

**PROFORMA FOR SUBMISSION OF PROJECTS UNDER BIOTECHNOLOGY-BASED PROGRAMMES FOR WOMEN DEVELOPMENT**

**Guidelines for Formulation of R&D Proposals for Consideration under Biotechnology-Based programmes For Women Development**

1. The proposal should be specifically aimed at welfare of Women Development and weaker sections using biotechnological processes/techniques and should give information of the target population (according to 2011 census).
2. The proposal/project should focus on field demonstration/extension oriented activities with little R&D component wherever needed.
3. The project should clearly bring out how it will benefit the target population.
4. Marginal support would be provided for creating small infrastructure/equipment, if it is absolutely essential. In case of extension programme, sophisticated and costly equipment would not be provided.
5. The site for project implementation should be in the vicinity of the selected target population and should not be concentrated at the PI's Institute/ Lab.
6. The efforts should be mainly for the direct involvement of women population in the project so that technology transfer could be done effectively.
7. The technology or extension programme should be selected taking into consideration of local resources and its conservation.
8. Attention should be paid to increase income generation in addition to their present occupation.
9. The project should not lead to environmental degradation or ecological imbalance. Assessment in this regard must be submitted along with the project proposal.
10. The project should be self employment/revenue generating and not of job displacing.
11. Terms and conditions of the grant may be seen at Annexure-IV.

Proforma for Submission of Projects under  
**Biotechnology-based Programmes for Women Development**  
*(To be filled by the applicant)*

**PART I : GENERAL INFORMATION**

1. Project Title \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Priority Area (As per the guidelines): \_\_\_\_\_
3. Duration : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_
4. Total Project Cost : Rs. \_\_\_\_\_ Lakhs
5. Project Summary (attach separate sheet)
6. Keywords \_\_\_\_\_

## PART II : INVESTIGATOR PROFILE

### 7. Principal Investigator

Name \_\_\_\_\_  
Date of birth \_\_\_\_\_ Sex (M/F) \_\_\_\_\_  
Designation \_\_\_\_\_  
Department \_\_\_\_\_  
Institute/University \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Pin \_\_\_\_\_  
Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

### 8. Co-Investigator

Name \_\_\_\_\_  
Date of birth \_\_\_\_\_ Sex (M/F) \_\_\_\_\_  
Designation \_\_\_\_\_  
Department \_\_\_\_\_  
Institute/University \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Pin \_\_\_\_\_  
Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

### 9. Co-Investigator

Name \_\_\_\_\_  
Date of birth \_\_\_\_\_ Sex (M/F) \_\_\_\_\_  
Designation \_\_\_\_\_  
Department \_\_\_\_\_  
Institute/University \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Pin \_\_\_\_\_  
Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

### PART III: TECHNICAL DETAILS OF PROJECT

10. Introduction (under the following heads on separate sheets)
- a) Details of Women Population (according to 2011 census) and primary status/ demographic profile with baseline data in the area.
  - b) Details of the project focusing on field demonstration/extension oriented activities with 25% R&D component, if needed.
  - c) Details indicating how the project will benefit the target population (PI need to clearly specify the quantitative criteria like monetary benefit, improvement of knowledge, attitude and practice, quality of life etc.).
  - d) Objectives (well defined, restricted 3-4 objectives).
  - e) Details of the project implementation site (as far as possible should be in the vicinity of the targeted population and should not be concentrated at PI's Institute).
  - f) Expertise available with proposed investigating group/institution for implementing project.
  - g) Infrastructure available including equipments at PI's Organisation.
11. **Work Plan** (under the following heads on separate sheets)
- a) Methodology
  - b) Organisation of work elements
  - c) Time schedule of activities giving milestones.

S.No	Name of Milestone	Expected Start (Month/Year)	Expected Completion (Month/Year)

- 12. Details of the involvement of Women population in the project.
- 13. Details of raw materials/local resources needed in the project and/or available.
- 14. Justification for implementation of the project with full details as to how the target population will be involved including cost benefit analysis.
- 15. Indicate whether the project will help in maintaining environmental/ecological balances.
- 16. Details of self employment/revenue generation through the project in long term/development of entrepreneurship (indicate the additional income per annum through this project per beneficiary/family).
- 17. Techno-economic viability of the project and its self-sustainability. In case of income generation entrepreneurial activity, the agency should provide detail economic returns.

18. Project implementing agency/agencies:

Name of Agency	Address of Agency	Proposed Amount	Cost Sharing %

19. Linkages with R&D institutions in case of NGOs , if any.

**PART IV : BUDGET ESTIMATE . SUMMARY**

(In Rupees)

Items	Budget			
	Year 1	Year 2	Year 3	Total
<b>A. Non-Recurring :</b>				
(1) Equipment				
(2) Plant & Machinery				
<b>Sub-Total (A)</b>				
<b>B. Recurring :</b>				
(1) Consumables				
(2) Training (including demonstration)				
(3) Travel				
(4) Other Costs/ Contingencies				
(5) Human Resource				
(6) Institutional Overhead Charges				
<b>Sub-Total (B)</b>				
<b>Grand Total (A + B)</b>				

*Note : In case Pls are from different institutions, separate budget requirements should be furnished.*

## BUDGET : DETAILS

### 20. Permanent Equipment

S.No	Generic name of equipment and accessories	Model	Imported/ Indigenous	Estimated Cost*
Total				

*Justification for (20)*

### 21. Consumable Materials

Items	Year 1	Year 2	Year 3	Total

**Justification for (21)**

### 22. Travel

Items	Year 1	Year 2	Year 3	Total

**Justification for (22)**

\*includes installation charges, inland transport, etc.

### 23. Other Costs/Contingencies

Items	Year 1	Year 2	Year 3	Total
Contingencies				
*Others				

**Justification for (23)**

\*includes any special facilities required.

**24. Salaries/Wages (Human Resource)**

Designation with Pay Scale	No. of Persons	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Total							

**Justification for the staff in terms of work content/expertise required.**

25. Facilities available with the PI/Organisation/Institution pertaining to the project

## **PART V : DECLARATION/CERTIFICATION**

It is certified that

- (a) the same project has not been submitted to any other agency/agencies for financial support/or already not completed with the financial support from other funding agencies.
- (b) the scale of pay, allowances, etc. proposed are those admissible to persons of corresponding status employed in the Institute/University/NGO/Voluntary Organisation, and are in accordance with the guidelines on emoluments for research personnel as contained in Annexure - III.
- (c) 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 taken in accordance with the instructions issued with the approval of the Ministry of Finance, Department of Expenditure, as contained in Annexure-V.
- (d) the Co-investigator will assume the responsibility of the project in case PI leaves the Institute/Organisation.

**Signature of Head/Executive Authority of Organisation/ Institute/  
University/ NGO with Seal  
Date :**

**Signature of Principal Investigator  
Date :**

**Signature of Co-Investigator**

**Date :**

**Signature of Co-Investigator**

**Date :**



## PART VI : PROFORMA FOR BIODATA OF INVESTIGATORS

26. Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Department \_\_\_\_\_  
 Institute \_\_\_\_\_  
 Address \_\_\_\_\_  
 Pin \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

### Education (Post-graduation onwards) & Professional Career

Sl No	University/ Institution	Degree Awarded	Year	Award/ Prize/ Certificate

27. Research and field experience in various institutions (if necessary, attach separate sheets).

28. List of Publications (last 5 years)

Books                      Research Paper/ Reports                      Popular Articles  
 Patents                      Monographs/ extension bulletin                      Technology developed

**Note :** Principal Investigator and Co-Investigators should provide their bio-data in this format.

29. List of other ongoing projects/ programmes aiming at women upliftment/ welfare

Sl. No	Title of the Project	Funding Agency	<u>Duration</u> From To	No. of cientists / Associates working under the project	Total approved cost of the project (in Lakhs)

**Place :**

**Date :**

**Signature of the Investigator**

Guidelines for submitting the proposal to DBT:

1. Availability of basic infrastructure viz. demonstration farm, training facility office infrastructure and essential laboratory facility including minimum equipment for undertaking training and demonstration activities.
2. In house expertise in the area with the organization having evidence of project implementation experience with the project investigator and the list of the projects supported by Govt. agencies/ reputed organizations.
3. The submission of organizations papers are also essential:
  - a) Registration Certificate of the Society/ Association
  - b) MoA and By-laws
  - c) Audit report of the organization for the last three years indicating an average transaction of **Rs. 10.00 lakhs** as per receipt and expenditure statement for each financial year.
  - d) Annual Report/progress activities for last three years

After online submission 06 copies of the proposal may be submitted to:-

**Programme Officer,**  
Department of Biotechnology,  
Block- 2, 6<sup>th</sup>-8<sup>th</sup> Floor, C.G.O. Complex, Lodi Road,  
New Delhi: 110 003.

Website:- [www.dbtindia.gov.in](http://www.dbtindia.gov.in) / [www.dbtindia.nic.in](http://www.dbtindia.nic.in)

<http://dbtepromis.gov.in>