

## **APPENDIX-I**

### **APPLICATION FORMAT FOR SUBMISSION OF DETAILED R & D PROJECT PROPOSALS (2024-25)**

(TO BE FILLED BY THE APPLICANT)

**(Particulars about the Project Proposal; to be submitted and uploaded in Vigyansathi portal separately)**

**1. Title of the project**

.....  
.....  
.....

**2. Key words (ten maximum)**

.....  
.....  
.....

**3. Type of Project Proposal (please tick)**

- ☐ Research and technology development
- ☐ Joint/ Collaborative programmes with other organizations
- ☐ Studies, Survey and Documentation related to Science & Technology
- ☐ Lab to land pilot scale demonstration projects
- ☐ Development of tools for training programmes and awareness development
- ☐ Solutions of Problems of Different Line Departments and Industries

**4. Subject Category of Project** (Please refer to the list of broad category of subject areas under the Scheme):

5. **A brief description of how the project proposal will help the State of West Bengal in the fulfilment of its socio-economic objectives (in 300 words) [to be attached separately]**
6. **Duration** (number of months):
7. **Total estimated cost** (In Rupees and in Words):
8. **Name of University/ Institution to be considered for Funding** (with details of affiliation):
9. **Name and details of the Collaborative Institute** (if any):
10. **Bio Data of Principal investigator & Co-Investigator(s) justifying their Technical Competence to carry out the Project:**
  - (a) Name & Address of PI (b) Mobile No. & E-mail Address (c) Date of Birth
  - (d) Educational Qualifications (e) Area of expertise [**with all Details in Annexure V**].
11. **Overall technical & intellectual capacity** (to be mentioned for each PI and Co-PI separately):
  - (a) Expertise available:
  - (b) List of ongoing and completed projects giving the following details:

<b>Project title</b>	<b>Start date</b>	<b>Completion date</b>	<b>Project cost</b>	<b>Sponsoring organization</b>

(c) Instruments/ facilities available in the implementing Institution related to the project proposal:

**12. Whether you have received any sanction/project from DSTBT/DHESTBT, GoWB earlier? If yes, give detail as per proforma in Annexure VI.**

**13. Designation of the authority of your Institute who will act as D.D.O. in respect of the allotted amount, if any grant is sanctioned.**

### C. BUDGET ESTIMATES: SUMMARY

Items	BUDGET (In Rupees)			
Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
A. Recurring: a. Remunerations b. Consumables c. Travel d. Other costs				
B. Non-recurring Permanent equipment/ software *				
<b>Grand Total (A+B)</b>				

\* (Total requirements may be mentioned in detail mentioning their availability with the Institute of the PI/ Co-PI and requirements from DSTBT, GoWB)

\*\*Please provide brief justification for each Head of expenditure (100 words for each). In case of purchase of equipment/ software, the PI will have to certify that the said equipment/ software is not available in the Institute. Equipment/ software proposed for purchase using project funds should be adequately justified and documented to reveal how the equipment/ software will be used to fulfil the objectives of the project.

### DETAILED BUDGET FOR REMUNERATIONS (In Rupees)

	Budget			
Designation (Number of persons)	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Yea	Total

**DETAILED BUDGET FOR TRAVEL (In Rupees)**

	Budget			
Item	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
Travel 1. Local*				
2. Out station*				
Total				

\*Details with breakup and justification regarding the number of tours in respect of field work/ any tour related to project work indicating tentative cost for each item needs to be clearly mentioned.

**DETAILED BUDGET FOR OTHER COSTS (In Rupees)**

	Budget			
Item	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
a. Contingencies				
b. Others				
Total				

**DETAILED BUDGET FOR PERMANENT EQUIPMENT/ SOFTWARE (In Rupees)**

Budget		
Sl. No.	Estimated cost	Name of equipment*
1.		
2.		
Total		

\*Please provide justification and documents for each of the equipment(s) along with quotation from reputed vendor. Please also provide an endorsement that the equipment is not available in the Institute. No Desktop PC, Laptop, UPS, External HDD, Printer, Cartridge, Ink, Scanner, Work Station, Software, Refrigerator or any Capital items is allowed from any part of the Budget.

**Other Project (s) Submitted for evaluation**

Sl. No.	Title of Project	Name of Sponsoring Organization	Status

Attachments:

- 1) Detailed list of publication made so far in the proposed area of work (books and papers/articles in standard referred national and international journals).
- 2) List of patents and their present status.

3) A soft copy of the entire proposal.

4) Annexure - I to VII (as applicable)

I declare that I shall abide by all the guidelines, rules and regulations of the Department of Science and Technology and Biotechnology, Government of West Bengal regarding financial assistance to R & D project and shall acknowledge the funding authority in all publications made out of the sanctioned project. I shall also include the Department of Science and Technology and Biotechnology (DSTBT), Government of west Bengal, as a joint applicant for any intellectual Property/ Patent arising out of the sanctioned project and the Royalty will be shared as may be decided by DSTBT on commercialization/ transfer/ sale of technology or product. I also declare that I do not have any objection if my final project report/findings/papers etc. are shared by DSTBT-GoWB with any other line Department(s) for the benefit of the people of the State.

(Name and signature of the PI with official seal)

Date.....

Place.....

(Name and signature of the Co-PI with official seal)

(Signature of the Head of the Institution with official seal)

**Annexure-I**

**ENDORSEMENT FROM THE HEAD OF INSTITUTION**

**(TO BE GIVEN ON LETTER HEAD)**

Project Title:

.....  
.....

.....Certified that the Institute welcomes participation of  
Dr./Mr../Mrs../Miss..... as the Principal  
Investigator and Dr./Mr../Mrs../Miss..... as the  
Co-Principal Investigator for the project and that in the unforeseen event of discontinuance  
by the Principal Investigator, the Co-Principal Investigator will assume the responsibility of  
the fruitful completion of the project (with due intimation to DSTBT, GOWB).

1. Certified that the equipments, software, other basic facilities and such other administrative facilities as per terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.
2. Institute assumes to undertake the financial and other management responsibilities of the project.
3. **I undertake that the UC and audited SOE along with Progress Report will be submitted in time failing which DSTBT may stop release of next instalment.**
4. **I accept the term that the decision for rejection of the project submitted, at any stage, will be at the sole discretion of DSTBT, GoWB.**
5. I further declare that
  - (a) In case of violation of any of the SOP deadlines, the project may be closed forthwith by the Sanctioning Authority and full refund of project fund released so far (with accrued interest, if any) may be asked from the PI through Implementing Institute (Grantee Institution).
  - (b) In case of any negligence/ defalcation of PI/ Grantee Institution/ departure of PI/ Co-PI, etc. leading to closure of the ongoing project midway, the project fund released so far will be refunded (with accrued interest, if any).

Name and Signature of Head of Institution with Seal

Date.....

Place .....



**Remarks:**

In regard to research proposal emanating from scientific institutions/laboratories under various scientific Departments, the Head of the Institution is to provide a justification indicating clearly whether the research proposal falls in line with the normal research activities of the institution or not, and if no, the scientific reasons which merit its consideration by Department of Science and Technology & Biotechnology, Government of West Bengal.

## **Annexure- II**

### **CERTIFICATE FROM THE INVESTIGATOR(S)**

Project Title:

.....  
.....  
.....  
.....

1. I/We agree to abide by all the terms & conditions and guidelines of the DSTBT, GoWB grant.
2. I/We did not submit this or a similar project proposal elsewhere for financial support.
3. I/We declare that this R&D project proposal is a new one and unique of its kind. This type of project has not been conducted elsewhere so far as my knowledge is concerned. The project proposal is original and the outcome will usher new light in this particular field.
4. I/ We declare that the following has been submitted to DSTBT for previously funded R&D project by DSTBT: (i) the final report, (ii) achievement of completed project against deliverables stated at the time of project submission, (iii) utilization certificate and audited statement of expenditure, (iv) information on publications made in reputed journals/ high impact journals, (v) patentable items, (vi) translational values, (vii) benefits to the State Government/ common man.
5. This is to certify that the proposed work in the proposal titled “.....” by .....(name of PI & Co-PIs) submitted for acceptance is an original one. I/ we further certify that proper citations to the previously reported work have been given and no data/tables/figures have been quoted verbatim from other publications without giving due acknowledgement and without the permission of the PI & Co-PIs. The consent of all PI & Co-PIs of this proposal has been obtained for submitting the proposal.
6. In case any item of the project proposal is found to be plagiarized, I/We shall be liable for the consequences.
7. I/We have explored and ensured that equipment and basic facilities available within the Institution will be used as and where required for the purpose of the project. I/We shall not require financial support under this project for procurement of the items already available.
8. I/We undertake that the permanent equipments will be kept within the institution and the same will be made available to other users of the Institution also.

9. I/We undertake that **Intellectual Property Rights** arising out of the R & D Project work (if any) will be intimated to Department of Science and Technology & Biotechnology (DSTBT), Govt. of WB and will be filed jointly in the credit of the DSTBT, GOWB and the implementing organization as per above mentioned terms and conditions.
10. **I/We undertake that the UC and audited SOE along with Progress Report will be submitted in time failing which DSTBT may stop release of further instalment.**
11. **I/We accept the term that the decision for rejection of the project submitted, at any stage, will be at the sole discretion of DSTBT, GoWB.**

**Remarks:**

At the time of submission of the outcomes of the project, the PI will furnish the following certificate:

This is to certify that the reported work in the paper titled “.....” by .....(name of all authors) submitted for publication is an original one. I/ we further certify that proper citations to the previously reported work have been given and no data/tables/figures have been quoted verbatim from other publications without giving due acknowledgement and without the permission of the authors. The consent of all the authors of this paper has been obtained for submitting the paper to the journal “.....”.

Name and Signature of Principal Investigator with Seal

Name and Signature of Co- Investigator(s) with Seal

Date.....

Place.....

### **Annexure- III**

#### **DECLARATIONS**

1. I/We declare that I/we have last received funds from DSTBT, GoWB on..... for an amount of Rs.....  
..... (in figures and words).

2. I declare that I do not have any objection if my final project report/findings/papers etc. are shared by DSTBT-GoWB with any other line Department(s) for the benefit of the people of the State.

3. I/We declare that I/we shall intimate the Utilisation Certificate (UC), Audited Statement of Expenditure (SOE) & Final Report submission date of the previous project of the PI funded by DSTBT, GoWB, if any:

UC: .....;      Audited SOE: .....

Final Report: .....

4. I/We declare that I shall abide by all the guidelines, rules and regulations and Terms and Conditions as mentioned in Guidelines for R & D Project Proposals (2020-21) of the Department of Science and Technology and Biotechnology, Government of West Bengal regarding financial assistance to R & D project and shall acknowledge the funding authority in all publications made out of the sanctioned project.

5. I/We shall also include the Department of Science and Technology and Biotechnology (DSTBT), Government of west Bengal, as a joint applicant for any intellectual Property/ Patent arising out of the sanctioned project and the Royalty will be shared as may be decided by DSTBT on commercialization/ transfer/ sale of technology or product.

6. I/We also declare that I/we do not have any objection if my final project report/findings/papers etc. are shared by DSTBT-GoWB with any other line Department(s) for the benefit of the people of the State.

7. I/We further declare that

(a) In case of violation of any of the SOP deadlines, the project may be closed forthwith by the Sanctioning Authority and full refund of project fund released so far (with accrued interest, if any) may be asked from the PI through Implementing Institute (Grantee Institution).

(b) In case of any negligence/ defalcation of PI/ Grantee Institution/ departure of PI/ Co-PI, etc. leading to closure of the ongoing project midway, the project fund released so far will be refunded (with accrued interest, if any).

Signature:	Signature:
Date:	Date:
Name of Principal Investigator / Co-Principal Investigator with Official Seal:	Name of Head of the Institution with Official Seal:

**Annexure-IV**

**BANK & OTHERS DETAILS OF THE APPLICANT INSTITUTION FOR  
RECEIVING GRANT**

Name of the Organization	
<b>Account number &amp; name of the Account holder</b> as per Bank Passbook/Cheque Book	
Type of Account (Savings or Current A/c)	
<b>Name of the Bank</b>	
Name of the Branch with Branch address	
IFSC code of the Branch	
<b>Mobile Phone Number of the PI</b>	
PAN / TAN of the Account holder	
File Number (for Office use)	

Date:

Signature of Authorized Person with seal

**Enclosures: Cancelled Cheque / Photo Copy of first page of Bank Pass Book**

**Annexure-V**

**BIO DATA OF PRINCIPAL INVESTIGATOR & CO-PRINCIPAL  
INVESTIGATOR(S) [to fill separately by PI and Co-PI(s)]**

**1. Name:**

**2. Designation:**

**3. Department:**

**4. Organization/Institution name:**

**5. Address:**

**Pin:**

**6. E-mail:**

**7. Telephone (office):**

**Mobile:**

**Fax:**

**8. Date of birth:**

**9. Sex (M/F):**

**10. Category (Gen/SC/ST/OBC):**

**11. Academics:** (Attach extra sheets if necessary)

Sl. No.	Institution Place	Degree Awarded	Year	Field of Study

**12. Position and Employment** (*Starting with the most recent employment*) (Attach extra sheets if necessary)

Sl. No.	Institution Place	Position	From (Date)	To (Date)

**13. Honours and Awards, Books, patents Received:** (Attach extra sheets if necessary)

**14. Others** (please specify)

**15. Publications** (Use separate sheets if necessary)

a. **Selected Peer-reviewed publications** (Ten best publications in chronological order)

b. **Five recent publications relevant to the proposed area of work:**

**16. Details of Completed and Ongoing Research projects supported by DSTBT and other funding agencies (if any) (to be mentioned separately for both the PI & Co-PIs)**

Sl. No.	Title of Project	Name of Funding Agency	Amount (Rs)	Date of Initiation & Duration

**17. Justification of Professional Competence to carry out the Project.**

**18. Ethical Approval** (if the project involves humans or animals), whether obtained:

**19. Whether this project has already been submitted for grant elsewhere:**



**Date:**

**Signature of Principal  
Investigator/ Co-  
Principal Investigator(s)  
with official seal**

**Recommended and Forwarded**

**(Head of the Department/Institution of the PI and Co-PI, as the case may be)**

**Annexure – VI**

**DETAILS OF EARLIER SANCTION/ PROJECT FUNDING RECEIVED  
FROM DST/ DHESTBT/ DSTBT, GOWB**

1. G.O. No. & Date:
2. Title of project/ programme(s) sanctioned earlier in chronological order:
3. Amount sanctioned in each case:
4. Whether the following have been submitted:
  - a. The final report,
  - b. Achievement against deliverables stated at the time of project submission,
  - c. Utilization certificate and audited statement of expenditure,
  - d. Information on publications made in reputed journals/ high impact journals,
  - e. Patentable items,
  - f. Translational values,
  - g. Benefits to the State Government/ common man

(Please furnish forwarding letter no. & date of submission of final report along with a summary of final report):
5. Whether UC & audited Statement of expenditure submitted  

(Please furnish forwarding letter no. & date along with a copy of the same):
6. Please indicate the follow up action taken on the earlier work funded by DSTBT:

**Date:**

**Signature of Principal  
Investigator/ Co-Principal  
Investigator(s) with official  
seal**

## **Annexure – VII**

### **CHECKLIST**

**(Please write yes or no against each point)**

1. Whether following included in the project proposal:
  - a. Introduction and Background (up to four pages),
  - b. Hypothesis and aims and objectives (up to one page),
  - c. Significance of the project (up to one page)
  - d. Research design, methodology, timelines and milestones (up to ten pages) and
  - e. Preliminary data (up to one page).
2. Govt./ Govt. Aided: Yes/No
3. Soft Copy of the entire Project (in single PDF format only): Submitted/ Not Submitted.
4. Bank A/c Details of Institute of the PI where fund may be placed with IFSC & MICR CODE and cancelled cheque: Submitted/ Not Submitted.
5. Is there any other ongoing Project associated with DSTBT, GoWB or any other State or Central Govt.: Yes/ No (If yes, please furnish details with File/G.O. Number, if available)
6. Quotations for instruments asked for: Submitted/ Not Submitted.

PART-1 and PART-2 of the Application Format duly filled in should be uploaded separately at Vigyan Sathi Portal (VSP): Submitted/ Not Submitted.

### **ENCLOSURES REQUIRED TO BE SUBMITTED WITH THE PROPOSAL (PLEASE FOLLOW DEPARTMENTAL PORTAL VIGYANSATHI):**

- a) Endorsement from the Head of the Institution on Letter head for both the PI and all Co-PIs as per prescribed format (Annexure-I). Certificate from Principal Investigator (PI) and all Co-Principal Investigators (Co-PIs) as per prescribed format (Annexure- II).
- b) Undertaking and/ or MOU (as applicable) from the PI and Co-PI(s) on Patent and IPR sharing with DSTBT, GOWB as mentioned under general terms and conditions.
- c) Declaration by the PI and Co-PI.
- d) Bank details of the PI's Institute are to be furnished as per the attached format (Annexure-IV).

e) Bio Data of PI and all Co-PIs as per prescribed format (Annexure-V).

Statement of collaboration (if the PI and Co-PI are from different institutes) duly signed by the respective heads of institutions.

(Name and signature of the PI with official seal)

Date.....

Place.....

(Name and signature of the Co-PI with official seal)