

**MEITY-CALL FOR EXPRESSION OF INTEREST ON RESPONSIBLE AI  
SUBMISSION FORMAT**

**Part I: Details of Project Proposal**

**A. General Information**

1. Identified Project Theme
2. Title of Project
3. Organization (Nodal Institute)
  - a. Name
  - b. Address
  - c. Legal status (indicate if Statutory, Corporate Body, Registered Society, Private Company with recognized R&D unit etc.)
4. Chief Investigator (Nodal Institute)
  - a. Name
  - b. Designation
  - c. Department
  - d. Address
  - e. Email ID
  - f. Contact No.
5. Co-Chief Investigator (Nodal Institute)
  - a. Name
  - b. Designation
  - c. Department
  - d. Address
  - e. Email ID
  - f. Contact No.
6. Details of other organizations (if any) jointly participating in the project
  - a. Name
  - b. Address
  - c. Legal status (indicate if Statutory, Corporate Body, Registered Society, Private Company with recognized R&D unit etc.)
  - d. Chief Investigator (Name, Designation, Department, Address, Email ID, Contact No.)

- e. Co-Chief Investigator (Name, Designation, Department, Address, Email ID, Contact No.)

## **B. Technical Details**

1. Need, key objectives and expected impact of the Project
2. Innovative approaches, methodologies, or technologies incorporated in the Project
3. IPR filed / IP Core available with the institution in the area of application (Any IPR filed / IP cores already available with the Institutions, any other third-party IPs in the area of proposal/application that will be used/adopted for the project need to be mentioned. Furthermore, the IP rights (who owns it) of the existing IP cores that will be used and adopted as part of the proposed project should be mentioned.
4. Similar activity (ies) being done elsewhere nationally or internationally (capture a survey of similar works that are being done elsewhere and compare and contrast with the proposal's aims/objectives/outcomes and deliverables. Kindly include appropriate reference of literature.)
5. For Academic institutes- Number of Research publications in recognized domestic and international journals with details in the area of application in the last 3 years
6. Duration of Project
7. Role & Responsibilities of all participating institutions under the project
8. Expected outcome.
9. Data Assessment- Data availability is a prerequisite for developing any AI solution. Proposer should answer the below mentioned questions for Data Assessment. (Provide details for sections applicable to your project)

Data availability	Is the data required for building the AI solution available?
Data Source:	What are the sources of data?
T a r g e t demography:	Where is the data gathered or collected? (Geographical region of focus)
C o n t e x t u a l Relevance:	What is the degree of contextual relevance in the available data?
Data volume:	Is the available data sufficient for AI model training, testing, and validation?

Data velocity:	Is the data available in real time for a day/week/month? How frequently is the new data for AI model testing available.
Data diversity:	How diverse is the available data? Does it cover all the problems that has to be addressed by the AI solution?
Potential data drift:	How likely do the characteristics of data tend to change soon?
Data Sensitivity:	Do you use Sensitive data (Health, financial, personal) for developing the AI solution? What data are to be anonymized to ensure data are safe and secure?
P e r s o n a l I d e n t i f i a b l e Information.	Do you use Personally Identifiable Information (biometrics, UIDs such as Aadhar, PAN, driver's license number, etc.) in the development of your AI solution? Are the individuals aware of and consenting to the use of their data in the development of AI solutions?
Data Security and Accessibility:	What are the data security guidelines you intend to follow? Do you ensure data access controls and data traceability mechanisms?
D a t a Management:	What is the data collection, processing, storage, and retention policies of your organization? How do you comply with the requirements and standards of the solution seeker?

10. Year-wise deliverables & Outcomes with specific intermediate milestones (in terms of aims, objectives, adoption and scalability of the output)

Year	Quarterly Milestone	Timeline	Deliverable	Outcome	Responsible Institution
1 <sup>st</sup>	1 <sup>st</sup> Quarter				
1 <sup>st</sup>	2 <sup>nd</sup> Quarter				
1 <sup>st</sup>	3 <sup>rd</sup> Quarter				
1 <sup>st</sup>	4 <sup>th</sup> Quarter				

*(Add rows according to the duration of the proposed project)*

The Project Applicants are requested to refer to the following guidelines while filling out the aforementioned table:

- Specificity: The Applicant shall submit clearly defined, actionable, and measurable deliverables for each project stage. These deliverables should demonstrably contribute to the achievement of Project Goals as outlined in this MoU.
- Measurable Outcomes: For each deliverable, the Applicant shall establish specific, measurable milestones within the designated project timeline (quarter). These milestones shall act as checkpoints for IndiaAI to monitor progress and ensure timely completion of deliverables in every 6 months.
- Bias Mitigation Strategy: The Applicant may develop and implement a clear mitigation strategy to address potential biases in the AI algorithm during training and in-processing stages.
- Pilot Testing: The Applicant may conduct a rigorous pilot testing phase for the AI algorithm/tool/solution. The purpose of this testing is to validate functionality, identify potential issues, and increase confidence in successful project delivery.
- Market Adoption: The applicant should outline steps planned to facilitate the adoption of each listed outcome in the table above, detailing the target market segments, positioning, key partnerships, and market adoption for each outcome within the specified quarter.

11. Detailed PERT/BAR Chart of the project activity (to be attached as separate sheet)

*The quarterly milestones / project plans in the form of PERT / BAR chart have to be enclosed in this section. The PERT / BAR chart needs to capture clearly the activities of all participating institutions separately and clearly*

12. Outcome in terms of Intellectual Property/Patent

13. To ensure ethical and responsible AI principles, proposer should answer the below mentioned questions. (Whatever is relevant for the project)

Accountability	How will the decision be made by the algorithm? What led to this decision by algorithm? Is the decision traceable?
	What will be the purpose of the AI model?
	Who will be the end-users of AI model created?
	How will the outcome of the AI model be assessed or checked?
	Where will the AI model be deployed and used?
	Who are the stakeholders dependent on the AI model?

	Who is responsible for this outcome/impact?
	How will the code used to build the AI model be reviewed and documented?
Ethical and Legal Responsibility	Non-maleficence -Will the proposed AI solution put humans at risk due to unintended outcomes or decisions made.
	Accessibility - Who can access the AI solution? Is it designed with a user-friendly UI? Is it self-explanatory? How well are the users educated about the application of
	Trustworthiness -How far is the AI solution trustable? Do we need human feedback or evaluation for the decisions made / insight generated?
	Inclusiveness - Address social bias/discrimination, improve trust and inclusiveness.
	Equitability - Who are the target users – diverse set of communities, say – age groups, disability, economic status, social status.
Intellectual Property rights	Who is the owner of the content generated / decisions made by the proposed AI system?
Data Security and Privacy	How will the sensitive data be secured? How is the privacy of the citizen and government data preserved?
Sustainability metrics	How will the AI solutions be sustainable? How to tackle the environmental impacts of high levels of energy consumption and resource deputation
Risk assessment	How does the AI system impact created / risk incur – positive/negative – potential value generation/loss? How do you assess the severity of the impact? How do you mitigate the risks incurred? Have you derived any KPIs specific to this problem statement?

14. To ensure the sustainability of the project, the proposer should answer the below mentioned questions.

Factor	Scalability & Market Adoption
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List down the steps to scale and market the output respectively	
Proof of collaboration/Partnership (provide name of the parties)	
Integration Strategy for the output (describe the approach)	
Name of Industry standards/certifications received (If any)	

**C.** Details of Infrastructure and other facilities available at the participating organization for undertaking the project. ***It is mandatory for participating institutions to make available relevant basic infrastructure during the entire project duration. No separate hardware platforms like workstations, servers, laptops, etc. would be provided under the project.***

**D.** MoU signed among all the collaborators including Academia/R&D Organization/ Start-up/Company with defined roles and responsibilities (to be attached as separate sheet).

**E. Financial details (Total Budget outlay)**

The Project Applicants are requested to refer to the financial guidelines provided under Section 6 and Section 7 of the “Submission Guidelines Document” while filling out the following table:

Budget Head	Year Wise Budget Requirement (Rs. In lakh)		
	1 <sup>st</sup> Year		
	IndiaAI Contribution Expected	Industry/ Participating institution(s) Contribution	Total Total


**F. Other information, if any**

(To be signed by each participating Institution)

Signature of Chief Investigator  
Institution  
Designation  
Date

Signature of Head of the  
Designation  
Date

**PART II A: BACKGROUND INFORMATION**  
(To be filled by each Academia/R&D Organization)

1. Title of Project
2. (i) Chief Investigator  
(ii) Co-Chief Investigator
3. Other Investigators of the Project with their designations
4. Brief biodata of Chief Investigator and Co Investigator (including publications in the last 3 years/patents)
5. Competence of Investigator in Project Area (Including Industry interaction/ Technology transfer)
6. Other Commitments of the Chief Investigator and Co-Investigators (including lectures, research projects responsibilities etc.) Indicate the percentage of time the Chief Investigator and Co-Investigator would devote to the project.
7. Details on each of the ongoing/completed projects with the Chief Investigator/Co-Chief Investigator/R&D Team
  - a. Project Title
  - b. Funding Agency (or Internal funding)
  - c. Brief Project Summary
  - d. Technical Status vis-a-vis objectives
  - e. Financial Status (Total Project outlay, expenditure to date)
  - f. Duration and year of initiation
  - g. Expected date of completion
8. Details of work already done by present investigators/R&D team in this or other areas
  - a. Successfully completed on schedule
  - b. Currently in progress
  - c. Abandoned
  - d. Industry interaction/know-how transferred
9. Brief summary of other project proposals (submitted by any of the Investigators) awaiting consideration of MeitY and/or IndiaAI and other funding agencies like DST, DRDO, DSIR, MHRD, ICICI, IDBI etc.



10. List the personnel already working in the organization who would be transferred to work full time on this project.

11. Name of experts whom the Chief Investigator would invite to join the project team as full time/part time member.

12. Declaration:

I declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information, found false or incorrect, my candidature will stand canceled and all my claims will be forfeited. I have not received any financial assistance for the present proposal from any other agency.

Place

Signature

Date

## **PART II B: BACKGROUND INFORMATION**

(To be filled by Company/Startup)

1. Name of the Organization (Company/Startup):
2. Ownership (Domestic Company/Global Company):
3. Details of the person under the Organization is registered
  - a. Name:
  - b. Designation:
  - c. Address:
  - d. Contact Number:
  - e. Email:
4. Annual Turnover of the Organization:
5. Annual Report for the preceding 3 financial years of Company/Startup (to be attached)
6. Declaration:

I declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information, found false or incorrect, my candidature will stand canceled and all my claims will be forfeited. I have not received any financial assistance for the present proposal from any other agency.

Place

Signature

Date

### **PART III: ENDORSEMENT BY THE HEAD OF THE INSTITUTION**

(To be endorsed by Head of the Institution of each Participating Institution (Academia/  
R&D organization/Company/Start-up/)  
(On the Official letterhead)

Project Title:

Project Cost:

Duration:

Endorsement by the Head of the Institution

1. I have read the 'Terms & Conditions' governing the grant-in-aid and I agree to abide by them.
2. I certify that I have no objection to the submission of this project proposal for consideration by the IndiaAI – IBD under Digital India Corporation
3. In case the project is approved, I undertake to make available facilities to carry it out, to arrange for the submission of periodic progress reports and other information that may be required by the IndiaAI and in general to ensure that the conditions attached to the award of such grant are fulfilled by my institution/organization.
4. I certify that in case present chief investigator is not available for any reason to continue work on this project, either the Co-Chief Investigator will be made the Chief Investigator or a new Chief Investigator will be nominated by the Head of the institution. In case of the latter, the following persons will be available to carry it throughout to completion:

Sr. No.	Name	Designation
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1.

2.

5. I certify that the facilities mentioned in the body of this report are available at my institution/organization.
7. I have not submitted this or a similar Project Proposal elsewhere for financial support.
8. I certify that I shall ensure that accounts will be kept of the funds received and spent and made available on demand, as specified and required by the IndiaAI.

9. I undertake that idle capacity of the permanent equipment procured under the Project will be made available to other users.

10. I certify that I am the competent authority, the virtue of the administrative and financial powers vested in me to undertake the above stated commitments on behalf of my institution.

Signature of the Head of the Institution:

Designation:

Date:

Chief Investigator (CI):

Name

Signature:

Date:

Place

Co-Chief Investigator (Co-CI):

Name

Signature:

Date:

Place