

GOVERNMENT OF WEST BENGAL
Department of Science & Technology and Biotechnology

No. 854 /STBT-11012(99)/11/2024

Date: 28.08.2024

NOTIFICATION

GUIDELINES FOR R&D PROJECT PROPOSALS (2024-25)

The guidelines for Research & Development (R&D) Project Proposals for FY (2024-25) comprising of following five (5) parts are notified hereunder:

- A. General Guidelines including Terms & Conditions
- B. Appendix-I : Application Format for Project Particulars & Annexures
- C. Appendix-II : Application Format for Plagiarism Checking
- D. Appendix-III : Standard Forms for Progress Report, UC and Audited SoE.
- E. Appendix-IV : Standard Form for MoU of IPR

GENERAL GUIDELINES INCLUDING TERMS & CONDITIONS

1. Department of Science & Technology and Biotechnology, Government of West Bengal (DSTBT, GoWB) invites online applications for grant of financial assistance for Research & Development (R&D) projects as per extant Financial Rules of the Government of West Bengal.
2. The online application, complete in all respect, should be made through VIGYANSATHI PORTAL (VSP) of the department by interested Principal Investigators (PIs) affiliated or attached or working in government/ government-aided/ private universities or colleges or research and academic/social institutions of repute or other scientific research organisations etc. located within the state. Additionally, proposals coming from Idea Clinics, regularly held by West Bengal State Council of Science & Technology (WBSCST) may also be considered by the department through evaluation by the respective Expert Committee. The prescribed formats and guidelines are available on the website <https://dstbt.bangla.gov.in> and online portal <https://dstbt.bangla.gov.in/vigyansathi>.
3. Priority will be given to R&D project proposals having far reaching translational, social or economic impact which are positive in nature that lead to deliverables which have real life applications and result in solutions of societal and environmental problems. Project proposals that are inherently follow-up applications arising out of a completed R&D project which was sponsored earlier by this department and which has resulted in proven technologies/ deliverables may also be considered for support.
4. **Nature of projects supported under the scheme:** The scheme shall provide financial assistance to develop and support, inter alia, following types of projects :
 - a. Emerging & challenging domains: R&D projects in emerging & challenging areas of science, technology & engineering, with focus on technology development, which can contribute to development in the state, and improvement in quality of life, enhance livelihood and improve environment.
 - b. Joint/Collaborative programme with other organisations: Specific collaborative, multi-disciplinary project proposals involving partnership/

cooperation among various central and state institutions, universities, etc. with a location-based approach to regional/ rural development resulting in scientific interventions which are translational and could be demonstrated/ adopted to significantly improve the socio-economic-environmental challenges.

- c. Studies, Surveys and Documentation related to Science & Technology: Basic and applied scientific research oriented studies/survey/documentation or other projects, that may, inter alia, include techno-economic analysis, simulation, modelling, analysis etc. or developing state S&T database etc., and which may lead to modification of policy, specific status reports to aid in policy and/or planning in general or for the state in particular, etc. Such proposals will also be examined by the concerned expert committee or by in-house scientists of the Department/ Council as required.
- d. Lab to land or pilot scale demonstration projects: Lab to land and/or Pilot demonstration projects, including field trials etc. based on models/ technologies developed by any academic institution/S&T agency/ laboratories/ individuals etc., which could be suitably applied/ adopted/ scaled up to overcome problems faced by the society.
- e. Solutions of Problems of different line departments and industries: Applied scientific research and development to cater to the needs of, and for solving problems, and address requirements of various departments of the state government as well as private industries and other stake holders.

5. Instruction for formulating project proposals:

a. For New Proposals:

- i. Normally online applications from government/ government-aided/ private/ other R&D and academic/social institutions/ organizations, universities and colleges etc. located within the state and focussing on science & technology (S&T) based research will be considered.
- ii. Preference shall be given to innovative proposals and multi-institutional and multi-disciplinary projects with specific applications with translational focus on fulfilment of socio-economic objectives and need of the state/ its people. The proposals should have real life applications and result in solutions of societal and environmental problems.
- iii. The department encourages proposals which include solving problems of various line departments as well as industries and other stakeholders that are identified through consultative approach. Submitted proposals may be further improved through discussion, expert advice, etc., if needed.
- iv. Fresh proposals that have not been submitted elsewhere for grant support will only be considered and the fact of non-submission must be explicitly mentioned at the time of submission of the project.
- v. Project proposals submitted in the department and rejected earlier should not be resubmitted in any form.
- vi. The time frame for delivering the specified outputs in conformity with the objective(s) of the R&D proposal, should be **limited to thirty six (36) months**.
- vii. The project proposal must be submitted strictly as per the enclosed format in Appendix I and Appendix II.

- viii. All kinds of technology sources, references to publications, annotations, etc. are to be clearly mentioned in the project proposal.

b. For follow-up applications proposing next phase of a completed R&D project sponsored by this department :

- i. Follow-up applications proposing next phase of a completed R&D project sponsored by this department, and which had resulted in proven technologies/ deliverables, value-addition or process re-engineering may be submitted online as for new projects by the government/ government-aided/ other R&D and academic institutions/ organizations, universities and colleges etc. located within the state.
- ii. The time frame for delivering the specified outputs in conformity with the objective(s) of the next phase of the R&D proposal should be **limited to thirty six (36) months** and the project proposal must be submitted strictly as per the enclosed format in Appendix I and Appendix II.
- iii. All kinds of technology sources, references to publications, annotations, etc. are to be clearly mentioned in the project proposal.
- iv. The **Project Completion Certificate (PCC)** issued by the Department on satisfaction regarding the deliverables and confirmation of financial and non-financial compliances consequent to mandatory “Completion Form” must also be submitted through Vigyansathi Portal.

6. Broad category of eligible subject areas: Project proposals are invited for the following broad domains, preferably having definite translational value and possessing potential to contribute to the socio-economic development of the state or any identified location within the state :

- a. Physical Sciences;
- b. Chemical Sciences;
- c. Biological sciences and Biotechnology;
- d. Engineering Sciences & Technology;
- e. Mathematical Sciences & Computer Science (Including AI, ML) and IT;
- f. Material Sciences & Nanotechnology;
- g. Physiology and Medical Sciences including Public Health;
- h. AYUSH and Medicinal Plants;
- i. Agriculture and Horticulture;
- j. Veterinary and Fishery Sciences;
- k. Environment, Ecology and Disaster Management;
- l. Earth, Atmosphere, Ocean, Planetary Sciences & Water Resources, and,
- m. Traditional & Indigenous Knowledge.

- 7. There shall be Departmental R&D Expert Committees for each of the aforementioned domains to examine project proposals and make suitable recommendations regarding acceptability of the said proposals. There shall be a secretary as well as a Convener Secretary for the committee. Recommendation of a project by any Expert Committee does not automatically entitle a project for grant funds. The final administrative approval and financial sanction shall be given by the departmental authority, whose decision regarding accepting a project proposal shall be final.
- 8. A brief outline of the project including the expected outcome of the project submitted by the PI will be uploaded on the website of the DSTBT after sanction of the project.

Similarly, a brief summary of the outcomes of the project will be uploaded on the website of the DSTBT after completion of the project.

9. Mode of application:

- a. All project applications will have to be made online through VIGYANSATHI PORTAL (VSP) (<https://dstbt.bangla.gov.in/vigyansathi/>) and the process/ procedure for the same is available at the portal.
- b. **Appendix-I and Appendix-II** of the Application Format duly filled in should be uploaded separately at Vigyanathi Portal (VSP). Otherwise the application will be considered incomplete.
- c. One time Registration of PI (Principal Investigator) and Co-PI on the VIGYANSATHI PORTAL (VSP) is mandatory. (Those who have already registered in Vigyansathi portal for any project is not required to register again). Therefore the registration ID, details, password etc. are to be kept for future reference.

10. For the purposes of these guidelines, unless otherwise stated,

- a. Sponsoring Agency (Sanctioning Authority) will mean the Department of Science & Technology and Biotechnology (DSTBT), Government of West Bengal.
- b. Implementing Agency (Grantee Institution) shall mean any of the said government/government-aided/private R&D and academic institutions/ organizations, universities and colleges etc. located within the state which has been sanctioned grant for implementation of a R&D project.

11. General Terms and Conditions :

- a. Project proposals received online will be initially screened based on terms and conditions provided in these guidelines.
- b. The otherwise eligible proposals will be considered for similarity (plagiarism) checking by the Convener Secretary of the respective Departmental R&D Expert Committee for short-listing for placement before the concerned Departmental R&D Expert Committee. It may be mentioned that the department notifies guidelines in connection with anti-plagiarism interventions from time to time (*the extant guidelines for similarity (plagiarism) checking are enclosed*) and these are applicable for all project proposals, new as well as follow up ones. The PI is mandatorily required to declare that the project proposal (during submission time) is original and not a plagiarized one in the prescribed format as per Annexure-II of Appendix-I of the guidelines. The information (technical details) necessary for plagiarism check should be submitted as per Appendix-II of these guidelines (in an editable pdf format).
- c. Subsequently, the PIs of the short-listed proposals will be required to make detailed presentations of project proposals before the Departmental R&D Expert Committee when advised by the concerned Convener. The Department/ Expert Committee may seek any external expert opinion on the merit of the project at any stage, if deemed necessary.
- d. Normally research project proposals pertaining to Translation and Applicable focussed areas on the state of West Bengal shall be taken up.
- e. It is expected that normally the Principal Investigator (PI) would be attached to an organization/ institution. However, depending on merit of the project, projects submitted by PIs not affiliated or attached or formally working in any institutions may also be considered. However, in such cases the proposal

should have a Co – PI who must be affiliated or attached or working in any government/ government-aided/ private universities or colleges or research and academic institutions of repute or scientific organisations, etc. located within the state. In such a case, the Co – PI's institution shall be deemed to be the Implementing Agency (Grantee Institution) for the project.

- f. Co-PI(s) can be from the same institution as the PI or from any other institution(s). An individual cannot be PI for more than one project (including all subject areas as mentioned above) and cannot act as Co-PI in more than two ongoing projects.
- g. All funds will be disbursed to the institution of the PI/ Co-PI as applicable and decided by DSTBT.

h. Engagement of manpower in the sanctioned project:

- i. For engagement of project personnel, advertisement may be published by the Grantee Institution as per existing rules of the Implementing Agency (Grantee Institution). The relevant minimum qualification(s) & experience(s) shall be as prescribed by DSTBT from time to time.
- ii. The selection of manpower shall be done by a Selection Committee formed by the Grantee Institution for engagement of the JRF/SRF as per rules of the said institution. However, this committee must include the concerned Convener/ a representative from DSTBT, GoWB.
- iii. Details of the selected JRF/SRF (qualification, experience, etc.) are to be maintained by the institution.
- iv. The manpower engaged (if any) for the project shall be paid remuneration as per the latest rules and guidelines of the DSTBT, Government of West Bengal (vide Table 1). The said remuneration for the JRF/SRF will be credited to his/her Bank A/c as per norms laid down by DSTBT from time to time.
- v. It may be clearly noted that any engagement as JRF/ SRF etc. in DSTBT sponsored project(s) is purely temporary and only for the said project, subject to all other qualifications being met. Any engagement under the project shall be strictly contractual in nature and will cease automatically as soon as the project is completed/ terminated.
- vi. The services of JRF/SRF appointed under a sanctioned project shall not be utilized in any other project.

i. Travel guidelines:

- i. Unless travel forms an integral part of the project (e.g. fieldwork, etc.), and specific sanctioned travel budget exists, expenses on travel should be within reasonable limits and adequately justifiable for the implementation of the project. Sanctioned travel grant may be used only for necessary testing/field work etc. for that R&D Project only.
 - ii. No Project/Travel grant can be used for attending Seminar, Conference, Workshop etc. (National/ International).
 - iii. International travel is NOT permissible under the project. Also NO Air fare (Domestic/ International) is allowed from any part of the project fund.
- j. No Awareness Camp/ Seminar/ Workshop are allowed to be organized from any part of the project fund unless recommended by the expert committee and specifically approved by the department.

- k. In case of any multi-institutional collaborative project, a joint statement of collaboration countersigned by the respective heads of the institutions with documents outlining the formal agreement, along with details of activity/ role/ equipment shared among the collaborating institutions/ scientists should be submitted to the department as a part of the project proposal.
- l. The Implementing Agency (Grantee Institution) referred in the sanctioned project proposal is deemed to have assumed all financial and other administrative responsibilities of the project during its implementation. All the corresponding communications regarding purchase/ recruitment/ travel/ IPR/ publications will be the responsibility of the Grantee Institution.
- m. **Equipment/Software:**
 - i. In general, proposal for purchase of equipment/ software are not encouraged. However, if absolutely essential equipment/ software proposed for purchase/ hiring using project funds should be bare minimum and adequately justified in detail and documented to reveal how the equipment/ software will be used to fulfil the objectives of the project. Further, the PI must provide an endorsement that the equipment/ software is not available in the institution.
 - ii. Procurement of generally available equipment/ software/ accessories like desktop/workstation/laptop/printer/UPS/external HDD/scanner/ refrigerator or any such items will not be entertained from any part of the project fund/ budget. For any exception in this regard, PI should move the Expert Committee giving justifications. Recommendation of the Expert Committee followed by approval of DSTBT is compulsory prior to any such procurement.
 - iii. All procurements of Equipment and Consumables as well as the tender procedure for the same, if any, must be as per extant State Government rules such as GeM (Government e-Marketplace) etc. Hiring, if any, will be as per the state government rules only. Necessary quotations for consumables & equipment/software, as applicable, need to be submitted with the proposal.
 - iv. The DSTBT encourages maximisation of the use of project funded equipment which shall be maintained strictly within the implementing institution after the completion of the project. Institution/Investigators must permit the use of spare or idle capacities of any equipment procured under the project by bona-fide users as and when required.
- n. **Ethical Clearance:** For projects involving trial on humans or animals, all institutional and/or ethical clearance(s) must be submitted within 6 (six) months from the approval of the project and should abide by, and conform to, extant Acts and Law. No trials should be taken up before such clearances have been received unequivocally and in unambiguous terms. The DSTBT shall not be responsible for any legal complications arising out of non-compliance of this clearance if not submitted.
- o. **Technology Transfer and Commercialisation:** The DSTBT encourages technology transfer and commercialisation through its Technology Development and Adaptation Centre (TDAC), in the WBSCST. The projects that shall lead to development of sustainable technology may be taken up for technology transfer and commercialisation accordingly. Ownership and royalty sharing issues will be assessed on case to case basis in consultation

with the PI. Licensing and cross licensing issues will also be settled through agreement with the implementing agency/ institution/university. A Committee under the Chairmanship of the nodal officer of the DSTBT, normally the nodal Special/ Additional/ Joint Secretary, and comprising of CSO/ CST/ PSO/ Pr. Scientist, Convenor Secretary of R&D Expert Committee, Nodal Officer of TDAC, External Expert of Technology Transfer process (if needed) and the grantee institution, PI/ Co- PI will settle the final agreements of technology transfer process.

- p. **Patenting (IPR):** The DSTBT encourages patenting (IPR) from the outcome of the R&D projects. Therefore, any Intellectual Property Rights (IPR) arising out of the R&D Project work (if any) should be intimated to DSTBT and should be filed jointly in the credit of the Department of Science & Technology and Biotechnology, Govt. of West Bengal and the Implementing Agency (Grantee Institution).
- q. The sharing of royalty with respect to the IPR (if any) should be settled between the Grantee Institution and the DSTBT through MoU on Rs. 10/- Non Judicial Stamp Paper (Standard Form-IV of Appendix-IV), which is to be signed immediately after commencement of the project or as decided by the DSTBT. There is facility of novelty assessment in the Patents Information Centre (PIC), WBSCST under DSTBT.
- r. Any violation of the above-mentioned rules in respect of IPR, publications, etc. while making the DSTBT a legal partner shall be considered as a serious offence and will invite suitable action.
- s. The DSTBT must be acknowledged in all publications made using the data/ results/ study of the funded project.
- t. No overhead charges are permissible.
- u. Bank details of the Implementing Agency (Grantee Institution) are to be furnished (vide Annexure IV of Appendix-I) with proper authentication. In case of any subsequent amendments, the relevant changes in bank details should be updated forthwith.
- v. Educational qualifications, requisite experience and age limitations for PI/ Co-PI are as indicated in Clause 14 below.
- w. Project Commencement Date shall be guided by Clause No. 11. dd (Time lines for sanctioned R&D projects) mentioned in the document below.
- x. **Total Project Cost:** While ordinarily this should be not more than Rupees Thirty (30.00) lakh, including maximum equipment cost up to Rupees five lakh (5.00), for a 3 year project, this may be relaxed for outstanding proposals as decided by DSTBT.
- y. **Intimation on release of fund:** After the administrative approval and financial sanction of a project, funds will be released through issue of formal Government Order (GO) which will be uploaded to VSP and which can be downloaded by the PI from concerned dashboard. In case of any discrepancy/ anomaly or non-receipt of fund etc., the PI may get in touch with the concerned Departmental R&D Convener Secretary for redressal.
- z. **Conflict of Interest:** The PI/ Co-PI should ensure that there is no Conflict of Interest.
- aa. **Sharing of Project Completion Report with Line Departments:** The final project report/findings/papers, etc. may be shared by DSTBT with relevant line department(s).

- bb.** Representative/ Officers of DSTBT may visit Implementing Agency (Grantee Institution)/ project site as and when deemed during its tenure or subsequently.
- cc.** The Competent Authority of DSTBT reserves the right to reject/consider any proposal at any stage without assigning any reason. No correspondences will be entertained in this regard.

dd. Time lines for sanctioned R&D projects:

- i. Duration of R&D projects would normally be 36 months. For grounding of project, maximum two months may be allowed from day of issuance of approval letter/GO. However time extension may be granted for a maximum of another two months in addition to time for grounding the project, subject to approval of departmental authority.
- ii. PI, through implementing institution, is required to mandatorily submit progress report after completion of 1st year i.e. 12 months from the day of grounding. The progress report shall comprise of technical progress, Utilization Certificate (UC) and Audited Statement of Expenditure (SoE) for the working period of 1st year.
- iii. The Expert Committee will review the performance of the 1st year only after receiving all the three documents of the progress report and identify clear-cut deliverables of the project. No review of the project shall be initiated by the respective Expert Committee in the absence of any one of these three documents. The said progress report has to be submitted to DSTBT immediately after completion of twelve months' work of 1st year. If not submitted, Convener Secretary of the respective Expert Committee will follow up regarding progress report from the PI. The authority may allow a maximum of two months extra time in addition to twelve months of the 1st year, if needed, for such report. After 14 months of the 1st year, if the progress report is still not received, the Convener Secretary shall carry out an enquiry and submit a report indicating if the project may be considered for closure and refund of fund allotted, if acceptable specific reasons for such delays are not available. This system will generally be followed for the subsequent years of the project. Necessary modification in administrative approval and sanctioned order is to be incorporated. But it is reiterated that maximum time span for project completion shall remain 36+2 months.
- iv. The final report has to be submitted immediately within one month of the completion of the project. Maximum one month time may be additionally granted for submission of final report of the project, utilization certificate and audited statement of expenditure.
- v. In case of violation of any of the above-mentioned 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 recovered from the PI through implementing institution (Grantee Institution).
- vi. In case of any negligence of PI/ Grantee Institution/ departure of PI/ Co-PI, etc. leading to closure of the ongoing project midway, the project fund released till then will be recovered (with accrued interest, if any). In case of defalcation or any such misdemeanour, criminal action may be initiated, if need arises.

- vii. A suitable undertaking shall be furnished by the grantee Institution at the time of project submission.

ee. Evaluation of on-going R&D Projects:

- i. The PIs will have to mandatorily make a presentation on the yearly progress of their work before the Expert Committee or as decided by DSTBT/ Expert Committee. However, the department may ask for half-yearly presentation of work progress and findings for any project, if required.
- ii. Yearly Progress Reports (interim, if any as well as final) are to be compulsorily submitted (as per Standard Form-II of Appendix-III) along with GANTT chart and the reports are to be signed by the PI & all Co-PIs. The said reports are to be mandatorily countersigned/ authenticated by the Head of the Implementing Agency (Grantee Institution).
- iii. On completion of each year's work (for 12 months), audited statement of accounts (by an External Auditor), Utilisation Certificate (UC), and Progress Report must be submitted at the same time with a suitable covering letter addressed to the concerned Convener. In this connection,
 1. The Detailed Audited Statement of Expenditure (Audited SoE) is to be submitted in line with the sanctioned Budget as per the prescribed format of DSTBT in Standard Form-III.
 2. Five copies of Utilisation Certificate (UC) are to be submitted as per the prescribed format of DSTBT as per Standard Form-I with original signature of the Competent Authority of Implementing Agency (Grantee Institution). The UC should be submitted in one single page only and not split into different Financial Years (FYs), even if the Project runs for more than one financial year.
 3. Yearly Progress Report should reflect the quantitative indication of the actual progress vis-à-vis the original proposal submitted (as per Standard Form-II).
- iv. The PIs are encouraged to publish good quality research papers on the work and whenever such publications take place (journals/ conferences/ periodicals/ book chapters, etc.) the PI/ Co-PI must duly acknowledge the source of funding as DSTBT, Govt. of West Bengal.
- v. Outcome of research work needs to be assessed for patentability search before publication. The Expert Committees will examine the project proposals on completion of the second year of the project to see whether there is any scope of patenting. The matter of publication also needs to be brought to the knowledge of the respective Convener Secretary before initiating the communication to the publication house for patentability assessment of the research outcome.
- vi. **Carry over of Unspent balance :**
 1. Any unspent balance of the previous year will be adjusted from the next year's approved budget. There should not be any committed expenditure from the unspent balance as shown in the UC and Audited-SoE.

2. The unspent balance in the Final Year work has to be returned to DSTBT, GoWB in **TR Form-7** at stipulated Bank before final submission of the UC and Audited-SoE.
- vii. The final instalment of the grant may be released only after a thorough review by the Expert Committee(s).
- viii. After completion of the project, the PI is also required to declare that the work done (along with the progress reports and final report) is original and not a plagiarized one as per point No. 5 of Annexure-II of Appendix-I of the Guidelines.
- ix. For any clarifications and/ or in case of any ambiguity, PI should contact the concerned Convener Secretary/DSTBT before submission of the UC, Audited-SoE and Report etc.

ff. Refund/ recovery of Project Cost: For repeated delays, PI and/or Implementing Agency (Grantee Institution) may be blacklisted and debarred from any further funding support by the DSTBT. The fact of blacklisting shall also be communicated to all organizations/ agencies that support such R&D proposals.

gg. Action on completion of Project :

- i. A project **“Completion Form”**, in the relevant format, should be mandatorily submitted through the Vigyansathi Portal after completion of the project signifying the closure of the project from the Principal Investigator’s (PI) view point. This should be accompanied by, inter alia,
 1. the final (technical) project report in a properly bound form, accompanied by a soft copy in pdf format, with detailed physical achievements, highlighting how the outcome helps the common people in our state, number of papers published/ communicated (with copy) etc.
 2. achievement against deliverables stated/ approved at the time of project submission/ sanction or during interim review,
 3. all utilization certificates and audited statement of expenditure,
 4. information of the publications made in reputed/ high impact journals,
 5. information/ report of patentable outcome,
 6. Information/ report on translational deliverables.
- ii. In all cases, the soft copies of Utilization Certificate (UC), Audited Statement of Expenditure (SoE), Final Report (including photographs if any) must also be submitted, along with the physical copies of the same, immediately after completion of the project.
- iii. Soft copies of the interim report(s), on annual basis, along with the annual UC, SoE, including for the remuneration for JRF/ SRF, should also be uploaded in Vigyansathi Portal (VSP) after completion of each year (i.e. 1st year/ 2nd year/ 3rd year, as the case may be).
- iv. Details of any commercialization or patenting aspect of the outcome or their use for translational benefits for the state government/ society, etc. must also be submitted with the filled in mandatory “Completion Form” through Vigyansathi Portal.
- v. On satisfaction regarding the deliverables and confirmation of financial and non-financial compliances, the DSTBT shall issue a formal

“Project Completion Certificate” (PCC). This Certificate is mandatory for submission of subsequent proposals.

- vi. Failure of the concerned institution in this regard may result in the institution being put on a grey list and the PI would not be eligible for subsequent grants from the Department.

12. Format of MoU for Intellectual Property Rights (IPR) Protection of R&D

Output: A prescribed format (Standard Form IV) outlining a Memorandum of Understanding (MOU) between the Department of Science & Technology and Biotechnology, Govt. of West Bengal and the implementing university/ institution is made available in the website <https://dstbt.bangla.gov.in> and online portal <https://dstbt.bangla.gov.in/vigyansathi>, which is required to be adopted for protection of Intellectual Property Rights (IPR) arising out of any sponsored R&D project. After sanction of the project, the PI, on behalf of the Institution, must download and submit the said standard form IV printed on Rs. 10/- Non-Judicial Stamp Paper, duly filled and signed, to DSTBT.

13. Instructions related to filling up the proforma (please follow departmental portal Vigyansathi; <https://dstbt.bangla.gov.in/vigyansathi>) :

- a. Project Proposal may be typed in Times New Roman in 12 on A4 size paper.
- b. Scanned copy of the signed document to be uploaded wherever applicable.
- c. Only Appendix-II containing application format for plagiarism checking will not be accepted if it is scanned/ image PDF.
- d. Project title should be precise and specific.

14. Essential Qualifications of Principal Investigators (PI) & Co-Principal Investigators (Co-PI):

a. Qualifications:

- i. Should hold doctoral degree in relevant disciplines of Science/ Geography with 3 years research/ teaching experience at PG level, or,
- ii. ME/ M. Tech. or equivalent Post Graduate degree in Engineering/ Technology disciplines recognized by Govt. of India/ UGC/AICTE, etc. with 3 years research/ teaching experience at PG level, or,
- iii. MD/ MS/ MDS or equivalent Post Graduate (PG) degree in Medical Science/ Dental Science/ AYUSH/ Veterinary Science disciplines as recognized by Govt. of India/ MCI/ DCI or other equivalent agencies etc. with 3 years’ research/ teaching experience at PG level.

- b. Age limit/ criteria:** Either of the PI or Co-PI, if deemed necessary, should be a permanent working employee of a Govt./ Govt. Sponsored/ Private Institution and should have at least five (5) clear years left prior to retirement as per the norms of the concerned institution, at the point of submission of a project proposal. The age limit/ retirement condition may be relaxed in exceptional cases.

- c.** The above qualification/ age limit, etc. is relaxable in exceptional cases as per decision of the Competent Authority of DSTBT.

15. Eligibility & Remuneration for contractual manpower temporarily engaged in the R&D projects:

Sl.	Category	Rate of Remuneration (Rs.)
01	Junior Research Fellow (JRF)*	
	Qualification: Post Graduate degree in concerned disciplines of Science/ Geography (for relevant projects) or equivalent. OR Graduate degree in Engineering/ Technology/ Medical/ AYUSH/ Dental Science/ Veterinary/ Juridical disciplines or equivalent.	Rs. 25,000/- pm (consolidated)
02	Senior Research Fellow (SRF)*	
	Qualification: Same as JRF with minimum two (2) years' experience as JRF in relevant field.	Rs. 30,000/- pm (consolidated)

*The Junior Research Fellow may in situ be upgraded to Senior Research Fellow after completion of two years of work after a thorough review by PI and Co-PI as per rules of the Grantee Institution/ Committee.

16. Last date of submission: This shall be indicated in the newspaper advertisement/ publication on the departmental website of the DSTBT in the notice inviting proposals. This shall **normally be 45 Days** from the date of publication of notification. Project proposal submitted after last date and/ or through e-mail/ hardcopy will generally not be entertained.

17. Address for communication:

Special Secretary to the Government of West Bengal
Department of Science & Technology and Biotechnology
Vigyan Chetana Bhavan
DD-26/B, Sector- I, Salt Lake, Kolkata-700064

Hard copy of application or by email is not required to be submitted. Applications before the last date should only be submitted through the departmental portal. In order to avoid rush at the ending hour, it is advised to submit the application well ahead.

Instructions/ Guidelines for Similarity (Plagiarism) checking of R&D Projects

To ensure conformity with prevalent standards of ethics, the Department of Science & Technology and Biotechnology, Government of West Bengal makes the following guidelines for checking the content of similarity (plagiarism) in all the Research and Development (R&D) projects that are sponsored under the Research and Development and all other scheme(s) of the DSTBT that warrant such interventions, and the taking of consequent actions for, inter alia, preliminary scrutiny (or consideration) of such proposals by the DSTBT until further notified.

I. Strict scrutiny of all proposals and outcomes will be carried out for plagiarism, using good quality software for the purpose and the proposals shall be classified into:

- 1. Level A: Similarities up to 10%**
- 2. Level B: Similarities above 10% and up to 20%**
- 3. Level C: Similarities above 20%**

II. These similarities shall exclude common knowledge or coincidental terms in **up to fourteen (14) consecutive words**. In the similarity checks for plagiarism, the following may be excluded:

1. All quoted work are reproduced with all necessary permission and/or attribution.
2. All references, bibliography, table of contents, preface and acknowledgements.
3. All generic terms, laws, standard symbols and standards equations.

III. While **Level A** proposals will be directly taken up for consideration for further short listing by the concerned officials, including the respective Convener Secretary, followed by evaluation by the R&D Expert Committees. It is further decided that **Level B** proposals may also be cross-checked by short listing by the concerned officials, including the respective Convener Secretary, for identifying ‘good proposals’ and the applicants for such proposals may be advised to withdraw the same and resubmit the same after the said similarities are reduced to within 10% for consideration of the R&D Expert Committees. All **Level C** proposals shall be rejected without further reference.

IV. It would be mandatory on the part of the PI to furnish the following certificate at the time of submission of the proposal/ outcomes:

This to certify that the reported work in the proposal/ paper entitled “.....” authored by..... (name of all authors)..... submitted for acceptance/ 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 author(s). The consent of all the authors of this paper has been obtained for submitting the paper to the journal “.....”.

[Signatures and names of all the authors]

Sd/-
Special Secretary, DSTBT
Government of West Bengal