

GUIDELINES
&
FORMAT
FOR
SUBMISSION OF
PROJECT PROPOSALS

UNDER THE SCHEME

**“ASSISTANCE FOR S &T APPLICATIONS
Through University System”**

Rajiv Gandhi Science and Technology Commission
Government of Maharashtra
Mantralaya, 7th Floor, Near Rajmudra Kaksh,
Madam Cama Road
Mumbai – 400 032.

Proforma to submit a pre-proposal

Before submitting the detailed project proposal to the Rajiv Gandhi Science & Technology Commission, the investigator/institution is advised to submit a pre-proposal (the project idea) for consideration. After receiving comments from the Commission Office on the pre-proposal, the detailed proposal may be submitted. However, approval to the pre-proposal (the project idea) does not guarantee approval to the final proposal. The pre-proposal should cover the following points and should not exceed 500 words.

1. Title of the project proposal
2. Name of the Institution where the work will be carried out.
3. Name of the investigator.
4. Objective of the project.
5. Methodology.
6. Duration of the project.
7. Approximate cost of the project
8. What is the scope of the project? What end results are expected?
9. Why do you feel the necessity to undertake this work?
10. Who will be benefited by the proposed work and what is the scope for its replication?

FORMAT FOR SUBMISSION OF DETAILED PROPOSALS UNDER THE SCHEME
“ASSISTANCE FOR S&T APPLICATIONS THROUGH UNIVERSITY SYSTEM”
OF RAJIV GANDHI SCIENCE AND TECHNOLOGY COMMISSION,
GOVERNMENT OF MAHARASHTRA.

(TO BE FILLED BY APPLICANT)

A. IDENTIFICATION

1. Project title

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KeyWords

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2. Broad Area

- (i) S&T Studies/Surveys. (St)
- (ii) Location Specific Research & Technology Development. (LSR)
- (iii) S&T Demonstration Projects. (DP)
- (iv) Replication of Successful Models. (RP)
- (v) Joint S&T Programmes on specific theme. (please specify) (JP)
- (vi) Awareness & Training on specific topic. (Please specify) (TRG)

4. Duration: (number of months)

5. Total Cost:

6. Principal Investigator:

6.1 Name:

6.2 Department:

6.3 Designation:

6.4 Organisation/Institution Name:

6.5 Address (Including Telephone (official & residence), E-mail, Fax) :

7. Co-Investigator:

7.1 Name:

7.2 Designation:

7.3 Department:

7.4 Organisation/Inst. Name:

7.5 Address : (Including Telephone (official & residence), E-mail, Fax):

8. Capability of the Organisation:

(a) Major Facilities

(b) Expertise available

(c) List of on-going and completed projects giving the following details.

Project Title	Start date	Completion date	Project cost	Sponsoring organisation.

B. TECHNICAL DETAILS

1. Background

- 1.1 Description of problem
- 1.2 Review of work already done
- 1.3 Rational for taking up the project
- 1.4 Relevance to State priorities

2. Challenge and Constraints

Please identify strengths and weaknesses of the implementers vis-à-vis current project in terms of technical expertise, team building, past record etc. Also list the perceived opportunities and threats and describe how PI/Organisation proposes to capitalise on them or avert them.

3. Description of Proposal

- 3.1 Objectives of the project. (Brief and to the point)
- 3.2 Preliminary Investigations done by organisation. (if any)
- 3.3 S&T component in the project.
- 3.4 Linkage with S&T Institutions / NGOs / resource persons / R&D organization / Industry for technical backup.
- 3.5 Other organisations working in this area.
- 3.6 Methodology detailing stepwise activities and sub-activities.

4. Work Plan

Phase-wise plan of action upto post project activities detailing time schedule. Milestones may clearly be indicated. PERT/GANTT chart may be attached.

5. Output of the Project

Attempt may be made to quantify output in measurable parameters.

6. Likely Impact (Please attempt to quantify)

7. Parameters for monitoring effectiveness of project

8. Suggested Post Project Activities

C. BUDGET ESTIMATES: SUMMARY

(In Rupees)

Item	BUDGET		
	1 st Year	2 nd Year	Total
A. Recurring			
1. Salaries/Wages			
2. Consumables			
3. Travel			
4. Other Costs			
B. Non-Recurring			
Permanent Equipment			
Grand Total (A+B)			

BUDGET FOR SALARIES/WAGES

(In Rupees)

Designation (number of persons)	Monthly Emoluments	BUDGET		
		1 st yr. (m.m.)	2 nd yr. (m.m.)*	Total
Full time				
i)				
ii)				
Part time				
i)				
ii)				
Total				

* m.m.- man months to be given within brackets before the budget amount.

BUDGET FOR PERMANENT EQUIPMENT

(In Rupees)

Sr.No.	Name of equipment *	Estimates cost
1.		
2.		
Total		

* Please give justification for each equipment.

D. PROFORMA FOR BIODATA OF INVESTIGATORS

A. Name :

B. Date of Birth:

C. Institution:

D. Academic career:

Professional career:

E. Award/prize/certificate etc. won by the investigator:

F. Publication (Numbers only):

Books

Research Paper, report

General articles

Patents

Others (please specify)

G. List of completed and on going projects

Sr.No.	Title of project Agency	Duration		Total cost	Funding
		From	To		

H. Projects submitted

Sr.No.	Title of project	Name of Organisation	Status
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(Name & Signature)

Date :.....

Place.....

Annexure – I

**ENDORSEMENT FROM THE HEAD OF INSTITUTION
(TO BE GIVEN ON LETTER HEAD)**

PROJECT TITLE:

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1. Certified that the Institute welcomes participation of Dr./Shri/Smt/Kmas the Principal Investigator and Dr./Shri/Smt./Km..... as the Co-Investigator for the project and that in the unforeseen discontinuance by the Principal Investigator, the Co-Investigator will assume the responsibility of the fruitful completion of the project (with due intimation to RGSTC).
 2. Certified that the equipment, other basic facilities and such other administrative facilities as per terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.
 3. Institute assumes to undertake the financial and other management responsibilities of the project.

Name and Signature of Head of Institution

Date:.....

Place:.....

REMARKS

In regard to research proposals emanating from scientific institutions/laboratories under various scientific departments, the Head of the institution is required to provide a justification indicating clearly whether the research proposal falls in line with the normal research activities of the institution or not and if not, the scientific reasons which merit its consideration by the University.

Annexure – II

CERTIFICATE FROM THE INVESTIGATOR

PROJECT TITLE

1. I/We agree to abide by the terms and conditions of the RGSTC grant.
2. I/We did not submit this or a similar project proposal elsewhere for financial support.
3. I/We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the project. I/We shall not require financial support under this project, for procurement of these items.
4. I/We undertake that spare time on permanent equipment will be made available to other users.
5. I/We enclosed the following materials.

ITEMS	NUMBER OF COPIES
(a) Endorsement from the Head of the Institution (on letter head)	One
(b) Details of the proposals	15
(c) Registration Certificate, Memorandum of Association, rules and regulations of the Institution, audited Balance sheet and Annual Report of previous two years. (applicable only for NGOs, field groups, registered societies)	
d) Any other (Please specify)	

Name & Signature of Investigator

Date :.....

Place