

**GUIDELINES
&
FORMAT
FOR
SUBMISSION
OF
RESEARCH PROJECT PROPOSALS**

1. GUIDELINES FOR FORMULATING PROPOSALS

1. The proposal should clearly establish linkage of S&T to overall development of State. The area identified should have potential to contribute in socio-economic upliftment of the people of State.
2. BCST encourages formulation of proposals through consultative process. Preliminary proposals giving brief information on concept, idea, proposed activity etc may also be submitted. These preliminary proposals could be further refined through mutual discussions, expert advice etc.
3. Please orient your proposal objective to a few specific outputs, which could be possible in a duration of 18 months to 24 months (max).
4. While writing the proposal, please ensure that scientific and technical details are clearly spelt out.
5. Proposals should have specific, concrete, quantifiable objectives.

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

Project Director
Bihar Council on Science & Technology
IGSC-Planetarium, Adalatganj, Bailey Road
Patna – 800 001 (BIHAR)

2. DOCUMENTS/ENCLOSURES REQUIRED WITH THE PROPOSAL:

- (a) Endorsement from the Head of the Institutions (on letter head)
- (b) Certificate from Investigator(s)
- (c) Details of the proposals (02 copies)

FORMAT FOR SUBMISSION OF RESEARCH PROJECT PROPOSALS

(TO BE FILLED BY APPLICANT)

A. IDENTIFICATION

1. Project title

.....
.....

Key Words

2. State :.....

3. Broad Area

- (i) S&T Studies/Surveys. (St)
- (ii) Location Specific Research & Technology Development. (LSR)
- (iii) S&T Demonstration Projects. (DP)
- (iv) Replication of Successful Models. (RP)
- (v) Joint S&T Programmes on specific theme.(please specify) (JP)
- (vi) Information Exchange & Experience Sharing. (IE)
- (vii) Awareness & Training on specific topic. (Please specify) (TRG)

4. Duration: (number of months)

5. Total Cost:

6. Principal Investigator :

6.1 Name :

6.2 Department:

6.3 Designation:

6.4 Organisation/Institution Name:

6.5 Address (Including Telephone (official & residence), E-mail, Fax) Pin :

6.6 Date of Birth :

6.7 Sex (M/F):

7. Co-Investigator (if any):

7.1 Name :

7.2 Designation:

7.3 Department:

7.4 Organisation/Inst. Name:

7.5 Address : (Including Telephone (official & residence), E-mail, Fax) Pin :

7.6 Date of Birth:

7.7 Sex (M/F):

B.

TECHNICAL DETAILS

1. Background

- 1.1 Description of problem
- 1.2 Review of work already done
- 1.3 Rationale for taking up the project
- 1.4 Relevance to State priorities
- 1.5 Financial resources committed at State level

2. Challenge & Constraints

Please identify strengths and weaknesses of the implementers vis-à-vis current project in terms of technical expertise, team building, past record etc. Also list the perceived opportunities and threats and describe how PI proposes to capitalise on them or avert them.

3. Description of Proposal

- 3.1 Objectives of the project. (Brief and to the point)
- 3.2 Preliminary Investigations done (if any)
- 3.3 S&T component in the project.
- 3.4 Linkage with S&T Instts./NGO,s/resource persons/ R&D organisation/ Industry for technical backup.
- 3.5 Other organisations working in this area
- 3.6 Methodology detailing stepwise activities and sub-activities.

4. Work Plan

Phase-wise plan of action upto post project activities detailing time schedule Milestones may clearly be indicated. PERT/GANTT chart may be attached.

5. Output of the Project

Attempt may be made to quantify output in measurable parameters.

6. Likely Impact (Please attempt to quantify)

7. Parameters for monitoring effectiveness of project

8. Suggested Post Project Activities

C. BUDGET ESTIMATES : SUMMARY

(In Rupees)

Item	BUDGET		
	1 st Year	2 nd Year	Total
A. Recurring			
1. Wages			
2. Consumables			
3. Travel			
4. Other Costs			
B. Non-Recurring			
Grand Total (A+B)			

BUDGET FOR WAGES

(In Rupees)

Designation (number of persons)	Monthly Emoluments	BUDGET		
		1 st yr. (m.m.)	2 nd yr. (m.m.)	Total (m.m.)*
Part time				
i)				
ii)				
Total				

- m.m. man months to be given within brackets before the budget amount.

BUDGET FOR CONSUMABLES

(In Rupees)

Items	BUDGET		
	1 st Year	2 nd Year	Total
Total			

BUDGET FOR TRAVEL

(In Rupees)

Items	BUDGET		
	1 st yr.	2 nd yr.	Total
Travel 1. Local *			
2. Out Station *			
Total			

* Please specify.

BUDGET FOR OTHER COSTS

(In Rupees)

Items	BUDGET		
	1 st yr.	2 nd yr.	Total
a. Contingencies			
b. Others			
Total			

D. PROFORMA FOR BIODATA OF INVESTIGATORS

A. Name:

B. Date of Birth:

C. Institution:

D. Whether belongs to SC/ST:

E. Academic career:
Professional career:

F. Award/prize/ certificate etc won by the investigator:

G. Publication (Numbers only):
Books Research Paper, report General articles
Patents Others (please specify)

H. List of completed and on going projects

Sl. No.	Title of project	Duration	Total cost	Funding Agency
		----- From To		

I. Projects submitted

Sl. No.	Title of project	Name of Organisation	Status
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(Name & Signature)

Date.....

Place.....

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 of the fruitful completion of the project
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.

Name and Signature of Head of Institutions

Date :

Place :

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CERTIFICATE FROM THE INVESTIGATOR

PROJECT TITLE:

1. I/We agree to abide by the terms and conditions of the BCST grant.
2. I/We did not submit 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 required financial support under this project, for procurement of these items.
4. I/We have enclosed the following materials.

ITEMS	NUMBER OF COPIES
(a) Endorsement from the Head of the Institution (on letter head)	One
(b) Details of the proposals	02

Name & Signature of Investigator

Date :.....

Place:.....