



DBT-DFG PROPOSAL SUBMISSION PROFORMA

[This document shall be completed for Indian Investigators by the Project Lead/ Principal Investigator, in consultation & Agreement with Counterparts from Germany]

General Instructions:

- All fields are mandatory
- Kindly read the footnotes carefully and furnish information/ data, accordingly.
- Avoid duplication of information & data in submission
- All the enclosures shall be searchable with bookmarks to each heading. Scanned enclosures shall not be acknowledged except for page(s) which bear signature(s) on it
- All sections of this proforma must be completed. If the space provided is not sufficient, attach additional supporting materials as necessary. Page numbering and headings of any supplementary material must match corresponding sections in this filled in proforma.
- Project shall not be entertained further, if it is incomplete in any one of the requirements mentioned herein
- Project shall be submitted within the **limit of 40 pages** (including enclosures)

<u>SR. NO.</u>	<u>PARTICULARS</u>
1.0	TITLE OF THE PROJECT
2.0	PROJECT ACRONYM
3.0	GENERAL INFORMATION
3.1	Project Title
3.2	Duration of the Project
3.3	Proposed cost of the project (<i>Cumulative as well as segregated project cost proposed for Indian and German participants In INR</i>)
3.4	Keywords [<i>at least six (6)</i>]
3.5	Abstract (<i>NMT 350 words</i>)
3.6	Objectives of the proposal (<i>to be submitted in bullet points NMT 200 words</i>)
3.7	Does this proposal (or a very similar one) been submitted funded in past 2 years? [--YES/NO--]

If Yes, how the present proposal is different from the already considered earlier?

4.0 LIST OF PARTICIPATING ORGANIZATIONS (*from India & Germany*)

5.0 WHETHER YOUR ORGANIZATION'S LEGAL STATUS IS [*to be submitted for each participating (including counterpart from Germany)*]

- 5.1 A public body (Government or Government autonomous body, State, Aided, etc.)? [--YES/NO--]
- 5.2 A non-profit? [--YES/NO--]
- 5.3 An international organization? [--YES/NO--]
- 5.4 A secondary or higher education establishment? [--YES/NO--]
- 5.5 A research organisation? [--YES/NO--]
- 5.6 A private/ NGO(s) [--YES/NO--]
- 5.7 While submitting this grant proposal you are requested to note the following and enclose relevant information

a) In case of Academia (Public and/or private universities and research organisations)

Submission of proof of establishment under Indian statute; recognition documents and registration at Government of India's Public Finance Management System (PFMS) - <https://pfms.nic.in> shall be obligatory. (Kindly enclose relevant documents)

b) In case of Private R&D performing institutions and Not-for-profit, NGO(s)/ VO(s)/ Trust(s)/ Research foundations submission of Proof of registration at 'NGO DARPAN' of NITI Aayog (<http://ngodarpan.gov.in/>); Certificate of registration under Society Registration Act; certificate of DSIR in-house R&D recognition and registration at Government of India's Public Finance Management System (PFMS) (<https://pfms.nic.in>) shall be obligatory. An Academic society must follow research as mandate. (Kindly enclose relevant documents)

6.0 PARTICIPATING INVESTIGATORS

- 6.1 Name of Project Lead/ Co-ordinator, Date of Birth, Date of Superannuation & Contact Details (*including institutional affiliations, e-mail & cell number*)
- 6.2 Name of Principal Investigator(s) & Co-Principal Investigator(s), Date of Birth, Date of Superannuation & Contact Details (*including institutional affiliations, e-mail & cell number*)
- 6.3 Name of Co-Investigator(s), Date of Birth, Date of Superannuation & Contact Details (*including institutional affiliations, e-mail & cell number*)
- 6.4 Name of Project Lead/ Co-ordinator from Germany & Contact Details (*including institutional affiliations & e-mail*)

6.5 Name of Principal Investigator(s) and Co-Principal Investigator(s) from Germany & Contact Details *(including institutional affiliations & e-mail)*

6.6 Name of Co-Investigator(s) from Germany & Contact Details *(including institutional affiliations & e-mail)*

7.0 MERIT OF THE PROPOSAL

7.1 Summary of the research plan *(NMT 1000 words || This should include the most important features of your research plan and place your project in a broader scientific context)*

7.2 Explicit objectives of each participating organization *(NMT 300 words || allocated to Indian and Germany counterparts || to be submitted in bullet points)*

7.3 Infographic(s) which can showcase the project hypothesis and outcome in an illustrative manner *(NMT half page)*

7.4 Current state of research in the field *(NMT 1400 words || cite the most vital literature survey in the relevant field and put-forth the scientific background and basis of the project || explain the essentiality of research on the topic you propose and briefly describe pertinent research currently being conducted internationally)*

7.5 Current state of own research and Complementarity *(NMT 1400 words || briefly describe the work done by all project participants in the relevant research field and indicate relevant publications || describe how participant investigators bring about the essentiality and complementarities for the proposed research project || What is the expected added value (synergistic benefit) of the collaboration?)*

7.6 Goal, Concept, Methodology & Data Collection *(NMT 1500 words || state the aims that you plan to attain during the lifetime of the project || investigations and/or experiments do you plan to carry out/are necessary to attain the stated aims || rationale for getting the project started and how do you intend to develop the work later on? || data-availability, accessibility, & requirement of new data generation || methods-availability, accessibility, requirement of new development & deployment)*

7.7 Work division, schedule and milestones *(NMT 1300 words || provide explicit roles, responsibilities & contributions of each investigator(s) (Indian and counterparts from Germany) to be involved in this project || provide an approximate schedule of 'Project Management' through an uncluttered & practical 'Gantt Chart' with monthly calendar defining work plan wise interdependent tasks, task owners, start date, due date duration, etc.|| extent to which the consortium as a whole brings together the necessary expertise and appropriateness of the allocation of tasks)*

8.0 **IMPORTANCE & IMPACT EXPECTATION** *(NMT 400 words || describe briefly the importance of your research for the scientific community and the impact you expect from the project on research, training and teaching in your field/discipline || Please indicate how you will publish/communicate your results || Keeping in view of the broader impact clarify i) are there any knowledge gaps? ii) are innovations and improvements expected? iii) to what degree can research results be put into*

practice?)

9.0 MANAGEMENT STRUCTURE & DISSEMINATION PLAN *(NMT 400 words || describe briefly the project & data management structure with grievance/ conflict redressal mechanism || Indicate risk assessment, identification, review & mitigation plan || Describe in detail the i) project outcomes you envisage ii) Explain how you will share these findings with stakeholders and the community iii) Address the potential for knowledge transfer to industry (if applicable)*

10.0 ETHICAL, SAFETY & STATUTORY REQUIREMENTS

10.1 Is there any possibility of use of information (in any form) resultant of the proposed work, which may impinge on India's national security? If yes, the nature of such a use may be indicated. *[NMT 50 words]*

10.2 Will any sensitive source material be referred to during the course of the research? *[-- YES/NO --]*

If yes, provide explicit details of the same. [NMT 70 words]

10.3a Does this collaboration involve *(Explicitly highlight the same)*

a) Use of endangered fauna and/or flora and/or protected areas: *[-- YES/NO --]*

b) Transfer of biological material(s): *[-- YES/NO --]*

c) Use of radioactive materials: *[-- YES/NO --]*

d) Use of elements that may cause harm to the environment, to humans (including research staff), to animals or plants: *[-- YES/NO --]*

e) Use of Genetically Engineered Organisms: *[-- YES/NO --]*

f) Field trials or testing: *[-- YES/NO --]*

g) Pre-clinical and/ or Clinical trials or testing: *[-- YES/NO --]*

h) Ethical considerations: *[-- YES/NO --]*

i) Considerations related to Intellectual Property Rights (IPR): *[-- YES/NO --]*

j) Collection and/or processing of new and/or previously collected personal data: *[-- YES/NO --]*

10.3b If answer to the one or more of the above questions is **YES**;

Do the investigator(s) aware of the relevant regulations (such as IBSC/ IASC/ IAEC/ IEC/ NBA/ IC-SCR/ CTRI etc.) and have they agreed to abide by them? *[-- YES/NO --]*

If YES, provide explicit details of it [NMT 150 words]

If NO, provide valid reason(s) to it [NMT 150 words]

10.4 If relevant; describe if-&-how the project results should be protected. Details of knowhow generated so far. Also IPR barriers or relations to others' intellectual properties must be described, including e. g. a brief summary of your freedom to operate analysis. Also, state if the methods chosen give rise to intellectual property problems or opportunities. *[NMT 200 words]*

10.5 Are there any other ethics issues that should be taken into consideration? [---
YES/NO ---]

If YES, Please specify [NMT 150 words]

11.0 BUDGETARY REQUIREMENTS

11.1 Details of Consolidated budget proposed

(Rs. In lakhs)

Heads	Year I	Year II	Year III	Year IV	Year V	Total
Equipment(s)						
Manpower						
Consumables						
Travel						
a. Domestic						
b. International						
c. Expenditure for stay of investigator(s) and/or project staff(s) in Germany						
d. Local hospitality for visiting counterpart investigator(s) and/or project staff(s) in India						
Contingency						
Overheads						
Outsourcing						
Other (Provide details).....						
Total						

(N.B: Academia can factor in additional sub heads (in other category) such as training & awareness, review meeting, consultancy charges, field & farm expenses, etc. based on the requirement of the project.)

11.2 Details of Investigator wise and/or Institute wise & year wise final budget proposed:
(Critically review the budget requirements, ensuring every possibility of using existing resources & communication technologies or possibly sharing the same from alternative sources (outsourced) without impacting time and efforts to achieve the goal)

(Rs. In lakhs)

Heads	Year I	Year II	Year III	Year IV	Year V	Total
Equipment(s)						
Manpower						
Consumables						
Travel						
a. Domestic						
b. International						
c. Expenditure for stay of investigator(s) and/or project staff(s) in Germany						
d. Local hospitality for visiting						

counterpart investigator(s) and/or project staff(s) in India						
Contingency						
Overheads						
Outsourcing						
Other (Provide details).....						
Total						

(N.B: Academia can factor in additional sub heads (in other category) such as training & awareness, review meeting, consultancy charges, field & farm expenses, etc. based on the requirement of the project)

11.3 Provide Investigator wise justification for the following:

a) Details of Investigator wise equipment proposed

(Rs. In lakhs)

Sr. No.	Name of the Proposed Equipment	Explicit Justification of the Proposed Equipment	Proposed Cost
1			
2			
3...			

I. Enclose a certificate duly forwarded by your Head of Organization stating that proposed equipment(s) are not available in the organization, and not easily accessible to you for accomplishing proposed research goals. *If required equipment(s) are already available in the institute then explicit justification is to be submitted for requesting another set of the equipment(s).*

II. Provide a list and number of equipment(s) available in your laboratory, or easily accessible to you for accomplishing proposed research goals (*To be submitted for each participant investigator*)

b) Manpower details: *[NMT 80 words]*

I. Provide the desired qualification, experience and emoluments of the manpower proposed in the project. *(Justification for the need of each proposed project position must also be given)*

II. In case of desired qualification, experience and emoluments of the manpower proposed in the project is not as per DST guidelines, then provide details of the same and compulsorily enclosed the copies of relevant approved guidelines. *(E.g. ICAR/ CSIR/ ICMR/ Institutional guidelines/ Wage norms of State Govt. Labour Department etc).*

c) Explicit justification for the consumables budget proposed: *[NMT 100 words]*

d) Justification for the contingency budget proposed: *[NMT 50 words]*

e) Explicit justification for the travel budget proposed: *(Domestic and international travel should be limited for project purposes only. In case of field visit etc. which are*

required for collection of samples and/or visit of patients etc, it should be separately mentioned and justified.

Explicitly clarify the frequency & number of planned visits to be made by investigator(s) and/or project staff(s) to Germany counterparts (and vice versa) each year along with the basis for the proposed cost). [NMT 110 words]

f) Whether any outsourcing of work (like genome sequencing, bioinformatics analysis, fabrication, sample analysis, etc.) is involved in the project? [--YES/NO--]

If yes, please provide the details of the same [NMT 60 words]

g) Explicit justification for budget proposed under 'Other' category: [NMT 100 words]

12.0 INVESTIGATORS & ORGANIZATIONS CREDENTIALS

12.1 Details of ongoing projects with Project Lead; Principal Investigators (PIs & Co-PIs); Co-Investigators (Co-Is) as per the following format (*Funded by any funding agency*):

S. No.	Title of the project	Project Keywords	Approved Objectives	Funding agency	Project duration (Dates)		As (PI/ Co-I)	% of time devoted to each project
					From	To		
1.								
2.								
3.								
...								

12.2 Information for completed projects of Project Lead; Principal Investigators (PIs & Co-PIs); Co-Investigators (Co-Is) as per the following format (*Completed projects funded by any agency in last three years*):

S. No.	Title of the project	Project Keywords	Approved Objectives	Duration (Dates)		As (PI/ Co-I)	Date of Actual Completion
				From	To		
1.							
2.							
3.							
...							

12.3 Provide two page CVs and list (only) of the five most important publications of the participating investigators, which have a bearing on the project

13.0 UNDERTAKING & ENDORSEMENTS

13.1 a) The research work proposed in the scheme/project entitled "....." does not in any way duplicate the work already done or being carried out elsewhere on the subject.

b) Certified that above information is true to the best of our knowledge

[Signature and Stamp of Project Lead/ Principal Investigator (On behalf of all participating investigators)]

Forwarded by

[Signature & Stamp of Executive Head of Institution/ Organization/ University]

- 13.2** Enclose a letter of collaboration and submission of joint proposal (with project title) from collaborating Project Lead/ Principal Investigator from Germany
- 13.3** Endorsement by the Head of the Organization: (*To be submitted on letter head in support of individual participating investigator of the concerned organization as per the proforma placed below*)

Endorsement by the Head of the Organization

To be submitted on letter head in support of individual participating investigator

Project Title:

I. Certified that the institution welcomes participation of Dr. _____ as the Principal Investigator and Dr. _____ as the Principal Co-Investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Principal Co-Investigator will assume the responsibility of the fruitful completion of the project (with due information to DBT).

II. Certified that all resources (infrastructure, techno-scientific, administrative, etc.) as per the terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.

III. Institute assumes to undertake the financial and other management responsibilities of the project.

IV. Certified that comprehensive appraisal pertaining to administrative, financial, ethical, regulatory & statutory requirements has been made towards participation of this organization through this project, beforehand.

V. We agree to accept the terms and conditions of Department of Biotechnology, Govt. Of India.

VI. The details & information given in the project proposal are true & factual.

Date:

Name & Signature with stamp of Head of the Organization

Place:

- 14.0** **QUOTATIONS/ BIDS** (*Enclose relevant quotations/ bids, if applicable*)