

## PROFORMA FOR SUBMISSION OF PROJECTS UNDER BIOTECHNOLOGY-BASED PROGRAMMES FOR WOMEN

Guidelines for formulation of proposals for consideration under “Biotechnology-Based Programmes For Women”

1. The proposal should specifically be aimed at welfare of women using biotechnological processes/techniques.
2. The proposal/project should focus on field demonstration/extension oriented activities . R&D specifically focused on problems relating to women may also be considered.*(for example, genetic disorder, malnutrition, and age related problems).*
3. The project should clearly bring out how it will benefit the target population.*(quantifiable goals, targets and list of verifiable indicators of progress should be provided.)*
4. In view of its extension-oriented programme, sophisticated and costly equipment would not be provided. Marginal support would be provided for creating small infrastructure/equipment, if it is absolutely essential.
5. Site for project implementation, as far as possible, should be in the vicinity of the target population.
6. Technology packages selected should be based on local resources available.
7. Emphasis should be on employment generation and income generation in addition to their present occupation.
8. The project should not lead to environmental degradation or ecological imbalance.
9. Sustainability of this project, after DBT support comes to end, must be ensured.

## PART I : GENERAL INFORMATION

(To be filled by the applicant)

1. **Project Title** : \_\_\_\_\_
2. **Name of the Institution** : \_\_\_\_\_
3. **Name of the Investigator (s)** : \_\_\_\_\_
4. **Broad subject area** (*as per the list of priority areas enclosed*):
5. **Duration** : \_\_\_\_\_ **Years**: \_\_\_\_\_ **Months**: \_\_\_\_\_
6. **Total cost** : \_\_\_\_\_ **Rs.** \_\_\_\_\_ **Lakhs**
7. **Project Summary** : \_\_\_\_\_
8. **Keywords**: \_\_\_\_\_

### Suggested Areas\*

1. Plant Tissue Culture
2. Floriculture
3. Biopesticide
4. Biofertiliser
5. Aquaculture
6. Animal Biotechnology
7. Sericulture
8. Medicinal and Aromatic Plants and Herbal Products.
9. Pharmaceutical and Health Products.
10. Solid Waste Management
11. Post-Harvest Technology
12. Nutrition and Food Technology
13. Health, Environment and sanitation related activities.
14. Biodiversity conservation and its sustainable use.

*\*list not exhaustive.*

**PART II : PROFIE OF THE INVESTIGATORS AND THE INVESTIGATING AGENCY**

**9. Principal Investigator**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Institute/University \_\_\_\_\_

Address \_\_\_\_\_

Pin \_\_\_\_\_

Telephone \_\_\_\_\_ Telex \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex : \_\_\_\_\_ SC/ST: \_\_\_\_\_

*Attach bio-data, as per the proforma, giving positions held, publications etc.*

**10. Co-Investigator (s)**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Institute/University \_\_\_\_\_

Address \_\_\_\_\_

Pin \_\_\_\_\_

Telephone \_\_\_\_\_ Telex \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex : \_\_\_\_\_ SC/ST: \_\_\_\_\_

*Attach bio-data, as per the proforma.*

**11. Description of the implementing agency(ies)** (Please enclose the paper regarding the Registration Certificate, MoA including By-laws and mandate, Audit statement of accounts for the last three years, Annual report including activity profile for last three years in case of NGOs.)

- a. Back ground of the agency, work being done. List of ongoing and completed projects, during the last 10 years with the granting agency, duration and quantum of funding.
- b. Expertise available the proposed investigating group/institution for implementing the project.
- c. Infrastructure available (including equipments).

**PART III : TECHNICAL DETAILS OF PROJECT**

**12. Introduction**

Briefly describe the area selected, (urban, peri-urban, rural distance from the implementing agency, education, occupation and skills of the local population infrastructure facilities viz. roads, schools, health facilities etc.), identification of the problems and solution suggested. Focus on women population.

**13. Objectives : *Please be specific***

**14. Methodology**

- a. Target area and beneficiaries (number of villages selected, with population, number of beneficiaries to be covered and basis of selection of beneficiaries).
- b. Nature of intervention, (demonstration, training, extension intervention, income generation, net working with other agencies)

**15. Work Plan: *under the following heads on separate sheets***

- a) Methodology (tools to be used and mechanism to involve target population)
- b) Organization of work elements
- c) Time schedule of activities giving milestones (including no. of training, duration, stipend if any)

S. No.	Name of Milestones	Expected Start (month/year)	Expected Completion (month/year)

**16. How will the project benefit the target population :** Some quantitative criteria-monitory benefit, improvement in knowledge, attitude and practice, quality of life etc. to be provided.

**17. Parameters to be used for evaluation of the impact :** Pre-intervention benchmark survey to be done? Employment generation. Anticipated earning. Quality of life for women and children

**18. Comment on impact on the environment.**

**19. Linkages with S&T Institution in case of NGOs.** *(Clear cut commitment/letter of consent of S & T institution to be enclosed.)*

**20. Details of raw materials/local resources needed in the project and/or available ability to the project.**

**21. Techno-economic viability/cost benefit analysis** *(to include cash flow, working capital management, pay back period, etc.)*

**22. Comment on the possibilities of the activity becoming self-sustainable.** *(expected time)*

**23. Cost sharing if more than one agency is involved :**

Name of Agency	Address of Agency	Proposed Amount	Cost Sharing %

**PART IV : BUDGET ESTIMATE – SUMMARY\***

(In Rupees)

Item	Budget			
	Year 1	Year 2	Year 3	Total
<b>A. Recurring</b>				
1. Salaries/Wages (indicate designation, scale of pay and no. of persons)				
2. Consumable				
3. Travel.				
4. Other Costs				
<b>B. Non-Recurring :</b> Permanent Equipment				
<b>Grand Total (A + B)</b>				

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

**24. Permanent Equipment\***

S. No	Generic name of equipment and accessories	Model	Imported/ Indigenous	Estimated cost

*Justification for each equipment*

**25. Consumable Materials\***

Item	Year1	Year2	Year3	Total

*Justification for each item*

**26. Travel\***

Item	Year1	Year2	Year3	Total

*Justification*

*\*Justification for the requirement of each item including installation charges, inland, transport, etc.*

**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, allowance, 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 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 institute welcomes participation of Dr./Shri/Smt./Km..... as the Principal Investigator and Dr./Shri/Smt./Km..... as the Co-Investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Co-Investigator will assume responsibility of the fruitful completion of the project (with due intimation to DBT).

Signature of Executive Authority  
of Institute/ University with Seal with date

Signature of Principal-Investigator with date

Signature of Co-Investigator with date

**PART VI : PROFORMA FOR BIO-DATA OF INVESTIGATORS**

27. Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SC/ST \_\_\_\_\_  
Designation \_\_\_\_\_  
Department \_\_\_\_\_  
Institute/University \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_  
\_\_\_\_\_ Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_

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Education (Post-graduation onwards) & Professional Career

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

28. **Research Experience in various institutions (if necessary, attach separate sheets).**

29. **Publications (number only)**

Books	Research Papers/ Reports	General Articles	Patents	Others (Please specify)

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

Place :

Date :

Signature of the Investigator

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

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 (in Lakhs)

Place :

Date :

Signature of the Investigator

Guidelines for organizations 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 an organization (NGO/ Trust) for not less than Three years.
  - b) By-laws and MOA.
  - c) Audited Report of the organization for the last three years indicating an average balance not less than **Rs. 10.00 Lakhs** as per receipt and expenditure statement.
  - d) Annual activity reports/ Annual report for the activities undertaken for last three years.

20 copies of the proposal may be submitted to:-

Department of Biotechnology,  
Block- 2, 7<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)