

**FORMAT FOR SUBMISSION OF RESEARCH CONCEPT NOTE**

**PART I: GENERAL INFORMATION**

1.	Title (maximum 50 words)	
2.	Objectives (Not more than three)	
3.	Duration (Years / Months) (maximum of 36 months)	
4.	Type of project- Institutional (single institutional/multi-disciplinary) Multi-institutional (National institutes [CSB/Others]/International institutes)	
5.	Investigators (one PI and at least one CI from each of the institute)	
6.	Origin of the Research proposal with flow chart on the evolution of the project proposal. (if any, please specify result of pilot study) (maximum 300 words)	[This should clearly indicate what prompted/or the need of undertaking this project, and how the investigators propose to reach their goals. This should be logical and supported by the connected work, relevant hypothesis, key questions, etc.]
7.	Problem(s) identified (maximum 200 words)	Should be precise and supported with relevant information etc.
8.	Current status of the problem and the information/ technology availability (Review of literature) (maximum 400 words)	[Give details of research carried out in the subject with supporting documents/citations and gap in the available information/technology to be filled in]
9.	Preliminary work done so far (maximum 200 words)	[This should briefly indicate the preliminary work done about the work proposed by the investigators as a regular or pilot study]
10.	Methodology / Plan of work (maximum 800 words)	[This should clearly indicate in detail the procedures to be followed in taking up the proposed study / work including the experimental design, analysis to be carried out, etc.]
11.	Organization of work elements (maximum 500 words)	[This shall contain only the organizational aspects such as the work distribution among the scientists / institutions, outsourcing if any, etc.]
12.	Expected outcome and utilization of outcome (maximum 400 words)	[This shall indicate the utilizable output and how it can utilized and its advantages]

13.	Funding Agency to be proposed (CSB/ DBT/ DST/ Others)	
14.	Total budget (item-wise break up details to be furnished)	
15.	Additional manpower requirement (if any, with justification) (maximum 100 words)	
16.	Additional instrument(s)/ infrastructure requirement (if any, with justification)	
17.	Observations/ recommendations of the Research Council and Action taken report thereof	
18.	Observations/ recommendations of the RCS and Action taken report thereof	
19.	Utilization status of the output of the projects completed by the Principal Investigator (during the last five years). (maximum 300 words)	
20.	Key words (Maximum 6 words)	

## PART II: ADDITIONAL INFORMATION

### 1. Time schedule of activities giving Quarter-wise milestones

Sl. No.	QTR	Milestone/ Activity	Expected Date of		Expected Outcome/visible/ measurable indicators
			Starting	Completion	
1.	I				
2.	II				
3.	III				
4.	IV				
5.	V				
6.	VI				
7.	VII				
8.	VIII				
9.	IX				
10.	X				
11.	XI				
12.	XII				

### 2. Role and Responsibility of Investigators [details should be provided separately for each investigator]

Sl. No.	Name of the investigator	Objective	Responsibilities / work to be carried
1.			
2.			
3.			
4.			

### 3. Flow Chart of the Project clearly indicating all important activities

Sl. No.	Activity	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
1.													
2.													
3.													
4.													
5.													

**4. Total Budget (in Lakh Rupees):** [In case of multi-institutional projects, the budget details should be provided separately for each of the institute]

Sl. No.	Item	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
<b>1</b>	<b>Non-Recurring (e.g. equipment, accessories, etc.):</b>				
1.1					
1.2					
	<b>Sub-total (1)</b>				
<b>2</b>	<b>Recurring:</b>				
<b>2.1</b>	<b>Manpower</b>				
2.1.1	JRF/SRF/RA				
2.1.2	Project Asst.				
2.1.3	Consultant - Subject Expert				
	<b>Sub-total (2.1)</b>				
<b>2.2</b>	<b>Consumables:</b>				
2.2.1	Raw materials				
2.2.2	Chemicals				
2.2.3	Testing / analysis fee for samples at other institutes/ organization (out sourcing)				
2.2.4	Stationary, library, Seminar/Workshop/ trial, Demonstration/ Preparation of device manual etc.				
	<b>Sub-total (2.2)</b>				
<b>3</b>	<b>Travel</b>				
<b>4</b>	<b>Contingency</b>				
<b>5</b>	<b>Overhead charges</b> (max of 10% of recurring expenditure. Applicable for externally funded and to collaborating institutes only)				
	<b>Sub-total (3+4+5)</b>				
	<b>Grand Total (1+2+3+4+5)</b>				

Note:

- 1). Justification to each component under non-recurring (equipment) and manpower (PA/ JRF/ SRF) items to be furnished.
- 2). Details of smaller equipment availability with the institute and high price equipment availability with other CSB institutes to be furnished.

**5. Existing facilities :** Available equipment and accessories to be utilized for the project

Sl. No.	Name of the equipment/Accessories	Make	Model	Funding Agency	Year of procurement	Working status
1.						
2.						
3.						

**6. Reference:**

**7. Declaration/ Certification**

Signature of Principal Investigator  
Name and Designation with seal

Signature of Co-investigator  
Name and Designation with seal

Signature of Division Head  
Name and Designation with seal

Signature of Co-ordinator  
Name and Designation with seal

Signature of Director/ In-charge  
Name and with seal

**CENTRAL SILK BOARD**  
Ministry of Textiles, Govt. of India

**CHECKLIST FOR SUBMISSION OF CONCEPT NOTE (RMIS-01)**

#	Particulars	Tick mark (✓/ X)			
		Yes		No	
1.	Whether name of the Institute with code indicated?	Yes		No	
2.	Whether project title restricted to 50 words ?	Yes		No	
3.	Whether project period mentioned in months?	Yes		No	
4.	Whether funding Agency (CSB/ DBT/ DST / Any other) for the project is proposed?	Yes		No	
5.	Whether the concept note has been discussed in the Research Council? If yes, whether the minutes of the RC meeting attached with the proposal?	Yes		No	
6.	Whether the suggestions/ recommendations of the RC were incorporated in the concept note ?	Yes		No	
7.	Whether Work Plan/ Activity Chart/ Quarter wise milestones incorporated?	Yes		No	
8.	Whether any previous study carried in Institute on similar lines funded by CSB/ external agency furnished?	Yes		No	
9.	Whether details of budget estimates proposed?	Yes		No	
10.	Whether justification for new equipment furnished?	Yes		No	
11.	Whether justification for manpower required furnished ?	Yes		No	
12.	Whether included in the Institute Action Plan ?	Yes		No	
13.	Details of the present work load of the Investigators proposed in the study (concept note) (Indicate only no. of approved ongoing projects):				
	<b>Investigators</b>	<b>Proj. Code</b>	<b>Date of start</b>	<b>Date of end</b>	<b>% Time spent</b>
i	Principle Investigator				
ii	Co-investigator				

*(Please add additional row for more than one co-investigator)*

Signatures of Head of the Division with seal

Signature of Head of the PMCE Division with seal

Signatures of the Director/ In-charge with seal