

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 satatus (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 having production potential.
c) Basic R & D.

5. Objective & scope of the Project
6. Deliverable
 - 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)
7. Agency with which link up is established/proposed(including (including agency abroad)
8. Duration of Project

9. Likely End User(s)
10. Name of other organisations jointly participating in the project (including organisation abroad)
11. Total Budget outlay

Years (Rs. Lakhs)

Head	1st	2nd	3rd	Total

- i) Capital Equipment
- ii) Consumable Stores
- iii) Manpower
- iv) Travel/Training
- v) Contingencies/other expenditure
- vi) Overheads, if any

12. a)Contribution of Project Implementing/ & other Organisation in Total Budget Outlay Rs.
- b)MIT Contribution Rs.

Signature of the
Chief Investigator
With Designation and Date

Signature of the
Head of the Institution/Organisation
With Designation and Date

Additional Information Required:

- 1) Wherever applicable, under S.No. 13, share of the industry collaborating agency, any other assistance and MIT'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, patents 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 I: BACKGROUND INFORMATION

1. Title of the Project:
2. (i)Chief Investigator:
(ii)Co-Investigator:
3. Other Investigators of the Project with their:
designations
4. Brief Bio-data of Chief (Please attach separate:
sheets) Investigator and other Investigators
(including publication/patents)
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 MIT 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 along with 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 with respect to 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 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) Ananconed:
 - 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 MITs;
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
Or 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 -I Yearly Break-up

Budget requirements for the Year -----

(Please provide separate breakup for each year of the project duration)

S.No.	Head	Local Expenses	Foreign Exchange	Duty	Total	Part of Budget to be borne by the participating /other organisation	Amount Payable By MIT
1	2	3	4	5	6	7*	8

1. Capital equipment
2. Consumer stores
3. Manpower
4. Travel/Training

5. Contingencies/
Other expenditure

6. Overhead,if any

Total

MIT: Rs.

Others : 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	Local	FE	Duty	Foriegn No. (including test equipment, components,materials,etc.)	Total
1	2	3	4	5	6	7

Table -III : Manpower Details

S.No	Designation Of Post	Monthly Salary	1st Year		2nd Year		Total Expenditure
			No. of Posts	Total Exp.	No. of Posts	Total Exp.	
1	2	3	4		5		6

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

Total :

PART IV

Endorsement by the Head of the Institution

- 1) I have read the terms and conditions including special terms and conditions for 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 IT 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 through to completion.

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 IT.
- 7) I certify that I am the competent authority ,by virtue of the administrative and financial powers vested in me by
..... to undertake the above stated commitments on behalf of my institution

Date

signature
Head of the Institution
Designation.

