

FORMAT

VI. Documents required at the time of submission of project proposals

Documents No. of Copies

- a. Research proposal as per the format 20 Copies
- b. Certificate from Investigator(s) (see item VIII) One Copy
- c. Certificate from the Head of the Institute on One Copy letter head (see item IX)
- d. 10 Names and address of Experts/Institutions/Government Departments interested in the subject/outcome of the project
- e. Status of the Institute (in case of Registered bodies, Registration Certificate voluntary agencies, non-profitable charitable One Copy institutions, consulting organisations etc.)
- f. Biodata of the Principal Investigator/Co-Investigator(s) 20 Copies
- g. Check list for new project (see item XI) One Copy

VII. Format for submission of projects (To be filled by applicant)

101 Project Title :

102 Name and Address of the Institute/organisation where the project will be implemented.

103 Principal Investigator (PI) :

104 Designation :

105 Institute Name :

106

- Address :
- City :
- Pin Code :
- State :
- Telephone No. :
- Telegram :
- Telex :
- Fax :
- E-mail :

107 Co-Investigator(s) :

108 Designation :

109 Institute Name and Address :

110 Institute Name and Address :

111 Total Cost (In Rupees) :

112 Duration (in months) :

201 Introduction (not exceeding 300 words)

202 Objectives (not exceeding 100 words)

203 Methodology :

1. Target population and sample size to be covered
2. Method of data collection
3. Sources of the data
4. Reference period of the data to be covered

5. Method of processing and analysing
6. Time schedule of activities giving milestones (append a bar diagram)

204 Expected Benefits :

205 Limitations of the study :

206 Name of the experts(s) in the related field :

207 Other projects in hand : (please give details)

301 Budget Estimate : (Rupees)

Budget (Year-wise)

Item

1st Year

2nd Year

3rd Year

Total

A. Recurring

- Salaries/wages (Category-wise)
- Consumables (Please specify)
- Travel
- Other costs(Please specify, also attach justification)

B. Permanent equipment

(Please specify, also attach justification)

Total (A+B)

C. Overhead charges

(Add 20% of total cost subject to a maximum of Rs. 5.00 lakhs*)

Grand Total (A+B+C)

* For institutions other than educational (e.g. Laboratories and Institutes under S&T Agencies,

other Departments) the maximum ceiling is Rs. 3.00 lakhs.

VIII. Certificate from the Investigator

Project Title :

1. I / We agree to abide by the terms and conditions of the grant set forth by DST including time submission of annual ***Audited Statements of Accounts and Utilisation Certificates.***
2. I/We did not submit the project proposal elsewhere for financial support.
3. I/We have enclosed the necessary documents as required. The list of documents enclosed is given below:

Item No. of Copies

- a)
 - b)
 - c)
 - d)
 - e)
 - f)
-

Name and Signature of Principal Investigator

Date:

Place:

Name and Signature of Co- Investigator

IX. Endorsement from the Head of Institution*
(To be given on letter head)

Project Title :

1. Certified that the Institute welcomes participation of Shri/ Smtas the Principal Investigator and Shri/Smt..... as the Co-Investigator(s) for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Principal Co-Investigator will assume the responsibility of the fruitful completion of the project (with due intimation to DST).
2. Certified that all basic facilities such as library, office equipment and other administrative support etc. will be extended to the investigator(s) throughout the duration of the project.
3. Institute assumes to undertake the financial and other management responsibilities of the project.
4. Certified that staff salaries proposed in the project proposal is in accordance to the approved norms of the institution.

Name and signature of Head of Institute

Date :
Place :

* Co-Investigator(s) from a **different institution** may also provide a similar certificate from their Head of Institute.

X. Guidelines for preparation of Project Completion Report

1. Format of cover page :
 - a) Title of the project
 - b) Name of the sponsoring organisation with project reference number
 - c) Address of the implementing Institution with year of completion of the project.
2. Report should be typed neatly in double space in A-4 size white paper.
 - a) **15 Copies** of the final project report should be submitted
 - b) If the report contains data collection from other sources due acknowledgement should also be given.
 - c) Wherever possible, pictorial presentation of data should be provided
3. Report should cover broadly the following :
 - a. Preface
 - b. Summary
 - c. Recommendations
 - d. Acknowledgements
 - e. Contents
 - f. Introduction
 - g. Methodology
 - h. Detailed analysis of the Data
 - i. References
 - j. Annexures including a copy of introduction letter, blank questionnaire etc.

XI. Check list for New Projects

(To be filled by the PI)

1. Date of Birth of the PI.
2. Date of Birth of the Co-PI.
3. Whether PI would retire during the currency of the project
4. Whether PI is having ongoing project; If, so, when it is to be completed.
5. Whether PI has completed any project, If, so,
 - i. Equipment purchased under that project and
 - ii. Whether A/Cs have been settled.
6. Whether PI would avail sabbatical leave for more than 6 months during the project.If so, the name of the Co-PI.
7. Whether PI is retired scientist; If so, amount of honorarium proposed along-with last pay certificate/pension drawn by PI.
8. Whether staff salary as per DST/Host Institute norms; If salary as per norms of host institute, certificate from host institute to be attached;
9. Whether quotations for equipment received.
10. List of equipment already available with host institute.
11. Whether institute is private/society, registration certificate along-with annual accounts/annual reports for last 3 years are to be enclosed.
12. If funded institute is private, whether agreement/bond has been signed.