PROFORMA – I

UTTARAKHAND COUNCIL FOR BIOTECHNOLOGY
GOVT. OF UTTARAKHAND

PROJECT PROPOSALS ON RESEARCH AND DEVELOPMENT

(To be filled by the applicant)

PART I: GENERAL INFORMATION

1. Name of the Institute/University/Organization submitting the Project Proposal :……...
2. Status of the Institute: … **(Annexure – I)**
4. Name and designation of the Executive Authority of the Institute/University forwarding the application:…….
5. Project Title :.....
6. Category of the Project (Please tick) :.R&D/ Programme Support
7. Specific Area:…….. **(Annexure – II)**
8. Duration : ..... Years..... Months
9. Total Cost (Rs.) .....
10. Is the project Single Institutional or Multiple-Institutional (S/M) ? :
11. If the project is multi-institutional, please furnish the following :
    Name of Project Coordinator : .....
    Affiliation : .....
    Address : .....
12. Scope of application indicating anticipated product and processes
13. Project Summary (Not to exceed one page. Please use separate sheet).

PART II: PARTICULARS OF INVESTIGATORS

(*One or more co-investigators are preferred in every project. Inclusion of co-investigator(s) is mandatory for investigators retiring before completion of the project*)

Principal Investigator:

14. Name:.....
    Date of Birth: ..... Sex (M/F): ....
    Designation:.....
    Department:.....
    Institute/University:.....
    Address:.....
    .....PIN:.....
    Telephone: ..... Fax:.....E-mail:.....
    Number of research projects being handled at present:.....

Co-Investigator(s)

15. As above

PART III : TECHNICAL DETAILS OF PROJECT

(Under the following heads on separate sheets)

16. Introduction (not to exceed 2 pages or 1000 words)
    16.1 Origin of the proposal
    16.2 (a) Rationale of the study supported by cited literature (b) Hypothesis (c) Key questions.
    16.3 Current status of research and development in the subject (both international and national status)
    16.4 The relevance and expected outcome of the proposed study
    16.5 Preliminary work done so far

17. Objectives (should be written in bulleted form):…….

18. Work Plan: (should not exceed 3-4 pages)
    18.1 Methodology:
    18.2 Experimental design:

19. Timelines: (Please provide quantifiable outputs)

Period of study	Achievable targets

20. Name and address of 5 experts in the field

Sr.No.	Name	Designation	Address

PART IV: BUDGET PARTICULARS

Budget (In Rupees)

A. Non-Recurring (e.g. equipments, accessories, etc.)

S. No.	Item	Year 1	Year 2	Year 3	Total

Sub-Total (A) =

B. Recurring

B.1 Manpower

S. No.	Position No.	Consolidated Emolument	Year 1	Year 2	Year 3	Total

Sub-Total (B.1) =

B.2 Consumables

S. No.	Item	Quantity	Year 1	Year 2	Year 3	Total

Sub-Total (B.2) =

Other items	Consolidated Emolument	Year 1	Year 2	Year 3	Total
B.3 Travel					
B.4 Contingency					
B.5 Overhead (If applicable)					
Sub-total of B (B.1+B.2+B.3+B.4+B.5)					
Grand Total (A + B)					

Note : Please give justification for each head and sub-head separately mentioned in the above table.
Financial Year : April - March
In case of multi-institutional project, the budget estimate to be given separately for each institution.

Designation in whose name Demand Draft/Cheque is to be issued:

Complete Address in whose name the Demand Draft/Cheque is to be dispatched.

Name of the Authority (with complete address and fax No.) who will be responsible for submitting the Utilization Certificate and Statement Total Income from all the sources & Expenditure signed by Accounts Officer/Finance Officer of the Institute (if Govt. Organization) or audited:

PART V: EXISTING FACILITIES

Resources and additional information

1. Laboratory:
2. Other resources such as clinical material, animal house facility, glass house. Experimental garden, pilot plant facility etc.

PART VI: DECLARATION/CERTIFICATION

It is certified that

a) The research work proposed in the scheme/project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
b) The same project proposal has not been submitted to any other agency for financial support..
c) If the project involves the utilization of genetically engineered organisms, we agree to submit an application through our Institutional Bio-safety Committee. We also declare that while conducting experiments, the Bio-safety Guidelines of the Department of Biotechnology, Govt. of India would be followed in to.
d) If the project involves field trials/experiments/exchange of specimens, etc. we will ensure that ethical clearances would be taken from concerned ethical Committees/Competent authorities and the same would be conveyed to the Uttarakhand Council for Biotechnology, Govt. of Uttarakhand before implementing the project.
e) It is agreed that any research outcome or intellectual property right(s) on the invention(s) arising out of the project shall be taken in accordance with the instructions of the Uttarakhand Council for Biotechnology, Govt. of Uttarakhand.
f) We agree to accept the terms and conditions as enclosed in Annexure-I. The same is signed and enclosed.
g) The institute/university agrees 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.
h) The Institute assumes to undertake the financial and other management responsibilities of the project.

Signature of Project Coordinator
(applicable only for multi-institutional projects)
Date :

Signature of Executive Authority of Institute/University with seal
Date :

Signature of Principal Investigator :
Date :

Signature of Co-Investigator
Date :

Signature of Co-Investigator
Date :

PART VII: PROFORMA FOR BIOGRAPHICAL SKETCH OF INVESTIGATORS

Provide the following information for the key personnel in the order listed on PART II.
Follow this format for each person. **DO NOT EXCEED THREE PAGES**

Name : .....…….....
Designation :…….....
Department/Institute/University : .....…...
Date of Birth : ..... Sex (M/F) ..... SC/ST : .....….....
Education (Post-Graduation onwards & Professional Career)

Sl No.	Institution Place	Degree Awarded	Year	Field of Study

A. Position and Honors

Position and Employment (Starting with the most recent employment)

Sl No.	Institution Place	Position	From (Date)	To (date)

Honors/Awards

Professional Experience and Training relevant to the Project

B. Publications (Numbers only) .....
Books : ..... Research Papers, Reports : .....General articles :.....….....
Patents : .....Others (Please specify) :.....

Selected peer-reviewed publications (Ten best publications in chronological order)

List maximum of five recent publications relevant to the proposed area of work.

C. Research Support

Ongoing Research Projects

Sl No.	Title of Project	Funding Agency	Amount	Date of sanction and Duration

Completed Research Projects (State only major projects of last 3 years)

Sl No.	Title of Project	Funding Agency	Amount	Date of completion

Place : Signature of Investigator
Date :

(Note: The proposal should be duly forwarded by the Executive Authority of the Institute with signature and seal in the format (03 copies) and be sent to

Director,
Uttarakhand Council for Biotechnology, Govt. of Uttarakhand
Biotech Bhavan, P.O. Pantnagar -263 145, Dist. U.S. Nagar, Uttarakhand).

Annexure - I

Status of the Institute submitting the Project Proposal

1. Central University
2. State University
3. Deemed University
4. College (*Please specify the University to which affiliated*)
5. Institution of CSIR
6. Institution of ICAR
7. Institution of ICMR
8. Institution of the Department of Atomic Energy (DAE)
9. Institution of the Department of Biotechnology (DBT)
10. Institution of the Department of Defence Research & Development Organization (DRDO)
11. Institution of the Department of Science & Technology (DST)
12. Institution/Organization of any other Government Agency (please specify)
13. Autonomous Institute/Society (please specify the parent Ministry/Department)
14. Public Sector Undertaking (Please specify the Nodal Ministry/ Department)
15. Non-Governmental Organization (NGO)/ Society
16. Private Institute/Organization

Annexure – II

Illustrative List of Subject Areas for the consideration of the Project Proposal

1. AGRICULTURE & ALLIED AREAS

1.1 Field Crop
1.2 Horticulture & Plantation Crops
1.3 Forestry Species, Fuel Fodder, Biomass
1.4 Plant Molecular Biology
1.5 Biological Control of Plant Pests, Diseases and Weeds
1.6 Biofertilizers
1.7 Medicinal and Aromatic Plants
1.8 Seri-Biotechnology / Sericulture – host plants
1.9 Tissue Culture Plants
1.10 Biodiversity Conservation & Bio-prospecting
1.11 Any other (Please specify)

2. MEDICAL SCIENCES & ALLIED AREAS

2.1 Neurosciences & Neurobiology
2.2 Infectious Diseases of Humans
2.3 Non-infectious Diseases of Humans
2.4 Immunobiology
2.5 Human Genetics/ Genome Analysis
2.6 Bio-Medical Instrumentation
2.7 Therapeutics & Posology
2.8 Vaccines & Diagnostics
2.9 Any other (Please specify)

3. ENVIRONMENT

3.1 Plant Biodiversity
3.2 Microbial Biodiversity
3.3 Pollution Management
3.4 Bioremediation
3.5 Afforestation & Conservation
3.6 Any Other (Please specify)

4. ANIMAL SCIENCES

4.1 Breeding, Embryo transfer and related areas
4.2 Genetic enhancement, transgenics
4.3 Diagnostics & Vaccines (improved & recombinant)
4.4 Zoonotic diseases
4.5 Immunobiology
4.6 Feed and Nutrition
4.7 Any Other *(Please specify)*

5. AQUACULTURE

5.1 Breeding & Genetic Enhancement
5.2 Feed, nutrition, probiotics
5.3 Culture/hatchery technologies in new and non-traditional species
5.4 Vaccines, immunostimulants, diagnostics
5.5 Genomics, genes of interest
5.6 Frontline Demonstration, Rural development
5.7 Any Other (Please specify)

6. MARINE SCIENCES

- 6.1 Marine species other than Fish
- 6.2 Marine Microbiology/ flora & fauna
- 6.3 Extremophilic Organisms
- 6.4 Genomics, genes of interest
- 6.5 Any other(Please specify)

7. INDUSTRIAL APPLICATIONS

- 7.1 Microbiology/ Strain Improvement
- 7.2 Industrial Products/ Bio-Process Optimisation & scale-up
- 7.3 Biogeo-technology/Biodegradation/Bio-leaching
- 7.4 Theoretical/ Mathematical modeling of Industrial processes.
- 7.5 Biotechnology Parks
- 7.6 Any Other (Please specify)

8. FOOD SCIENCES

- 8.1 Food Processing/ Packaging/ Preservation etc.
- 8.2 Food Additives /Ingredients
- 8.3 Food-borne diseases/ Diagnostics
- 8.4 Quality Control/Assay Systems
- 8.5 Food Safety
- 8.6 Any other (Please specify)

9. BASIC RESEARCH (Please indicate subject area/keywords)

10. BIOINFORMATICS, BIOCOMPUTING, STRUCTURAL/THEORETICAL BIOLOGY, DATABASE DEVELOPMENT, ALGORITHMS / SOFTWARE DEVELOPMENT, COMPUTER APPLICATIONS FOR GENOMICS/ PROTEOMICS ETC. (Please indicate subject area / keywords)

11. BIOTECHNOLOGY & SOCIETY

- 11.1 SC/ST or Weaker Sections
- 11.2 Women Oriented
- 11.3 Rural Development
- 11.4 Biovillage,
- 11.5 Any Other (Please specify)

Annexure- III

TERMS & CONDITIONS OF THE GRANT

(For all programme/ activity funded by Uttarakhand Council for Biotechnology)
***(To be signed and enclosed with concern filled proforma*)**

1. Approval of the Research proposal and the grant released would be for the specific areas of this proposal and grant should be exclusively spent on the project for which it has been sanctioned within the stipulated time. Any unspent part of amount would be surrendered to the Uttarakhand Council for Biotechnology, Govt. of Uttarakhand through an account payee demand draft drawn in favour of the "Director, Uttarakhand Council for Biotechnology", Biotech Bhavan, Pantnagar 263 145, U.S. Nagar, Uttarakhand / carry forward of funds of the next financial year for utilization for the same project may be considered only with the specific approval of the Uttarakhand Council for Biotechnology.
2. For permanent / semi-permanent assets acquired solely or mainly out of the grant, an audited record in the form of a register shall be maintained by the Institute. The term **"assets"** means (I) immovable property and (II) movable property of a capital nature, where the value exceeds Rs. 1000/- The grant will not be utilized for construction of any immovable property, Full facilities by way of accommodation, etc. for the project will be given by the host Institute.
3. All the assets acquired from the grant will be the property of Govt. of Uttarakhand and should not be disposed of without the prior sanction of the Uttarakhand Council for Biotechnology, or encumbered or utilized for purpose other than those for which the grant has been sanctioned.
4. At the conclusion of the project, the Govt. of Uttarakhand will be free to sell or otherwise dispose of assets which are the property of the Govt. of Uttarakhand. The Institute shall render to Uttarakhand Council for Biotechnology, Govt. of Uttarakhand necessary facilities for arranging the sale / disposal of these assets. **The Government may, however, consider the request of host institutions to retain the assets created under a project for carrying out similar work for the promotion of science.**
5. The implementing Institute / PI will furnish progress report of work on the project every **six months**. The progress of the project will also be reviewed / monitored at least once a year by the concerned Task Force / Project Monitoring Committee, etc. In addition the Uttarakhand Council for Biotechnology shall designate Scientists / Specialists to visit the Institute periodically for reviewing the progress of work and for suggesting such measures as to ensure early realization of the objectives of the project. On completion of the project five copies of a consolidated report, both in **English and Hindi** of the work done on the subject would be submitted to the Uttarakhand Council for Biotechnology.
6. The Institute is required to send to Uttarakhand Council for Biotechnology a list of assets referred to at Sl. No. 2 above at the end of each financial year as well as at the time of seeking further installments of the grant.
7. The Institute would furnish to the Uttarakhand Council for Biotechnology Utilization Certificate and an audited statement of expenditure (**Copy enclosed at Annexure - IV**) duly signed by the P.I., the Head of the Institute and the Head of the Finance wing, pertaining to the grant at the end of each financial year as well as a consolidated statement of expenditure at the end of the completion of the project.
8. A stamped receipt be sent to the Uttarakhand Council for Biotechnology on receipt of the Cheque / Demand draft towards each release.
9. The department has the right of access to the books and accounts of the Institute for the grant received from the Uttarakhand Council for Biotechnology, Govt. of Uttarakhand.
10. The Institute would maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to the Uttarakhand Council for Biotechnology.
11. Investigators/Institutes wishing to publish papers based on the research work done under UCB projects should acknowledge the financial support received from the Uttarakhand Council for Biotechnology.
12. The Govt. of Uttarakhand (Uttarakhand Council for Biotechnology) will have the right to call for drawings, specifications and other data necessary to enable the transfer of know-how to other parties and the Institute shall supply all the needed information at the request of the Uttarakhand Council for Biotechnology which will ensure confidentiality. The information required for commercializing Biotechnologies may be furnished to this Deptt.
13. The human resources that may be engaged for the project by the Institute are not to be treated as employees of the Uttarakhand Council for Biotechnology, Govt. of Uttarakhand and the deployment of such human resource at the time of completion or termination of project, will not be the concern/responsibility of the Uttarakhand Council for Biotechnology, Govt. of Uttarakhand. The Organization may make reservations for Scheduled Castes, Schedule Tribes etc. in the human resource to be engaged for the project in accordance with the instruction issued by the Govt. of Uttarakhand from time to time.
14. The Uttarakhand Council for Biotechnology reserves the right to terminate the grant at any stage and also to recover the amounts already paid if it is convinced that the grant has not been properly utilized or the work on the project has been suspended for any unduly long period or appropriate progress is not being made.
15. The project will become operative with effect from the date of release of the first installment for the project or the date of office order released.
16. If the Investigator to whom a grant for a project has been sanctioned leaves the institution where the project is being implemented, he shall submit five copies of complete and detailed report of the work done by him on the project and the money spent till the date of his/her release and shall also arrange to refund the unspent balance, if any.

17. Wherever an Institute / University / Organization and a Registered Society / Association are jointly organizing a seminar, the responsibility of furnishing the Utilization Certificate and Statement of Total Income & Expenditure will lie with both.
18. In case grants-in-aid is granted and there are overall profits/ savings as per the statement of total income from all the sources & expenditure of the Seminar etc., the grants-in-aid sanctioned would be treated as loan and Organizing Institute would be required to refund the same to the extent of savings.
19. In case of Registered Society, Pvt. College, NGO, deemed university etc., copies of the following should be enclosed:
    (i) Registration Certificate
    (ii) Articles of Association
    (iii) Bye-Laws
    (iv) Audited Statement of Accounts of the Society etc. for the last 3 years
    (v) Sources & pattern of Income & Expenditure

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Signature of Project Coordinator
(applicable only for multi- institutional projects)
Date :

Signature of Executive Authority of Institute/ University With seal
Date :

Signature of Principal Investigator :
Date :

Signature of Co-Investigator
Date :