

FORMAT FOR SUBMISSION OF RESEARCH PROJECT PROPOSAL

PART I: GENERAL INFORMATION

1.1	Project Title (maximum 50 words)	
1.2	Project Code (will be assigned by CO)	
1.3	Category of the project	
1.4	Specific area	
1.5	Project Duration (Months / Years) (maximum of 36 months)	
1.6	Name of the institute submitting the project proposal	
1.7	Name, Designation and address of the Project Coordinator (If any)	
1.8	Name(s), designation(s) and Address of the Principal investigator(s)	[There shall be one Principal Investigator and at least one Co- Investigator from the hosting institute. In case of multi-institutional projects, there shall be one PI and at least one CI at each institution. Too many investigators should not be added without specific work]
1.9	Name(s), designation(s) and address of the Co-investigator(s)	
1.10	Funding Agency (CSB/ DBT/ DST/ Others)	
1.11	Name of Collaborating Institutes (if multi-Institutional)	[MOU should be accompanied for collaboration with Non-CSB Institutes & MoA in case of Industry partners]
1.12	Total Budget (Rs. in Lakhs)	
1.13	Additional manpower requirement (PA/ JRF/ SRF/ Experts) with justification (maximum 100 words)	
1.14	Additional instrument(s)/ infrastructure requirement with justification (maximum 200 words)	
1.15	Require Regulatory Clearance (if yes, attach the regulatory clearance document)	Yes / No
1.16	Require Ethical Clearance (Yes/ No)	
1.17	Industry Collaboration (Yes/ No)	
1.18	Project Summary (maximum 800 words)	[This should briefly include the problem or reason for taking up the proposed work, the aims/objectives, the work to be carried out and the expected outcome and its utilization]
1.19	Project Keywords (maximum 10 words)	

PART II: PARTICULARS OF INVESTIGATORS

2.1	Coordinator	
	Name	
	Date of birth	
	Sex	
	Designation	
	Department	
	Institute/ University address:	
	E-mail I D	
	Contact Details (Mobile/ Landline)	
	Details of the project completed and output utilization during the last five years	
2.2	Principal Investigator	
	Name	
	Date of birth	
	Sex	
	Designation	
	Department	
	Institute/ University address:	
	E-mail I D	
	Contact Details (Mobile/ Landline)	
	No. of projects handled in the last 5 years with project code: a) as PI b) as CI	
No. of projects being handled at present with project code: a) as PI b) as CI		
Details of the project completed and output utilization during the last five years		
<i>Add additional row for more PIs involved</i>		
2.3	Co-investigator	
	Name	
	Date of birth	
	Sex	
	Designation	
	Department	
	Institute/ University address:	
	E-mail I D	
	Contact Details (Mobile/ Landline)	
	No. of projects handled in the last 5 years with project code: a) as PI b) as CI	
No. of projects being handled at present with project code: a) as PI		

	b) as CI	
	Details of the project completed and output utilization during the last five years	
	<i>Add additional row for more CIs involved</i>	
2.4	Proposed Research Fellows (PA/ JRF/ SRF/ RA)	[Detailed justification with work sharing]

PART III: TECHNICAL DETAILS OF THE PROJECT

3.1	Introduction	[The introduction shall include detailed information on the following points]
3.2	Origin of the proposal / Rationale of the 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.]
3.3	Problem(s) identified (maximum 200 words)	Should be precise and supported with relevant information etc.
3.4	Relevance of the problem to sericulture/ silk industry	[This should clearly indicate why this study is needed and what could be the outcome in terms of economic & qualitative output or contribution to the society.]
3.5	Current status of research on the problem/ area (i) National level (ii) International level (maximum 800 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]
3.6	Importance of the proposed project in the context of current status (maximum 200 words)	How the outcome of the project going to benefit the sericulture industry
3.7	Objectives (maximum 400 words)	[The objectives must be in bullet form and unambiguous. This should be followed by a short paragraph indicating the methods to be followed for achieving each of the objectives and verifiable indicators of progress.]
3.8	Expertise available with proposed investigation group/ institution on the subject of the project	[This should briefly indicate the capabilities of each of the associated investigators required in carrying out various activities of the proposed project]
3.9	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]
3.10	Anticipated products, processes/ technology packages, information or other	[This shall indicate the utilizable output and how it can be utilized and its advantages]

	outcome from the project and their expected utility	
3.11	Methodology /Work Plan (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.]
3.12	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.]
3.13	Proprietary/patented items, if any, expected to be used for this project	[Give details with justifications and alternative products if any available.]
3.14	Expected Outcome from the project (maximum 400 words)	[This shall indicate the expected outcome and how it can be helpful for the sector]
3.15	Suggested plan of action for utilization of the expected outcome from the project	[Give a brief plan of action to utilize the outcome assuming that the project is successful]

3.16. Time schedule of activities giving Quarter-wise milestones [In case of multi-institutional/ collaborative projects, the time-schedule details should be provided separately for each of the institute]

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				

3.17. 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.			

3.18. PERT Chart of the Project clearly indicating all important activities

3.19. Project implementing Institutes /Organizations

Name of the Institute/ Organization	Address of the Institute/ Organizations	Proposed research aspects	Proposed amount	Cost Sharing %

3.20. REFERENCES (List of relevant literature cited)

PART IV: BUDGET PARTICULARS (in Lakh Rupees): [In case of multi-institutional projects, the budget details should be provided separately for each of the institute]

4.1 Non-Recurring (e.g. equipment, accessories, etc.):

Sl. No.	Item	Nos.	1 st Year	2 nd Year	3 rd Year	Total
1.						
2.						
	Sub-total 4.1					

Note: Please furnish item-wise justification for proposed equipment / item.

4.2 Recurring:

4.2.1 Manpower:

Sl. No.	Position	Nos.	1 st Year	2 nd Year	3 rd Year	Total
1.	JRF/SRF/RA					
2.	Project Assistant					
3.	Expert (Days)					
	Sub-total 4.2.1:					

Note: Please furnish justification for manpower.

4.2.2 Consumables:

Sl. No.	Item	1 st Year	2 nd Year	3 rd Year	Total
1.	Raw materials				
2.	Chemicals				
3.	Testing / analysis fee for samples at other institutes/ organization (out sourcing)				
4.	Stationary, library, Seminar/Workshop/ trial, Demonstration/ Preparation of device manual etc.				
	Sub-total 4.2.2				

Other Items:

Sl. No.	Item	1 st Year	2 nd Year	3 rd Year	Total
4.3	Travel				
4.4	Contingency				
4.5	Overhead charges (max of 10% of recurring expenditure. Applicable for externally funded and outside collaborating institute projects only)				
	Sub-total (4.3+4.4+4.5):				
	Grand Total :				

PART V: 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.						

PART VI: BIODATA OF INVESTIGATORS

6.1 BIODATA OF PROJECT INVESTIGATOR/ CO-INVESTIGATOR

(Add additional row for more CIs involved)

1. Full name :
2. Designation :
3. Department/Institute/University :
4. Address for communication :
5. Date of birth :
6. Sex :
7. Education (Post graduate onwards and professional career):

Name of University	Degree passed	Year of passing	Subjects taken with specialization	Class/Divn.

8. Positions held/Research experience in various institutions (Not required for in-house personnel) : NA (In-house)

Employer	Designation	Date of joining	Date of leaving

9. Awards/ Honors (Not required for in-house personnel):

Year	Award	Agency	Purpose	Nature

10. Memberships/Fellowships (Not required for in-house personnel) :
11. Patents: (Not required for in-house personnel) : No
12. Publications (Numbers only)

Books :
Research papers, reports :

Gene sequence published :
General articles :

13. Projects submitted/being pursued/carried out by Investigator:

Sl. No	Title of the project	Funding agency	Duration From - To	No. of Scientists/Associates working under the project	Total approved cost of the project

14. Professional experience and training relevant to the project:

15. Highlights of outcome/progress of the project (s) handled during the past 10 years, their outcome and utilization (in 200 words).

PART VII: DECLARATION/CERTIFICATION

7.1 By the Investigating Group

It is certified that: -

- i. Before undertaking the project, thorough review of the earlier work has been done and found that the research work proposed in the project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
- ii. This project has not been submitted to any other agencies for financial support.
- iii. The emoluments for the manpower proposed are those admissible to persons of corresponding status employed in the R&D Institutes of Central Silk Board.
- iv. It is agreed by us that any research outcome or intellectual property right(s) on the invention(s) arising out of the project shall be the property of the Central Silk Board and no claim will be made on it.
- v. It is agreed, that upon transfer or superannuation, to hand over the entire information which includes documents on the project, raw & analyzed data, instruments, equipments, research material, records on financial expenditure etc., to the next person who assumes charge of the project or the CI of the project. Also agree to extend all supports without any inhibition for the successful completion of the project, whenever required.
- vi. The equipments and other the basic facilities created under the project is the property of the Institute and required action will be taken as and when required for proper up keeping of the same.
- vii. Agree not to share the information/technology emanated from the project without prior approval of the Competent Authority.

Signature of Principal Investigator
Name and Designation

Signature of Co-Investigator
Name and Designation

Signature of Co-Investigator
Name and Designation

Signature of Co-Investigator
Name and Designation

7.2 By the Head of the Division/Institute

It is certified that: -

- i. The research work proposed in the project does not in any way duplicate the work already done or being carried out elsewhere on the subject and the project has not been submitted to any other agencies for financial support.
- ii. The emoluments for the manpower proposed are those admissible to persons of corresponding status employed in the R&D Institutes of Central Silk Board.
- iii. Necessary provision for successful implementation the project will be made in the Institute.
- iv. If the project involves the utilization of genetically engineered organism, it is agreed to constitute an Institutional bio-safety committee as per the guidelines of the Department of Biotechnology and would follow the same into to.
- v. If the project involves field trials / experiments/ exchange of specimens etc we will ensure that ethical/government/department clearances would be taken well in advance from the concerned ethical committees/ competent authorities.
- vi. It is agreed that any research outcome or intellectual property right(s) on the invention(s) arising out of the project shall be the property of the Central Silk Board and utilization of the same will be done in accordance with the guidelines/ permission of the CSB.
- vii. Whenever a collaborative project is undertaken with non-CSB institutes, legally vetted MOU will be signed on credit sharing well before the initiation of the project and the project will be implemented as per the terms and conditions of MoU. A signed MOU will be submitted to CO for record purpose.
- viii. The institute agrees that the equipment, the basic facilities and such other administrative facilities as per terms and conditions of the grant will be extended to investigators throughout the duration of the project and proper measures will be made for proper up keeping and utilization of the instrument.
- ix. The institute assumes to undertake the financial and other management responsibilities of the project.
- x. It is agreed, that upon transfer or superannuation of any of the Investigators, proper handing over and taking charge would be ensured. If any failure is noticed appropriate action would be initiated against the erring officers.

Signature of Division Head

Institute/with seal

Date:

Signature of Co-ordinator

Institute/ with seal

Date:

Signature of Director/ Office In-charge of

Institute/ with seal

Date:

PART VIII: COMMENTS OF THE REFERRES & RCS, CO CSB AND ACTION TAKEN REPORT THEREOF (Copy of comments of the referees to be enclosed)

PART IX: RECOMMENDATION OF THE RAC (enclose the latest RAC minutes/ relevant portion pertaining to the project) AND ACTION TAKEN REPORT THEREOF.

CENTRAL SILK BOARD
Ministry of Textiles, Govt. of India

CHECKLIST FOR SUBMISSION OF PROJECT PROPOSAL (RMIS-02)

#	Particulars	Tick mark (✓/ X)			
		Yes		No	
1.	Whether name of the Institute with code indicated?	Yes		No	
2.	Whether project title restricted to less than 50 words ?	Yes		No	
3.	Whether project period mentioned in months?	Yes		No	
4.	Whether funding Agency (CSB/ DBT/ DST / Any other) for project is proposed?	Yes		No	
5.	Whether the proposal has been discussed in the RAC/ RCC meeting ? (If yes, whether the minutes of the RAC/ RCC meeting attached with the proposal?)	Yes		No	
6.	Whether the suggestions / recommendations of RAC/ RCC were incorporated in the final proposal ?	Yes		No	
7.	Whether the suggestions / recommendations of RCS were incorporated in the final proposal?	Yes		No	
8.	Whether the referees' comments/ suggestions received and incorporated in the proposal?	Yes		No	
9.	Whether Work Plan/ Activity Chart/ Quarter wise milestones incorporated?	Yes		No	
10.	Whether the details of budget estimates proposed ?	Yes		No	
11.	Whether justification for new equipment furnished ?	Yes		No	
12.	Whether justification for manpower furnished ?	Yes		No	
13.	Whether requirement of new scientific equipments incorporated in the Action Plan Part-III (Budget Estimate-BE)	Yes		No	
14.	Whether MoU/MoA is exercised ? (In case of collaborative projects)	Yes		No	

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