

# SCIENCE FOR EQUITY, EMPOWERMENT & DEVELOPMENT (SEED) PROGRAMME

## INTRODUCTION:

Science & Technology plays a vital role in the empowerment strategies for different sections of the society. Schemes described in this publication have been formulated with the broad objective of providing opportunities to motivated scientists, technologist and field-level groups to undertake time-bound research and action oriented projects with inputs of science and technology for the benefit of different sections of society. Programmes implementation can be through S&T institutions, University departments and S&T based voluntary organizations.

- ▶ Salient features of the S& T for Women Scheme are described in **Section-I**.
- ▶ Guidelines and terms and conditions for formulating proposals are laid down in **Section-II**.
- ▶ Proforma for submitting proposals is in **Section-III**.

## ELIGIBILITY CONDITIONS:

Organizations/institutes eligible for receiving grants under the Science for equity, empowerment & development programmes are:

- Recognized R&D laboratories, Universities and Educational Institutions.
- S&T based voluntary organizations, registered under the Societies Registration Act 1860 or a trust registered under the Indian Trusts Act 1982 or Charitable or Religious Act 1920 or under the corresponding State Act. Such organizations should have NGO darpan portal registration number and details.
- The organization should have been in existence for a minimum of three years after registration.
- The organization should have experience in handling projects having focus on S &T.

## PROCEDURE(S) OF THE SEED DIVISION, DST:

Each application received is reviewed and examined by the concerned officer for its correctness and completeness. If the application is found to be complete and meets the eligibility criteria the proposal are sent for a peer review/screening. In some cases, on the spot visits by experts is undertaken. The proposals are examined by the expert committee for recommendation. The Principal Investigator(PI) may also be called for presentation before the expert committee. Progress of the projects is monitored through presentations at review workshops organized periodically and also through field visits.

All correspondence, including proposals may be sent to the following address:-

**\*The Head**

**Science for Equity, Empowerment & Development (SEED) Division**

**Department of Science and Technology,**

**Technology Bhawan, New Mehrauli Road**

New Delhi – 110 016.

Email: [ddutta@nic.in](mailto:ddutta@nic.in)

For details and submission of project proposal, please visit DST's website

[www.dst.gov.in](http://www.dst.gov.in) or <https://onlinedst.gov.in>

**SCHEME OPERATIONAL UNDER SEED DIVISION, DST:**

**A. Beneficiary oriented Schemes:**

1. **Science & Technology for Women**
2. Tribal Sub-Plan: **Technological Interventions for Tribal Empowerment (TITE)**
3. Scheduled Caste Sub Plan (SCSP)

**B. Technology Development related Schemes:**

1. Long Term Core Support - Technological Advancement for Rural Areas (TARA)
2. Technological Intervention for addressing Societal Needs (TIASN).
3. Scheme for Young Scientists & Technologist (SYST).

# SECTION – I

## Science and Technology for Women (S&T for Women)

### Objectives:

- To support research, development and knowledge generation with respect to various stages of life cycle of women;
- To promote research, development and adaptation of technology to create gainful employment potential of women, reduce their drudgery, improve working conditions in local areas through inputs of S & T;.
- To improve the quality of life, look into health and nutrition of women through the application of S & T

### Priority Areas:

The following priority areas have been identified under the scheme with major beneficiaries being women:

- Women Technology Park (WTP), that are envisaged to act as a resource centre where all necessary support is made available to women.
- Specific S&T application programmes to address the problems of women in different agro climatic regions such as hill, coastal, arid, etc.
- R&D on post-harvest technology and agricultural implements used by women to improve productivity and reduce drudgery;
- Improved practices for occupational health and enhanced production in technology areas where women form a majority of the stake holders like sericulture, aquaculture, etc;
- Research, development and demonstration program to minimize occupational hazards of women in domestic, agricultural and organized and non-organized industries;
- Design, fabrication and improvement of equipment, accessories, tools and machineries used by women in different occupations in formal and non-formal sectors;
- Up-gradation of traditional skills for utilization of available local resources and providing means for women to enter into the organized sector or for starting entrepreneurial production or service units;
- Women's Health issues: - Nutrition, non communicable diseases, prevention strategies for communicable diseases; and
- Selective studies on facilities available for women, health and nutritional status of women, employment/livelihood opportunities available for women, technologies existing and suitable for adoption.
- All India coordinated projects on rural technologies related to above.
- Collaborated projects initiated by the department with other laboratories Universities and Ministries.

- Other issues related to life cycle of woman, wherein Science & Technology intervention can lead to women empowerment.

**The following points are specifically assessed in proposals for women: -**

- Strategies for linking gender issues and appropriate technology adoption.
- Replicability potential of the project.
- Stakeholders participation in formulating the proposal.

**Other Gender Related Schemes/Award of SEED Programme:**

**1. National Award for Women's Development through Application of Science and Technology:** This award has been instituted to recognize the contributions of individuals/institutions who have worked at the grass root level for women's development through application of science and technology. Applications are invited once a year.

*For details and announcements, visit DST's website [www.dst.gov.in](http://www.dst.gov.in)*

## **SECTION –II**

### **GUIDELINES, TERMS & CONDITIONS FOR FORMULATING PROPOSALS**

1. Proposals should focus on specific aspects of identified problem, which can be addressed in a reasonable period of intervention which should not exceed over three years. Proposals with shorter duration would be looked at favorably.

**The following strategy may be followed:**

- (i) Review the Socio-Economic status of the targeted population;
- (ii) Identify the priorities of these people; and possible science and technology interventions taking into account efforts already made.
- (iii) Match the critical gap areas where the expertise of your group can effectively contribute to fulfilling these needs;
- (iv) Proposed PI & Co-I should have scientific expertise and relevant qualification to implement the project in proposed area of intervention.

**NOTE:-**

- Ensure that specific S&T inputs with adequate scientific and technical details are clearly spelt out.
- Proposals with broad objectives written without specific details are not viewed favorably. Only 4-5 specific objectives which need to be achieved during the project period should be mentioned.
- Programmes of routine training/awareness/survey project proposals are not considered. Only proposals with innovative ideas providing S & T solutions for real area specific problems are considered under the various schemes of SEED, DST. Projects on skill development related to routine Computer Training (Hardware & Software), Mobile Repairing, Fashion Technology, and Tailoring are not accepted. Routine training programmes on well standardized packages for Poultry Farming, Animal Rearing, Sanitary Napkins Manufacturing, Vermi-composting, Mushroom Cultivation, Apiculture, Aquaculture, Horti-processing etc. are also not accepted, normally. Replications of technology packages, which are standardized and available, are not supported any further. In case of voluntary organizations, it is advisable that the proposal should be developed in collaboration with S & T institution (ICAR institutions, CSIR Labs, Universities, IITs etc.). A letter from the S&T institution providing technical support should also be attached along with the proposal outlining their commitment.

- List and results of ongoing and completed projects of the organization must be reflected in the formulation of new proposals along with the names of funding agencies.
  - Area in which the project is to be implemented should be within easy access of the organization for ease of monitoring and implementation.
  - In case the field area is in another District/State physical presence of the Organization in the area in the form of a field office is mandatory.
2. All correspondence, including proposals may be sent to the following address:

**Head (SEED Division)**  
**Department of Science and Technology**  
**Technology Bhawan**  
**New Mehrauli Road**  
**New Delhi – 110 016.**  
**Email: ddutta@nic.in**

#### **GENERAL TERMS AND CONDITIONS:**

1. Institutions/organization receiving funds for execution of the project would assume financial and legal administrative responsibility for execution of the project.
2. In case of multi-institutional project, the Principal Investigator (PI) must furnish formal agreement from the collaborating institutions/ scientists.
3. International travel is not permissible under a project.
4. Organizations are discouraged from simultaneously taking up/submitting several projects in different schemes of the SEED division, DST.
5. The PI & Co-I should be able to devote adequate time to the project and should not handle more than two projects simultaneously. Project implementing agency/organization will be responsible in case of any legal dispute between the agency/organization and PI/Co-I/project staff. DST will not be liable for such legal cases of disputes.
6. Staff recruited for a project should be paid as per the rules of the institute and guidelines of the Government of India.
7. For release of grant from Govt. of India, It is mandatory for the organization to register with central plan scheme and monitoring system (CPSMS), Office of

Controller General of Accounts, Ministry of Finance. For details, please log on to: [www.cga.nic.in](http://www.cga.nic.in).

8. Private academic institutions should register on the Public Finance Management System under that category and not as part of some other body/Trust.

**DOCUMENTS/ENCLOSURES REQUIRED WITH THE ONLINE SUBMISSION OF PROPOSAL\*:(With Index)**

- (a) Project proposals (1 Hard copy by post also) each with detailed bio-data of PI & Co-I (**please see Annexure-III for format**) along with summary.
- (b) Endorsement from the Head of the Institution (on letter head-**Please see Annexure-I**).
- (c) Certificate from Investigators- **Please see Annexure-II**
- (d) Valid Registration Certificate, Memorandum of Association and Rules and Regulation of the Institution. Balance sheet, Audited Statement of accounts and the annual report (pertaining to the last three financial years).
- (e) TIN Number, TAN Number, PAN Number, GST number of the organization and Aadhar number of the Trustees/Head of Organization/Governing body
- (f) Organization's Unique ID in NGO Darpan Portal (applicable for NGOs /Voluntary Organizations)
- (g) **In case of Private Academic Institutions proof of their affiliation with the Central/State University and/or UGC, AICTE affiliation proof.**
- (h) **Submission of Conflict of Interest Policy duly signed by the PI, CO-PI and HOD.**
- (i) Other enclosures required (to be attached or indicate page no. if already included in the text of the proposal):
  - i. Baseline data of the project area
  - ii. District Industry Centre Report of the project area
  - iii. Dissemination Plan (provide a dissemination plan which shows how the project achievements will be properly disseminated)
  - iv. Environmental, Legal and Ethical Issues –clearance certificate/documents\*\*
  - v. List of Deliverables
  - vi. List of Completed (at least during the last three years) and Ongoing Projects
  - vii. Engineering drawings/Plan/Flow diagram/test protocol
  - viii. Cost Benefit Analysis
  - ix. Business Plan\*\*
  - x. Business models developed\*\*

- xi. Training programmes/workshops organized\*\*
- xii. Technologies/products developed and/or disseminated
- xiii. List of publications (reports, papers, patents, etc.)
- xiv. Awards won by the organization
- xv. Major achievements in last three years
- xvi. Pattern of receipts and expenditure during last three years
- xvii. Formal arrangement (e.g. MOUs) with other organizations
- xviii. List of available staff with date of joining
- xix. List of major equipment and assets available with source of receipt and year of procurement.
- xx. Declaration with respect to the “Policy on Conflict of Interest” of the DST applicable to the Reviewer/ Committee Member/ Applicant/ DST Scheme and agree to abide by provisions thereof.

**\*These are essential and proposals received without the above documents will not be processed. Duly authenticated hard copies by the Head of Organization should be submitted.**

**\*\* If applicable particularly for projects related to technology development or up scaling.**



## SECTION-III

### **PROFORMA FOR SUBMISSION OF PROJECT PROPOSALS**

#### **INSTRUCTIONS FOR FILLING UP THE PROFORMA\***

Proposals should be sent through online mechanism only, as listed above on the departmental website and as per format in <https://onlinedst.gov.in> . However for record purposes 3 set of proposal (hard copy) should be submitted. Along with one set of organizational papers mentioned, above.

1. Do not skip reproduction of any section even if the answer is “nil” or given elsewhere.
2. Project title should be within two lines e.g. “Economic empowerment of rural women of Ganjam, Odisha through advance aquaculture technology” related to objectives proposed. (underline key words)
3. If project is to be executed by more than one institution and/ or requires regular inputs from other scientists, names of collaborating institutions/ scientists may be recorded.
4. **Objectives (4-5 only) should be focused and sharp to be achieved in 2-3 years duration of the project.** Work plan, methodology, expected outcome, etc. should be clearly spelt out.

\*Proposals copied from other sources will be summarily rejected.

<b>For official use only</b>		
Project Ref. No.	Scheme	Date of receipt

## Part I: General Information

5. Project Title (should be focused not exceeding 15 words):
6. i. Name, Designation & Address of PI:  
ii. Name, Designation & Address of Co-I:
7. Name of organization, Address with Pin Code, email & phone numbers including Mobile No. of HOD:

8. a. Type of organization:

Academic institution	
Research organization	
S&T Council	
Voluntary Organization	
Panchayati Raj Institution (PRI)	
Krishi Vigyan Kendra	
Other (please specify)	

\* Joint proposals with academic and/or research institutions will be encouraged.

- b. Collaboration if any, give details of institution(s).....

2. Whether your organization has been sanctioned DST projects or by other central/state govt. deptt. Or from foreign funding agencies in the past (up to 10 years)? If yes, provide details of completed and ongoing projects (**Copy of sanction letter to be annexed**):

SN	Title of the project	File No.	Name of Division and funding agency (DST/DBT.....)	Date of completion/ status	Amount (Rs lakh)	Whether final UC/SE & project completion report has been submitted (if yes, mention date)

6. a. Whether, your organization is receiving core support from SEED, DST? \*Yes/No\*
- b. If yes, indicate whether activities of the present proposal are covered under the approved activities of core support provided to your organization by SEED, DST? Please also give a list of approved activities under Core Support.



**Part II: Proposal Summary (Restricted to 3-4 pages only)**

1. Project Title (Short & focused not exceeding 15 words):
2. Nature of project:

(PI. tick one or more boxes, as applicable)

Technology development (new product/process or up/down scaling of existing systems)	
Technology development & transfer (development of product/process followed by field adaptation trials, demonstrations & transfer of technology)	
Technology dissemination (dissemination of available technology for solution of identified problem )	
technology adaptation/optimization, demo and training	
Other (Please specify)	

3. Implementing Organization (s):

	Role & responsibility
a. Implementing Org.	
b. Collaborator(s)	

4. Name of PI, Co-I and Affiliation (Please enclose copies of certificate of highest Qualification):

<b>i. PI</b>	
Name	
Organization	
City (with pin code)	
Highest qualification & subject	
<b>ii. Co-I</b>	
Name	
Organization	
City (with pin code)	
Highest qualification & subject	

5. Objectives (**Only 4-5 focused one that can be observed, measured or clearly assessable**):

i.
ii.
iii.

6. Methodology and Work Plan (Max. 250 words):
11. State the methodology in a sequence of clearly defined steps leading to achievement of the stated objectives

ii. Phase wise Work plan of action with time line and deliverables in **tabular form**

7. Project Area:

<b>Project Area:</b> <input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Both
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<p><b>Geographical Focus Area:</b>  Village(s)/urban locality: _____  Block/Taluka: _____  District: _____; State: _____</p>
<p><b>Project Area Profile</b> (Give following details along with a neatly drawn location map):</p>
<p>I. Geographical area covered, climate, land use pattern, crops &amp; cropping patterns, availability of natural resources &amp; raw materials, availability of special skills/trades, etc.</p>
<p>II.  a. Socio-economic status (such as conditions and occupations of the target beneficiaries, availability of basic amenities and facilities such as water &amp; sanitation, health centers, communication, roads, marketing facilities.  b. Baseline data sheet which may be assessed annually with respect to results and deliverables during implementation of the project activities (if it is to improve livelihood opportunities through improved agriculture practices, what are the present status in terms of soil conditions, crop productivity and disease management etc.)</p>

8. Target Beneficiaries (For ST /or SC beneficiaries, please annex list of beneficiaries with village and address details):

Type of Target Beneficiaries:	No. of Beneficiaries
<input type="checkbox"/> SC population	
<input type="checkbox"/> ST population	
<input type="checkbox"/> Economically weaker section	
<input type="checkbox"/> Farmers	
<input type="checkbox"/> Labourers	
<input type="checkbox"/> Artisans	
<input type="checkbox"/> Women	
<input type="checkbox"/> Youth	
<input type="checkbox"/> Children	
<input type="checkbox"/> Disabled/senior citizens	
<input type="checkbox"/> Industrial workers	
<input type="checkbox"/> Any other: _____	
<b>Total Size of Target Group(s) indicating % of women/SC/ST of total population in project area:</b>	
<b>Present average income level at the household level:</b>	

9. Total Budget (Rs. In Lakhs):

- i. Recurring Cost (Rs):
- ii. Non-Recurring Cost (Rs):

S. No.	Item	Budget			
		1 <sup>st</sup> Yr	2 <sup>nd</sup> Yr	3 <sup>rd</sup> Yr	Total
A	<b>Recurring</b>				
	1. Manpower				
	2. Consumables				
	3. Travel				
	4. Field testing, Demo/ Training expenses				

	(if applicable) 5. Contingencies/Other costs 6. Institutional Overheads* 7. Any other item				
<b>B</b>	<b>Non-Recurring</b> Permanent equipment Construction of work shed/structures Fabrication of prototype equipment				
	<b>Grand Total (A+B)</b>				

10. Project Duration: \_\_\_\_\_ months

11. Deliverables (the list below must correspond with and be derived from # 5 & # 6):

<b>Deliverable</b>	<b>Mark</b> √	<b>Brief description</b>
<b>Product development/adaptation</b>		
<b>Process development/adaptation</b>		
<b>Technology package for development of the project area and local community</b>		
<b>Technology capability development, training &amp; documentation (e.g. reports, papers, articles, technology manuals, patents)</b>		
<b>Scientific knowledge and/or data generation leading to technology development in future</b>		
<b>Technologies Developed and Commercialized</b>		
<b>Number &amp; Names of SHGs made</b>		
<b>Marketing Linkages Details</b>		
<b>Complete database of beneficiaries, Resource Persons &amp; Expert Trainers Name, Address, Contact Number, Email ids, Aadhar Numbers</b>		
<b>Other (Please specify)</b>		

## Part III - Technical Details

1. **Title** (Short & Focused not exceeding 15 words) :
2. **I. Statement of the problem** (200 words)
  - i. State the main problem you seek to address:
  - ii. Who has this problem, where does it occur?
    - a. How did you come to know of this, did the people who have problem approach you or you visualized it yourself?
    - b. Was the District Industry Centre report was examined for identification of the problem(please attach a copy)
  - iv. Why is it important to solve it?
- II. Technology gaps & Suggested solution** (150 words):

(Describe how the proposal will lead to a novel and effective solution, **based on a scientifically and technically sound concept** and keeping in view the user needs and local availability of resources)

  - i. Outline your idea or solution you plan to develop:
  - ii Did you think up the technological solution within your team or was it thought up in consultation with others (who):
3. **Review of Status** - (100 words): Are you aware of any other initiative related to proposed activities to solve this problem? What were the outcomes?

(Mention importance of the project in context of the current status, and demonstrate how the project will progress beyond the “state-of-art” or the best initiative tried by others in providing new innovative technological solution to the identified problem and user needs)
4. **Objectives** (Only 4-5 focused that can be observed, measured or clearly assessable):

i.
ii.
iii.
5. **Methodology** ( 200 words):

(Describe how the project will leverage livelihood/economic opportunities and solve societal challenges in a sustainable way. Also explain how, and in what way, the project will contribute to the advancement of knowledge in the subject/topic. Support with defined steps/relevant process details, e.g. flow chart, model, survey procedures, protocols, engineering design/schematic/layout plan - as applicable to achieve the stated objectives)
6. **Work Plan** (250 words - Please also provide activities schedule – Pert Diagram):
  - i. **Phase wise work plan of action with time line and deliverables in tabular form**

(Describe how the proposal includes a plan for pilot application or trial in a realistic user environment of the technology/product, where the expected impacts to meet end user needs may be demonstrated to the fullest feasible extent).
  - ii. **Technology Selection** (State the criteria used for selection of technology for addressing key problem(s) and the assessment of available technologies related to the project)
  - iii. **Technology Development/Adoption/Modification/Capacity Buiding** – as applicable (Provide information on the new R&D/adapted R & D to be carried out for

technology development/adoption/ modification and brief description of the technology or training package(s) to be used. Information should be provided on the scale of operation, minimum economic viable scale, estimated cost and likely benefits of the proposed technological intervention):

iv. Institutions/places where detailed lab/field testing or experiments will be carried out:

V. Plan for the alignment with the National Skill Qualifications Framework ( Eligibility, Level, etc.)

**v. Source of Technology:**

Source	Name of agency/institution/individual expert
Generated in-house by staff	
Generated in-house by employing outside experts	
Borrowed from an outside institution/expert	
Modification of technology/know-how being used by the beneficiaries	
Any other (please specify):	

**vi. Mechanisms for Beneficiaries mobilization & Involvement:**

(Please indicate how mobilization & participation of beneficiaries in the project work will be ensured)

- Formation of new SHGs/technology user group or beneficiaries' group for project implementation
- Involvement of existing SHGs
- Through demonstration of usefulness of technology or training package
- Involvement of beneficiaries through formation of enterprises
- Provision of certificates for participation/proficiency for beneficiaries
- Involvement of the beneficiaries as trainers and/or trainees
- Financial contribution by beneficiaries in project execution
- Material contribution (tools/raw material, labour, etc.) by beneficiaries in project execution
- handholding through local panchayats/welfare organizations
- Any others (please specify): \_\_\_\_\_

**7. Environmental, Legal and Ethical Issues:**

(Explain any environmental, legal and ethical compliance issues. Please mention how these will be addressed & enclose clearance certificate from concerned authorities if required)

8. **Deliverables** (the list below must correspond with and be derived from # 4, # 5 & # 6. Please also indicate affordability of deliverables to the target beneficiaries):

Deliverable	Mark $\sqrt$	Brief description
Product development/adaptation		
Process development/adaptation		
Technology package for development of the project area		
Technology capability development, training & documentation (e.g. reports, papers, articles, technology manuals, patents)		
Scientific knowledge and/or data generation leading to technology development in future		
<b>Technologies Developed and Commercialized</b>		



<b>Number &amp; Names of SHGs made</b>		
<b>Marketing Linkages Details</b>		
<b>Complete database of beneficiaries, Resource Persons &amp; Expert Trainers Name, Address, Contact Number, Email ids, Aadhar Numbers</b>		
<b>Other (Please specify)</b>		

9. **Estimated Benefits ( 100 words):**

<b>Benefit</b>	<b>Mark <math>\sqrt</math></b>	<b>Brief description</b>
Economic (Cost-benefit analysis)		
Employment generation		
Social		
Environmental including potential for CDM benefits		
Others (Please specify)		

Note: Please also comments on the possible benefit sharing mechanism of project outcome by different stakeholders.

10. Self- sustainability of the project after SEED's project support is over (300 words):

11. Possibility of replication of project in similar areas (after the proposed technological solution is proven, how it will be distributed? Involving state govt. for large scale technology dissemination or via market or any other means - any entrepreneur or business person involved in the work in any manner?):

12. Suggest measurable indicators (**10-12 tangible as well as non-tangible along with means of verification**) for monitoring effectiveness of project interventions in respect to the stated objectives and deliverables. The indices you choose must permit objective measurement and determination *vis-à-vis* time line during project cycle comparing with base line data/control-list in the table is only indicative:

<b>S. No.</b>	<b>Indicators (as applicable)</b>
1	Increase in crop production
2	Increase in land productivity
3	Change in land use pattern
4	Increase in irrigated area and/or drinking water coverage
5	Increase in family income
6	Increased availability of resources (natural and/or physical) and assets
7	No. of beneficiaries using facilities created under the project
8	Increase in livelihood/ employment opportunities
9	Diversification of livelihood activities with description
10	Improved linkages with banking/ financing institutions
11	Improved linkages with Distt. authorities/State Govt/ PRIs
12	No. of SHGs/technology user groups/cooperatives and/or enterprises formed
13	Improved linkages with market/ enterprises
14	Improved health of beneficiaries/ sanitation/ Less drudgery in work
15	Improved access to energy sources
16	No. of skilled/non skilled workers trained

17	No. of new technologies/products/processes/ services developed/adapted
18	Adoption of newly developed product indicated by number of adopters
19	No. of organizations motivated and mobilized for replication of project achievements
20	No. of publications produced (Title, Journal, issue, yr.)

## Part IV. Budget Details

### BUDGET ESTIMATES: SUMMARY

(Rs. in lakhs)

Sl.No.	Item	Budget			
		1 <sup>st</sup> Yr	2 <sup>nd</sup> Yr	3 <sup>rd</sup> Yr	Total
<b>A</b>	<b>Recurring</b>				
	1. Manpower				
	2. Consumables				
	3. Travel				
	4. Demo/Training programmes (if applicable)				
	5. Contingencies/Other costs				
	6. Institutional Overheads*				
<b>B</b>	<b>Non-Recurring</b>				
	Permanent equipment				
	Construction of work shed/structures				
	Fabrication of prototype equipment				
	<b>Grand Total (A+B)</b>				

3. Financial Year : April to March

4. It is essential to provide brief & adequate justification for each item of expenditure.

#### A. Recurring:

##### 1. BUDGET FOR MANPOWER

Sl.No.	Designation	No.	Qualification & experience	Monthly emolument (Rs)	Budget (Rs. in lakhs)			
					1 <sup>st</sup> Yr	2 <sup>nd</sup> Yr	3 <sup>rd</sup> Yr	Total

- i. Only NET/GATE qualified candidates can be appointed as Res. Associate/SRF/JRF.
- ii. DST would not entertain any request for hike in emolument of project staff during the project period.
- iii. Limited funds may be allowed as 'Honorarium to Experts' for need-specific consultancy.

##### 2. BUDGET FOR CONSUMABLES\*

Sl.No.	Description of consumable	Qty./Yr	Budget (Rs. in lakhs)			
			1 <sup>st</sup> Yr	2 <sup>nd</sup> Yr	3 <sup>rd</sup> Yr	Total

\* Includes items like chemicals, glasswares, supplies, seed, pesticides, fertilizers, raw materials for fabrication, stationery, etc.

##### 3. BUDGET FOR TRAVEL

Sl.No.	Purpose	Budget (Rs. in lakhs)			
		1 <sup>st</sup> Yr	2 <sup>nd</sup> Yr	3 <sup>rd</sup> Yr	Total

1	Project logistics				
2	Field activities				
3	DST review meetings				

- i. International travel is not permitted
- ii. The project personnel shall exercise utmost austerity while traveling.
- iii. Please provide detailed justification for budget proposed under first two headings.

#### 4. FIELD TESTING/DEMO/TRAININGS\*

Sl.No.	Description of field testing/demos /trainings	No/Yr	Budget (Rs. in lakhs)			
			1 <sup>st</sup> Yr	2 <sup>nd</sup> Yr	3 <sup>rd</sup> Yr	Total

\* Include material for technology field testing/demo, training manuals, training expenses for beneficiaries. **Note:** For training give details about the subject of training(s), no. of beneficiaries/training, duration of training days, cost /training).

#### 5. BUDGET FOR CONTINGENCIES\*

Sl.No.	Item	Qty./Yr	Budget (Rs. in lakhs)			
			1 <sup>st</sup> Yr	2 <sup>nd</sup> Yr	3 <sup>rd</sup> Yr	Total

\* Includes items like computer time, secretarial assistance, documentation, cost of technology transfers/acquisitions (intellectual fees), lab/field trials, maintenance/servicing of equipment, incidental expenses, etc.

#### B. Non-Recurring:

#### BUDGET FOR PERMANENT EQUIPMENT/WORKSHED/STRUCTURES

Sl.No.	Equipment/Item details	Qty	Budget (Rs. in lakhs)
1			
2			
3			
4			

- i. Include installation charges, transport, taxes/duties/levies, etc. Please try to avail tax/duty exemptions as applicable to your institution/organization.
- ii. Budgetary quotations will be required for permanent equipment (estimates, if the equipment is to be fabricated locally for prototype testing etc) and other items under non-recurring head, once project is approved for financial support.
- iii. Drawings/layouts, etc. prepared by authorized professionals/agencies should be submitted for proposed work shed/structures, if applicable, and supported by documents showing availability of required land along with consent letter from the owner (Panchayat/individual/Govt./etc.).
- iv. Proper record should be maintained for the items procured under this Head.

## Part V. Project Team

### a. Team Members:

	PI	Co-1	Co-I-2/ RA/Tech. or project Asst.	Field worker
Name				
Designation				
Organization				
Sex (M/F)				
Date of birth				
Address				
Phone, fax, email, mobile				
Whether drawing salary from any other source				

### b. Implementing Organization (& collaborators):

Name of the organization:		
Address:		
District:	State:	Pin:
Telephone with STD code:	Fax:	
Email:		
Website:		

<b>Details of Organization(With documentary proofs duly authenticated by the Head of Organization on Letter Head)</b>
Year of Establishment:
Registration No & Date: Valid upto:
FCRA Registration No & Date: Valid upto:
PAN #: TIN No.: TAN NO. GST No. Aadhar Details of the HOD/Trustees
Bank Account #: Branch Address & Email:
Authorized Signatories:
IFSC Code:, MICR Code:
Chief Functionary:
Annual budget in last financial year:
Operational area (State, Dist.):
Details of branch/unit offices:
Total staff (Administrative & technical):
Main science-society achievements during last three years:
Years of association with DST:

### c. Nature of Implementing Organization (Mark $\checkmark$ in the box):

Academic institution	
Research organization	
S&T Council or State established autonomous organization	
Voluntary Organization, registered under Societies Registration Act (1860) or a State amendment thereof Indian Trust Act (1882) or Religious and Charitable Institutions Registration Act (1920)	
Institutions incorporated under the Companies Act, setup for non-profit objectives	

(e.g. under Section 25)	
Professional & industry Associations	
Private R&D centre (recognized by DSIR)	
Panchayati Raj Institution (PRI)	
Krishi Vigyan Kendra	
Other (please specify)	

**d. Capability of the Organization(s):**

I. Expertise available

	Impl. Org.
No. of full-time staff with professional qualifications	
No. of persons available as professional consultants	

II. Facilities/Assets/Equipments available

	Impl. Org.

III. Links with Outside Agencies:

(Please provide information on the linkages envisaged with outside agencies to solicit necessary inputs for project implementation)

**a. Links with local bodies (Panchayats/RWAs/BDO/local cooperatives):**

Name	Purpose & inputs expected

**b. Links with voluntary organizations:**

Name	Purpose & inputs expected

**c. Links with S&T institutions/subject consultants:**

Name	Purpose & inputs expected

**d. Links with industry, banks/other financial institutions:**

Name	Purpose & inputs expected

IV. Any Other Capability (please specify):

- e. Whether the implementing organization and/or collaborators have previously worked in the proposed project area? If yes, please give details (project/activities and highlights, availability of any local office, infrastructure, etc.). If no, please mention strategy for working in this area.

f. Role & responsibility of collaborators:

	Role	Responsibility
Implementing Org.		
Collaborator		

## 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 the unforeseen event of discontinuance by the Principal Investigator, the Co-Investigator will assume the responsibility for the fruitful completion of the project (after obtaining consent in advance from DST).
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 assures financial and other managerial responsibilities of the project.
4. Certified that the organization has never been blacklisted by any department of the State Government or Central Government.

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 proposals falls in line with the normal research activities of the institution or not and if not, the scientific reasons which merit its consideration by DST.

**Annexure-II**

**CERTIFICATE FROM THE INVESTIGATOR  
(On Letter Head of Organization)**

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

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

ITEMS	NUMBER OF COPIES
(a) Endorsement from the Head of the Institution (on letter head)	One
(b) Copies of the proposals	3
(c) Registration certificate, Memorandum of association, rules and regulations of the institution, Audited Balance Sheet and annual report of previous three years.	One

Date : .....

Name & Signature of  
Principal Investigator

Name & Signature  
of Co-Investigator(s)

Place:.....



### **Annexure-III**

#### **PROFORMA FOR BIODATA OF INVESTIGATORS (P.I. & CO-I.) (On Organization's Letter Head)**

- A. Name B. Date of Birth  
C. Institution D. Whether belongs to SC/ST

E. Academic and professional career:

Academic career (From Graduation to highest qualification level indicating subject and area of specialization – Enclose copy of certificate of highest qualification):

Professional career:

F. Award/Prize/Certificate etc. won by the investigator:

G. Publication (Numbers only)

Books	Research Papers, reports	General articles
Patents	Others (please specify)	

H. (1) List of completed and on going projects

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<b>Sl. No.</b>	<b>Title of Project</b>	<b>Duration From to</b>	<b>Total Cost</b>	<b>Funding Agency</b>
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(2) List of projects submitted

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<b>Sl. No.</b>	<b>Title of the project</b>	<b>Name of Organization</b>	<b>Status</b>
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SIGNATURES OF PI & CO-PI:  
SIGNATURES of the HOD:

## ANNEXURE IV

### GUIDELINES FOR THE ACTION RESEARCH PROJECTS

1. Identify the project area and project site based on a preliminary assessment of the areas as well as the people , using the following criteria:
  - (i) Minimum level of infrastructural facilities particularly roads, electricity and potential for irrigation.
  - (ii) Presence of local organizations like Panchayats or cooperative or voluntary groups.
  - (iii) Certain numbers of homogenous villages are preferable in terms of their social structure.
  - (iv) Consultation with the concerned official in the area is desirable.
2. Identify the common resources in the village and the way the people utilize them or envisage utilizing them and the type of supervisory function exercised by the village community on these resources. If available, use remote sensing data for resource mapping.
3.
  - (i) Identify any of the regular development programmes being implemented in the project area, agencies involved and beneficiaries covered. Identify sources of funds for these schemes in operation by Government sponsored programmes so that where possible, their efforts could be integrated into the experimental projects.
  - (ii) Assess the impact of the ongoing programmes.
4. Building up rapport with the identified people at project sites by frequent informal visits, meeting with all sections of the people, discussion with leaders culminating in organizing gram sabha meetings.
5. Involve the local panchayat /organization in
  - (i) Identification of the beneficiaries
  - (ii) Identification of technology intervention need and schemes for the beneficiaries in consultation with them
  - (iii) Providing local supervision in the implementation of the programme

*Attempt should be made to develop the project management of the local panchayat/ organization and they should be educated to handle the project on a continuous basis. This will be one of the measures of the success of the action research project.*