

**PROFORMA FOR SUBMITTING R&D PROJECT PROPOSAL  
FOR SEEKING FINANCIAL SUPPORT**

**SUMMARY SHEET**

1. Title of Project
2. Organisation
  - a) Name
  - b) Address
  - c) Legal status (as per the description/provisions of Chapter 9 of General Financial Rules (GFR)-2005)
3. Chief Investigator
  - a) Name
  - b) Designation
  - c) Department
  - d) Address
4. Nature of Project (Check one)
  - a) Research, Development & Engineering (R,D & E)  
leading to production capability
  - b) Application oriented Research, Design and Development  
(R,D&D) having production potential
  - c) Basic R&D
5. Objective of the Project
6. Brief outline of the project with  
specific technology fall-outs
7. Expected outcome in physical terms  
(as applicable)
  - a) Specifications of subsystem/system (as applicable)
  - b) Nature of documents for technology transfer
  - c) Manpower trained
    - i) Level of training
    - ii) Nos. (industry/outside  
R&D/Internal)
8. Agency with which link up is  
established/proposed (Details may be given as applicable)
9. Duration of Project
10. Year-wise break-up of physical achievements with specific

intermediate milestones (in terms of aims and objectives)

11. Likely End User(s)

12. Name of other organisations jointly participating in the project  
(including organisation abroad)

13. Total Budget outlay

(Rs.in lakhs)

		Years			
Head		1st	2nd	3rd	Total
Capital Equipment	Rs.				
Consumable stores	Rs.				
Manpower	Rs.				
Travel & Training	Rs.				
Contingencies including TA/DA for Project review meetings	Rs.				
Overheads, if any	Rs.				
Grand Total					

Grand Total : Rs.

14. a) Contribution of Project Implementing/  
& other Organisation in Total Budget Outlay

Rs.

b) DeitY Contribution

Rs.

Signature of Chief Investigator  
Designation  
Date

Signature of  
Head of the Institution/Organisation  
Designation  
Date

Additional Information Required

1. Wherever applicable, Under S.No.13, share of the industry, collaborating agency, any other assistance and DeitY's support required in the total cost of the Project may be provided under various budget heads.
2. Brief history of the electronics company including products being made, capacities, related collaborators, achievements, capabilities etc. may be provided (including recent annual reports and company brochure)
3. Please indicate recent major achievements of in-house R&D Unit of the electronics company in development of new products/processes, technology export, patent taken etc. and whether in-house R&D unit of the firm is recognised by DSIR.
4. Any other information in support of the proposal.

## **DETAILS OF THE PROPOSAL**

### **PART 1 : BACKGROUND INFORMATION**

1. Title of Project
2. (i) Chief Investigator  
(ii) Co-Investigator
3. Other Investigators of the Project with their designations
4. Brief Bio-data of Chief Investigator and other Investigators (including publications/patents) (Please attach separate sheets)
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-Investigator/R&D Team
  - i) Project Title
  - ii) Funding Agency (or Internal funding)
  - iii) Brief Project Summary
  - iv) Technical Status vis-a-vis objectives
  - v) Financial Status (Total Project outlay, expenditure to date)
  - vi) Duration and year of initiation
  - vii) Expected date of completion
8. Brief summary of other project proposals (submitted by any of the Investigators) awaiting consideration of DeitY and other funding agencies like DST, DRDO, DSIR, MHRD, ICICI, IDBI etc.
9. Infrastructure and other facilities available at the institute for undertaking this project.
  - a) List of major equipment alongwith model numbers, specifications etc.
  - b) Existing manpower and other personnel with names available for the project on full-time basis.
10. Expensive Equipment /facilities available elsewhere which could be made use of for the project.

11.Details of collaborating agencies, if any

12. Additional information, if any.

## **PART II : TECHNICAL INFORMATION**

1. Aim and Scope of the project  
(in terms of specific physical achievement)
2. Detailed description of the Project
3. Need, forecast and urgency for the technology proposed  
to be developed with justification such as importance of  
know-how, import substitution role, pay off w.r.t. purchase  
of know-how or development of technology competitiveness,  
technology exports, international alliances possibilities etc.
4. Specific manner in which knowhow generated here is envi-  
saged to be translated into production, details regarding
  - a) the end product (with specifications to be attained etc.)
  - b) availability of pilot production facility in the organisation
5.
  - a) Name of production agencies willing to  
productionise/use and market surveys if any made by  
them regarding demand for the product
  - b) Alternative production/user agencies.
6. Period required for completing the project
7. 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/knowhow transfered
8. Summary of similar work being done elsewhere in the country
9. Information regarding specific intermediate milestones (year-wise)
10.
  - a) Specific problems, hold-ups and difficulties foreseen in the  
implementation of the project.
  - b) If the answer is not Nil to 10(a), how does Chief  
Investigator propose to overcome them?
11. Detailed PERT/BAR Chart (Separate Sheet)
12. Details of possible alternative arrangements if the Chief  
Investigator leaves institution or is unable for any other  
reason to continue on this project.

13. Name of other organisations in India or Abroad jointly participating in this effort, extent of their involvement, specific division of responsibility, accountability etc.
14. List the personnel already working in the organisation who would be transferred to work full time on this project.
15. Name of experts whom the Chief Investigator would invite to join the project team as full time/part time member.

### **PART III - FINANCIAL DETAILS**

**Table - 1 Yearly Break-up**

Budget requirements for the Year .....(Please provide separate breakup for each year of the project duration)

S.No.	Head	Total	Part of 3 to be borne by participating/other organisation	Amt Payable by DeitY
1.	2.	3.	4.	5.
1.	Capital Equipment			
2.	Consumable stores			
3.	Manpower			
4.	Travel/Training			
5.	Contingencies including TA/DA for Project review meetings			
6.	Overhead, if any			
Total: Rs.		DIT.Rs.	Others: Rs.	

**Table II : Subsystem wise Break-up**

S.No.	Item description (including test equipment, components, materials etc.)	Total cost
1	2	3
1.		
2.		
3.		

Grand Total :

**Table-III Manpower Details**

S.No.	Designation/ Salary Scientific/ Technical Posts	Monthly salary	Ist Year		2nd Year		Total
			No.of Posts	Total Expenditure	No.of posts	Total Expenditure	
1	2	3	4	5	6	7	8

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Total:

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