



CHHATTISGARH COUNCIL OF SCIENCE & TECHNOLOGY

Vigyan Bhawan, Vidhan Sabha Road, Daldal Seoni, Raipur 492 014

PROFORMA FOR SUBMISSION OF MINI RESEARCH PROJECT

(To be submitted in six copies)

Maximum Amount: Rs. 5.00 Lacs

THE MINI RESEARCH PROJECTS MUST BE PERTAINING TO SOCIO-ECONOMIC DEVELOPMENT OF THE STATE

SECTION 'A'

1. Name(s) of the Applicant(s)/Investigator(s):
Designation:
Department (Full Address):
2. Title of Research:
 - a. Proposal:
 - b. Broad area/ Field classification:
3. Period required for completion of Research Scheme:
4. **Total grant required:**

Please give breakup under the following heads

(Detailed year-wise break-up under staff, equipment, contingencies, etc. with appropriate justifications).

(A) Non-Recurring (Equipments if required) Maximum Rs. 1.00 Lakhs (Rupees One Lakh Only)

Sl.	Name of Equipment/ Facilities to be procured	Specifications of equipment	No. of Units	Estimated cost (Rs.) as on date

(B) Recurring

S. No.	Item	Budget			Total
		1 st Year	2 nd Year	3 rd Year	
1	Salary of Project Staff (Project Fellow @ Rs.10,000/- per Month) (Field Assistant@ Rs.5,000/- per Month)				
2	Contingencies				
a)	Chemical, Glassware, Other Items				
b)	Stationary, Books				

	Reprints etc.				
c)	TA for Field Work only				
d)	Training/Awareness camp etc				
e)	Others (please specify)				
	Total Rs.				
	Total Budget Rs. (A+B):				

- i) **Utilization of contingency:**
(Please specify what for this amount is to be used).
- ii) **Utilization of grant for equipment:**
(Generic name of equipment along with make & model and its use in the context of this project may be given.)

DECLARATION & ATTESTATION

I/We have read the terms and conditions of Chhattisgarh Council of Science and Technology research grant. Necessary Institutional facilities will be provided if the research proposal is approved for financial assistance. Full audited account of expenditure and utilization certificate will be also rendered by the Institution.

Date:

Signature of Principal Investigator/s	Signature: Head of Institution: (seal)
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SECTION 'B'
DETAILED RESEARCH PROPOSAL

(Please start on fresh page and append this section to the proposal)

This information must be adequate and sufficiently self-contained to enable the Council and the Referees to assess the project, and it must cover the following aspects:

- a. Title of the Project:
- b. Objectives of Research project:
Statement of problems and practical relevance to be specifically indicated (about 150 words)
- c. Detailed research plan (in about 1,500 words):
The plan should include specific information covering the following aspects:-
 - i. Present Knowledge with relevant bibliography, highlighting the gap in the existing knowledge in the field.
 - ii. Preliminary work already done, if any.
 - iii. Plan of Research work / Study giving design of research experiments /survey and data processing etc.
 - iv. The Scientific/Technological significance of undertaking this investigation (Specific in 250 words).
 - v. Phasing of programme for specific objectives to be attained such as (a) Pilot Study (b) Data Collection (c) Data processing.
 - vi. Methods proposed to be followed for undertaking the study.
 - vii. Justification with the likely impact of the proposed investigation (Scientific / Technological/ Industrial / on regional economic growth / overall welfare/ generation of competence.) (Specific in respect to the project and its relevance to the state in 300 words)
 - viii. Please justify sanction of the project on the following grounds:
 - a. Innovation:
 - b. Capacity building / development of research:

- c. Practicability of its applications:
- d. Area of Application:
- e. Any other point(s):

Undertaking by the proposer/s

I have read the terms and conditions of research grant and agree to abide by the same.

	<i>Signature of the Principal Investigator:</i>	Signature: Head of Institution: (seal)
	<i>Name:</i>	
	<i>Designation:</i>	
	<i>Date</i>	

SECTION 'C'

Certificate from the Principal Investigator of the Project

Mini Research Project Title:

I/We do hereby certify regarding this project:-

1. This Project proposal submitted to CCOST is not submitted elsewhere for financial support.
2. The equipments procured under this project shall be made available to other users both academic and industrial including Council, research institutions for research purpose and the institution shall not seek fund for the purchase of the same instrument in any other project proposal from any other agency including CCOST.
3. The research work proposed in this project is original in objective and content and is not done elsewhere in any institution. I/We have taken due diligence in searching literature for this purpose. For this purpose the facilities of Intellectual Property Rights Centre may be sought for patent search, if necessary.
4. I/We agree to abide by the terms and conditions of the CCOST for this grant.

Name and Signature of Principal Investigator /s

Date:

Place:

Head of the Institution
(Signature & Seal)

TERMS AND CONDITIONS

(To be signed and enclosed with Project Proposal)

1. Approval of the Project Proposal and the grant released would be for the specific project mentioned in this proposal and grant should be exclusively spent on the project for which it has been sanctioned within the stipulated time. The Institute is not permitted to seek or utilize funds from any other Organization (Government, Semi Government, Autonomous or Private) for this research project. Any unspent part of amount would be surrendered to the Council through an account payee demand draft or cheque drawn in favor of **Chhattisgarh Council of Science & Technology, Raipur** and carry forward of funds of the next financial year for utilization for the same project may be considered only with the specific approval of the Council.
2. The Implementing Institute/Principal Investigator will furnish progress report of work on the project every year. The progress of the project will also be reviewed/evaluated at least once in a year by the concerned Experts/Project Monitoring Committee, etc. In addition, the Council shall designate Scientists/Specialists to visit the Institute periodically for reviewing the progress of work and for suggesting such measures as to ensure early realization of the objectives of the project. On completion of the project, five copies of a consolidated report of the work done on the subject would be submitted to the Council.
3. The Institute would furnish to the Council a Utilization Certificate and an audited statement of accounts/expenditure duly signed by the Principal Investigator, the Head of the Institute and the Head of the Finance Authority, pertaining to the grant at the end of each financial year as well as a consolidated statement of expenditure at the completion of the project. As required they will submit the Bills and Vouchers etc.
4. The Project will become operative with effect from the date of release of the first installment for the Project.
5. A receipt has to be sent to the Council on receipt of the Cheque/Demand Draft towards each release by Competent Authority of implementing institute.
6. The Institute would maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to the Council.
7. Procedure laid down for appointment of Staff, Purchase of equipment, materials by the Institution concerned must be strictly followed.
8. Proper record of purchase, stock entries, breakages, & losses should be maintained for verification, and submitting the verification report to the Council. On completion of the project the equipment and other articles purchased from Council fund should be transferred to the stock books of the Institution.
9. Investigators/Institutes wishes to publish books/research papers/popular articles/patent/copy write etc. based on the project work done under the Council projects should acknowledge the financial support received from the Council.

10. If the Mini Research Project leads to any patent filing, then such filings are to be communicated to the Council and after due diligence of the Intellectual Property Rights Centre of the Council, patent of any other IP may be filed.
11. The conclusion and result of the project must have remarks on future further research.
12. Conclusion may include technology developed or any entrepreneurship model which may be developed based on this Mini Research Project.
13. The Institute may not entrust the implementation of the work for which the grant is being sanctioned to another institution and divert the grant receipts as assistance to the latter institution.
14. In case the Investigators/Institutes are not in a position to execute or complete the project, it may be required to refund the entire amount of grant with interest received by it, to the Council.
15. The Council reserves the right to terminate the grant at any stage and also to recover the amounts already paid with interest, if it is convinced that the grant has not been properly utilized or the work on the Project has been suspended for any long period or appropriate progress is not being made by Investigators/Institutes.
16. If the Investigator to whom a grant for a Project has been sanctioned leaves the Institution where the Project is being implemented, he/she shall submit five copies of complete and detailed report of the work done by him/her on the Project and the money spent till date of his/her release and shall also arrange to refund the unspent balance, if any.
17. The amount of all grantee institution shall be open for inspection by the Sanctioning Authority/Audit whenever the institution is called upon to do so.
18. The Sanctioning Authority has rights to physical verification of work progress at the cost of Grantee Institution.
19. All information from the stage of proposal in prescribed formats (neatly typed), financial statement, physical progress and technical data reports, Final Technical Report shall be also sent to the Council.
20. The Institution shall be responsible for submitting the annual and final audited statement of accounts and utilization certificate for the grant released by the Council.
21. Other terms and conditions will be there as applicable in State Government Institutes as the case may be.

<i>Signature of Principal Investigator</i>	<i>Signature of Head of Institute with Seal</i>
<i>Co- Investigators</i>	

SECTION 'D'

BIO DATA OF INVESTIGATOR(S)			
	Tele No.		Mob. No.
	Fax No.		
	E-mail		
1.	Name:		
	Designation:		
	Department:		
	Institution:		
	Address:		
2.	Date of Birth:		
3.	Broad Subject Area		
4.	Field of Specialization		
4.	Educational Qualification (starting from Bachelors Degree onwards):		

Degree	Year	University	Field(s)
B.Sc. / BE/....			
M.Sc./ME/....			
Ph. D./..			
Others			

Research / Training Experience:

Duration		Institution	Designation	Nature of work
From	To			

4. Research Specialization:
(Major Scientific Fields of interest)

5. Brief Resume of

- a. Research work done by the proposer(s) in this or related fields:
- b. List of publications relevant to the Present Project:
(With title & complete reference)
 - i Thesis and related area:
 - ii In other areas (List may be appended separately)

6. Available Institutional facilities:

7. Facilities in equipment etc. available at the University/Institution for the proposed investigation.

8. Project(s) Completed

Title	Agency	Year of Completion

9. On Going Projects

Title	Agency	Duration	Year of beginning	Amount Sanctioned

Signature :

Name & Designation:

Date: