

**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. Quartely 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 (**quarter-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
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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: