

**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 (indicate if Government Department, Statutory, Corporate Body, Registered Society, Private Company with recognised R&D unit etc.)
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 (Details may be given as applicable) established/proposed
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)

Head	Years			Total
	1 st	2 nd	3 rd	
Capital Equipment FE Comp.	Rs.			
Consumable stores FE Comp.	Rs.			
Duty on import (if any)	Rs.			
Manpower	Rs.			
Travel & Training FE Comp.	Rs.			
Contingencies	Rs.			
Overheads, if any	Rs.			
Grand Total (FE Comp.)				

Grand Total : Rs.

FE Component : Rs.

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

Rs.

b) DIT Contribution

Rs.

Signature of Chief Investigator
Designation
DateSignature 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 DIT'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 DIT 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 (As this would vary from project to project, necessary details may be given as appropriate)
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 know-how generated here is envisaged 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/know-how transferred
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	Local expe- nses	Foreign Exchange (FE)	Duty	Total	Part of 6 to be borne by participating/ other organisation	Amt. payable by DIT
1.	2.	3.	4.	5.	6.	* 7.	8.
1.	Capital Equipment						
2.	Consumable stores						
3.	Manpower						
4.	Travel/ Training						
5.	Contin- gencies other expenditure debitable to this project						
6.	Overhead, if any						
					Total: Rs.	Others: Rs.	DIT.Rs.

*Total cost of the project and contribution to be made by the organisation/other organisation should be shown separately.

Table II : Subsystem wise Break-up

S.No.	Item description (including test equi- pment, components, materials etc.)	Local	FE	Duty	Freight	Total
1	2	3	4	5	6	7

Table-III Manpower Details

S.No.	Designation of post	Monthly salary	Ist Year		2 nd Year		Total
			No.of Posts	Total Expenditure	No.of posts	Total Expenditure	
1	2	3	4		5		6

1. Scientific/Technical
2. Grade lower than (1)
3. Skilled workers
4. Unskilled workers

Total:

Part IV

Endorsement by the Head of the Institution

1. I have read the terms & conditions (including special terms & conditions for co-financing) 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 research proposal for consideration by the Ministry of Information Technology
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 Ministry of Information Technology and In general to ensure that the conditions attached to the award of such grant are fulfilled by my institution/organisation.
4. I certify that in case present chief investigator is not available for any reason to continue work on this project, the following persons will be available to carry it throughout to completion:

Sl.No.	Name	Designation
--------	------	-------------

1.

2.

5. I certify that the facilities mentioned in the body of this report are available at my institution.
6. 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 Ministry of Information Technology.
7. I certify that I am the competent authority, the virtue of the administrative and financial powers vested in me by to undertake the above stated commitments on behalf of my institution.

Signature of the
Head of the Institution
Designation
Date:

R& D Projects Funding

Terms and Conditions Governing Grant-in-aid

- i) The grant is for the specific project as approved by DIT and shall be subject to the following conditions:
- (a) The grant amount shall be spent for the project within the specified time,
 - (b) Any portion of the grant which is not ultimately required for expenditure for the approved purposes shall be duly surrendered to DIT.
- ii) The grantee institution shall maintain an audited record in the form of a register in the prescribed proforma for permanent, semi-permanent assets acquired solely or mainly out of DIT grant;
- iii) The assets referred to in (ii) above will be property of DIT and should not, without prior sanction of DIT, be disposed off or encumbered or utilised for the purposes other than those for which the grant has been sanctioned. An undertaking shall be given by the grantee institution that they agree to be governed by these conditions; iv) At the conclusion of the project, DIT will be free to sell or otherwise dispose of the assets which are the property of DIT and grantee institution shall render to DIT the necessary support for facilitating the sale of these assets;
- v) The grantee institution shall send to the Department of Information Technology at the end of each financial year as well as at the time of seeking further instalments of the grant a list of assets referred to in (ii) above;
- vi) Should at any time grantee institution cease to exist, such assets etc., shall revert to DIT;
- vii) The grantee institution shall render progress-cum-achievement reports at interval of not exceeding six months on the progress made on all aspects of the project including expenditure incurred on various approved items during the period.
- viii) The grantee institution shall render an audited statement of accounts to DIT.
- ix) The audited statement of accounts relating to grants given during financial year together with the comments of the auditor regarding the observance of the conditions governing the grant should be forwarded to the Department of Information Technology within six months following the end of the relevant financial year;
- x) The utilisation of grant for the intended purposes will be looked into by the Auditor of grantee institution according to the directives issued by the Government of India at the instance of the Comptroller and Auditor General and the specific mention about it will be made in the audit report;
- xi) DIT or its nominee/s will have the right of access to the books and accounts of the grantee institution for which a reasonable prior notice would be given;
- xii) The grantee institution should maintain separate audited account for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest, thus earned should be reported to this Department. The interest so earned will be treated as a credit to the grantee to be adjusted towards future instalment of the grant;
- xiii) Sale proceeds of components, prototype, pilot project etc. fabricated as a result of the development of the project arising directly from funds granted by Department of Information Technology. shall be regretted to DIT;
- xiv) The know-how generated by the project, shall be property of DIT. Any receipt by way of sale of know-how transfer, royalties training etc., shall accrue to DIT. DIT may, in its discretion, allow or direct a portion of such receipts to be retained by the grantee organisation.
- xv) DIT will have the right to call for drawings, specifications and other data necessary to enable the transfer of know-how to other parties and the grantee shall supply all the needed data at the request of DIT;
- xvi) Application by grantee institution for any other financial assistance or receipt of grant/loan from any other Agency/Ministry/Department for this project should have the prior approval of Department of Information Technology.
- xvii) The Grantee institution is not allowed to entrust the implementation of this project for which grant-in-aid is received to another institution and to divert the grant-in-aid received from Ministry of Information Technology as assistance to the later institution.
- xviii) DIT shall appoint a Project Review and Steering Group (PRSG) comprising of representatives from DIT and other experts. PRSG will periodically monitor the project in all respects including technical and financial.
- xix) The Grantee institution will first make all efforts to protect intellectual property generated out of the project. The grantee institution will examine IPR protection issues in consultation with IPR Cell, DIT to file patents, register the copyrights etc. before making it public by publishing in the technical journals and books, presenting findings in Conferences etc.
- xx) The Intellectual property and the rights associated with it shall be assigned to DIT. In cases where the fundings have been done jointly with other organisations, the IP rights would be appropriately shared.

xxi) In case of any dispute on any matter, related to the project during the course of its implementation, the decision of Secretary, DIT, shall be final and binding on the institute.

A certificate of acceptance of terms and conditions as above needs to be given by the chief investigator/ endorsed by the head of the institute while submitting the project proposal.