

**Project proposals are being invited from the scientists/ inventors of academic/government and private organizations for which IChE will provide fund.**

**Last date of receiving project proposal: 30<sup>th</sup> November 2017**

## **GUIDELINES FOR PREPARATION AND SUBMISSION OF R&D PROPOSALS**

1. Kind of projects
2. Project format
3. Project evaluation
4. General terms and conditions

### **1. Kind of Projects**

#### 1.1 Duration & Outlay

The duration of a project should not exceed 3 years and financial outlay not more than 5 lacs. In exceptional circumstances, Executive committee may allow a higher duration and outlay, after recording reasons.

#### 1.2 Topics

- (a) The research topic should have immediate relevance to the society.
- (b) Research in applied fields/areas will be supported.
- (c) Projects have short duration will be preferred.

### **2. Project format**

The project proposals will be submitted in the format given in **Annexure I**. Executive Committee will have the powers to relax the conditions in individual cases.

### **3. Project Evaluation**

3.1 The Project will be subjected to a preliminary evaluation by R&D Committee of IChE.

The preliminary evaluation will concern itself with

- (a) Duration and budget of the project
- (b) Relevance of the topic of research
- (c) Conformation of the project proposal to the guidelines, enunciated in the Scheme.
- (d) Council's previous experience with the institution/organization submitting the project and general reputation of the institution/organization.

- (e) Infrastructure available with the Principal Investigator or his/her institution/organization.
  - (a) The Committee can interact with the Principal Investigator/sponsoring institutions/organizations and suitability of the project for grant-in-aid.
- 3.2 The Recommendations of the R&D Committee will be submitted to the President, IICChE to take decision for further action in the matter.
- 3.3 Based on the recommendations, Principal investigator may be requested to suitably modify the Project. Principal Investigator's response will be placed before the Executive committee, for the approval.
- 3.4 In no case the Council take more than three months in evaluating a project and convey the decisions of the council to the principal Investigator.
- 3.5 Project Proposals not accepted by the Council will be intimated to the Principal Investigator under intimation to the sponsoring institutions/organizations. Council will not enter into correspondence about the reasons for non-acceptance. Decision of the council will be final.
- 3.6 The grant for the project will normally be released year wise in one instalment. However, more than one instalment may be fixed, if Chairman/Executive Committee so decides.
- 3.7 Continuation of the project beyond first year will be subject to
- (a) Submissions of two half yearly progress reports in the prescribed format on progress made during the year.
  - (b) R&D Committee will judge the progress at end of the year.
  - (c) Yearly instalments may be released by Secretary IICChE subject to above conditions.
- 3.8 The project may be terminated mid-way if
- (a) The progress is unsatisfactory; or
  - (b) The Principal Investigator/Institution indulges in violation of terms conditions of sanction; or
  - (c) The council so decides
- 3.9 Criteria for funding R&D projects
- 3.9.1 While submitting the project for funding, the project investigator (PI) should submit a declaration indicating other agency/agencies from which funding has been sought/received and also state the amount received/to be received/sought. In case PI has already submitted the project to the other agency/agencies for funding then quantum of finance received from other funding agencies should be intimated to the Council. PI must also state the position of research activities in that particular area and confirm that there is

no duplication in the research efforts sought to be undertaken vis-a-vis other research projects ongoing or completed.

- 3.9.2 Principal Investigator must submit the list of equipments required for the project so that while sanctioning, a conscious decision should be taken regarding assets which will remain with the institutes conducting the research after the project is completed.

#### **4. General terms and conditions**

Approval of the research proposal and the grant being released is for the specific project sanctioned and should be exclusively spent on this project within the stipulated time.

- 4.1 The project will become operative with effect from the date on which the grant is received by the institute. The date will be intimated by the institute to the sanctioning authority.
- 4.2 (a) The institute/organization will maintain separate audited accounts for this project.
- (b) The institute/organization will furnish to the Council a statement of accounts along with the progress report at the time of seeking further instalment of the grant.
- (c) The institute will furnish to the council, utilization certificate and an audited statement of accounts pertaining to each financial year.
- (d) Any unspent balance out of the amount sanctioned would be surrendered to the Council, carrying forward of unspent funds to the financial year other than permitted for utilization for the same project will require prior approval of the Council.
- (e) If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest earned should be reported to the Council. The interest thus earned will be treated as a credit to the Institute to be projected towards further instalment of the grant.
- 4.3 (a) One PDF in CD & 8 copies of the periodic progress report of the work on the project are to be submitted to the Council while seeking further instalments of the Grant.
- (b) One PDF in CD & 8 copies of a consolidated report on the work done under the project are to be submitted to the Council on completion of the project.
- (c) If investigator leaves the institution when the project, has been sanctioned, the investigator shall submit a complete and detailed report of the work done by him on the project till the date of his leaving from the institution where the project is based. In such cases the principal investigator in

consultation with the head of the institution shall make alternate arrangement for completion of the project.

- 4.4 The staff that may be employed for the project by the institution are not to be treated as employees of the Council and the employment of such staff at the time of completion or termination of the project will not be the responsibility of the Council. They will be subjected to administrative control & service rules as applicable (leave, TA etc.) of the institute/organization where the project is based. For the expeditious implementation of the project, the rules governing the institute concerning the process of selection and appointment of the staff and payment to them will apply. In case of any special post rates of pay may be decided by the Council.
- 4.5 (a) For permanent, semi-permanent assets acquired solely or mainly out of the grant and audited record shall be maintained by the institute. The term "assets" means (i) immovable property of the capital nature where the value exceeds Rs.5000. The grant will not be utilized the construction of any structure unless specific provision is made for this purpose.
- (b) The institute is required to send to the Council of at the time of seeking further instalments of the grant, a list of assets referred to in 5.5(a) above.
- (c) All the assets acquired from the grant will be the property of Council and should not, without the prior sanction of the Council, be disposed off or encumbered or utilized for purpose other than those for which the grant has been sanctioned.
- (d) At the conclusion of the project, the council will be free to sell or otherwise dispose off assets which are the property of council. The institute shall render to council necessary facilities for arranging the sale of these assets. The Council has the discretion to gift the assets to the institute if it considers appropriate.
- 4.6 (a) Sale proceeds, if any, as a result of the development of the project arising directly from funds granted under the scheme shall be remitted to the council. The council may at its discretion allow portion of such receipts to be retained by the institute.
- (b) Know-how generated from the project would be the joint property of the Council and the participating institute and any receipts by way of sale of know-how, royalties etc. shall accrue equally to the Council and the participating institute.

- 4.7 The institute shall not entrust the implementation of the work for which the grant is being sanctioned to another institution and divert the grant received as assistance to the latter institution.
- 4.8 The Council, reserves the right to terminate the grant at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.
- 4.9 (a) Appropriate persons may visit the institute periodically for ascertaining the progress of work and resolving any difficulties that might be encountered in the course of the implementation. During the progress of the project the institute will provide all facilities to the scientists/specialists by way of accommodation etc.  
(b) Council at its discretion shall have the right of access to the books and accounts of the institute for the grants received from the council.
- 4.10 In case of multi-institutional project, the principal Investigator (PI) will obtain the formal agreement from the collaborating institutions.
- 4.11 International travel will not be permitted under the Project.
- 4.12 The PI shall not be allowed to change the scope and methodology of the project without prior permission of Council.
- 4.13 No additional funds or time shall be normally allowed to complete the Project. Such requests shall be considered only in exceptional cases.
- 4.14 In case PI does not complete the project to the satisfaction of or abandons the project without any valid reasons, he shall be liable to return the balance amount of the project paid to him towards the project.
- 4.15 Transfer of project from one person to another person will not be allowed without prior permission of Council.

# Annexure-I

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

**PROJECT TITLE:** \_\_\_\_\_

1. Certified that the institute welcomes participation of Dr./Shri/Smt./Km \_\_\_\_\_

\_\_\_\_\_ as the Principal Investigator and Dr./Shri/Smt./Km.

\_\_\_\_\_ as the Co-Investigator for the project and that in unforeseen event of discontinuance by the Principal Investigator, the Co-Investigator will assume the responsibility of the fruitful completion of the project (with the intimation to council).

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.

4. Institute agrees to indemnify the council against any legal action or liability of any kind that may arise in connection with the undertaking of the project.

Name and Signature of Head of  
Institution.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## CERTIFICATE FROM THE INVESTIGATOR

Project title: \_\_\_\_\_

1. I/We agree to abide by the terms and conditions of the Council grant.
2. I/We have not submitted 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 request 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 have enclosed the following materials:

<u>ITEMS</u>	<u>Numbers of Copies</u>
a) Endorsement from the Head of the Institution (on letter head)	One
b) Details of the Proposals from the part 1 to 5 (stitched)	Eight

**Name and Signature of Head of Institution**

Date \_\_\_\_\_

Place \_\_\_\_\_

**FORMATS FOR SUBMISSION OF PROJECTS  
(TO BE FILLED BY APPLICANT)**

**PART-I  
IDENTIFICATION**

1. Project title
2. Duration
3. Total Cost
4. Principal Investigator
5. Designation
6. Department
7. Organization
8. Full Address (with telephone, telex, FAX etc.)
9. Co-investigator
10. Designation
11. Department
12. Organization
13. Full Address

**PART-II**  
**SUMMARY OF PROJECT**  
**(ONE PAGE)**

1. Project title
2. Principal Investigator
3. Project objectives
4. Workplace/Methodology
5. Anticipated results and potential benefits
6. Budget details

**PART - III**  
**PROJECT PROPOSAL IN PERSPECTIVE**

In about one typed pages the Principal Investigator should try to place the project proposal in a perspective, starting from the broad area of research to which the project belongs and moving down stage by stage to the exact proposal, describing in the process, the direction in which research/development is on in these areas, institutions which are primarily engaged in such R&D research leaders in these areas and the current status of research, in brief. It should be clearly brought out as to how the proposal will be breaking new grounds or how is it different from something very similar being done.

**PART-IV**  
**TECHNICAL DETAILS**

**1. Introduction**

- 1.1 Origin of the proposal
- 1.2 Definition of the problem
- 1.3 Objectives of the project

**2. Capability of the organization**

- 2.1 Expertise available with group
- 2.2 List of on-going and completed projects by the group giving the following details.

Title of the project	Year of start and completion	Project cost	Name of sponsoring organization

**3. Work plan**

- 3.1 Phase wise plan of action including prior consultations with the target group persons etc. up to post project activities.
- 3.2 Time schedule of activities giving milestones
- 3.3 Organization of work elements
- 3.4 Plan for utilising expected outcome of project.

**4. Location specific information**

- 4.1 Description of participatory group and their prioritized needs.
- 4.2 Relevance of proposed activities to the work ongoing in the organization.

**5. Assessment of the Project**

- 5.1 Techno-economic viability/cost benefit analysis.
- 5.2 Comment on the integration of the project with the development strategy of the area.
- 5.3 Comment on the likely impact on neighbouring areas/society.
- 5.4 Work already done or being done which is nearest to the project in objective, scope & methodology.

**PART-V**  
**BUDGET ESTIMATES**

(In

Rupees)

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(BUDGET)				
	1st Year	2nd Year	3rd Year	Total

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- A. Recurring
1. Salaries/Wages
  2. Consumable
  3. Travel
  4. Other costs/ Contingencies
  5. Overheads

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B. Equipment

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Grant Total (A+B)

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Financial Year : April to March

N.B./entries here should match those in section given below

**BUDGET FOR SALARIES/WAGES**

(In Rupees)

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Designate (Number of Persons)	Monthly Emoluments	BUDGET			Total
		1st year	2nd Year	3rd Year	
Full Time					
Part Time					
<hr/>					
Total					

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(Justification is to be given)

**PART - VI**

**PERFORMA FOR BIO-DATA OF INVESTIGATORS**

- A. Name
- B. Date of Birth
- C. Institution
- D Academic career
- F. Awards/Prize/Certificate etc. won by Investigator
- G. Publications (list of last five years)

Books Research Papers General Articles Patents and others (please specify)

**PERFORMA FOR SUBMITTING HALF YEARLY PROGRESS REPORT OF THE PROJECT**

1. Title of the Project
2. Date of start of Project
3. Name of Principal Investigator and address
4. Name of Co-Investigators (if any)
5. Place of work
6. Objectives
7. Time schedule of Project indicating year-wise activities and financial requirements.
8. (a) Summary of research work done so far  
(b) Expected date of completion of the project (please indicate time versus activity schedule)
9. Report of work done during the last six months.
10. Work proposed to be done during the last six months.
11. Staff position
12. Details of Expenditure
  - (a) Details of expenditure incurred during the last six months.
    - (i) Recurring contingencies
    - (ii) Non-recurring contingencies
    - (iii) Salaries
    - (iv) Total:
  - (b) Funds released earlier with dates
  - (c) Next date due for getting the funds released (Please mention the amount requested)
13. List of equipment purchased (if any)
  - (a) Name of equipment
  - (b) Date of receipt
  - (c) Date of Installation
14. Difficulties/problems faced in implementation of project and suggestions for remedies.
15. Any other relevant information.