as prescribed in the Guidelines.
  ii. DST would not entertain any request for hike in emolument of project staff during the project period.
  iii. Limited funds may be allowed as –Honorarium to Expertsø for need-specific consultancy.

2. BUDGET FOR CONSUMABLES*

S N	Description of consumable	Qty./Yr	Budget (Rs lakh)			
			1st Yr	2nd Yr	3rd Yr	Total

* Includes items like chemicals, glasswares, supplies, seed, pesticides, fertilizers, raw materials, stationery, etc.

3. BUDGET FOR TRAVEL

S N	Purpose	Budget (Rs lakh)			
		1st Yr	2nd Yr	3rd Yr	Total
1	Project logistics				

| 2 | Field activities | | | | | |
| 3 | DST review meetings | | | | | |

i. International travel is not permitted
ii. The project personnel shall exercise utmost austerity while traveling.
iii. Please provide detailed justification for budget proposed under first two headings.

4. FIELD DEMO/TRAININGS*

S N	Description of field demos /trainings	No/Yr	Budget (Rs lakh)			
			1st Yr	2nd Yr	3rd Yr	Total

* Include material for technology demo, training manuals, training expenses for beneficiaries.
Note: For training give details about the subject of training(s), no. of beneficiaries/training, duration of training days, cost /training).

5. BUDGET FOR CONTINGENCIES*

S N	Item	Qty./Yr	Budget (Rs lakh)			
			1st Yr	2nd Yr	3rd Yr	Total

* Includes items like computer time, secretarial assistance, documentation, cost of technology transfers/acquisitions (intellectual fees), lab/field trials, maintenance/servicing of equipment, incidental expenses, etc.

B. Non-Recurring:

BUDGET FOR PERMANENT EQUIPMENT/WORKSHED/STRUCTURES

S N	Equipment/Item details	Qty	Budget (Rs lakh)
1			
2			
3			
4			

i. Include installation charges, transport, taxes/duties/levies, etc. Please try to avail tax/duty exemptions as applicable to your institution/organization.
ii. Budgetary quotations will be required for permanent equipment (estimates, if the equipment is to be fabricated locally for prototype testing etc) and other items under non-recurring head, once project is approved for financial support.
iii. Drawings/layouts, etc. prepared by authorized professionals/agencies should be submitted for proposed assistive devices/work shed/structures, if applicable, and supported by documents showing availability of required land along with consent letter from the owner (Panchayat/individual/Govt./etc.).
iv. Proper record should be maintained for the items procured under this Head.

Part V.Project Team

1. **Team Members (Include bio-data of PI & Co-PI only):**

	PI	Co-1	Co-I-2/ RA/Tech. or project Asst.	Field worker
Name				
Designation				
Organization				
Sex (M/F)				
Date of birth				
Address				
Phone, fax, email, mobile				
Whether drawing salary from any other source				

2. **Nature of Implementing Organization (Mark √ in the box):**

Academic institution	
Research organization	
S&T Council or State established autonomous organization	
Voluntary Organization, registered under Societies Registration Act (1860) or a State amendment thereof Indian Trust Act (1882) or Religious and Charitable Institutions Registration Act (1920)	
Institutions incorporated under the Companies Act, setup for non-profit objectives (e.g. under Section 25)	
Professional & industry Associations	
Private R&D centre (recognized by DSIR)	
Other (please specify)	

3. **Implementing Organization (& collaborators):**

Name of the organization:		
Address:		
District:	State:	Pin:
Telephone with STD code):		Fax:
Email:		
Website:		

Details of Organization	
Year of Establishment:	
Registration No & Date:	Valid upto:
FCRA Registration No & Date:	Valid upto:
PAN #:	Bank Account #:
Chief Functionary:	
Annual budget in last financial year:	
Major areas of activities during the last three years:	
Number of projects carried out during last three years:	

4. **Capability of the Organization(s):**

I. Expertise available

	Impl. Org.	Collaborator
No. of full-time staff with professional qualifications No. of persons available as professional consultants		
Facilities/Assets/Equipments available		

II. Facilities/Assets/Equipments available

	Impl. Org.	Collaborator

III. Financial Position for last Three Years:

Fin. Year	Total Receipt (Rs Lakh)	Total Expenditure (Rs Lakh)	Remarks

V. Any Other Capability (please specify):

5. Whether the implementing organization and/or collaborators have previously worked in the proposed project area? If yes, please give details (project/activities and highlights, availability of any local office, infrastructure, etc.). If no, please mention strategy for working in this area.

6. Role & responsibility of collaborators:

	Role	Responsibility
Implementing Org.		
Collaborator		

7. List of on-going and completed projects by the organizations in last ten years:

Title of project	File #	Sponsoring agency	Year (Start-Finish)	Cost (Rs lakh)

Annexures (to be attached or indicate page no. if already included in the text of the proposal)

1. Endorsement from the Head of Institution
2. Certificate from the Investigators
3. Biodata of Investigators
4. Baseline data in the project area
5. Dissemination Plan (provide a dissemination plan which shows how the project achievements will be properly disseminated)
6. Environmental, Legal and Ethical Issues óclearance certificate/documents*.
7. List of Deliverables
8. List of Completed and Ongoing Projects
9. Engineering drawings/Plan/Flow diagram/test protocol
10. Cost Benefit Analysis
11. Business Plan for proposed project proposal*
12. Business models developed*
13. Training programmes/workshops organized*
14. Technologies/products developed and/or disseminated
15. List of publications (reports, papers, patents, etc.)
16. Awards won by the organization
17. Major achievements in last three years
18. Pattern of receipts and expenditure during last three years
19. Formal arrangement (e.g. MOUs) with other organizations
20. List of available staff with date of joining
21. List of major equipment and assets available with source of receipt and year of procurement

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