

**GUIDELINES AND FORMAT  
FOR  
SUBMISSION OF PROJECT PROPOSALS**



**ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL,  
BIGYAN BHAWAN, G S ROAD, GUWAHATI-5**

[2]

**PREAMBLE**

This document provides guidance for preparation and submission of project proposals to the Assam Science Technology & Environment Council.

It consists of following parts:-

PART A: INTRODUCTION

PART B: PRESCRIBED FORMAT

Director  
ASTE  
Guwahati – 5

**PART-A : INTRODUCTION**

As a part of the Science and Technology promotion programme, ASTEC considers time bound research proposals for financial support, with the following objectives in view:

1. To encourage research and development projects connected with development, management and utilisation of resources of Assam. Projects directed towards need and benefit of bulk of the people with special emphasis on the rural development will be given the priority.
  2. To encourage the technologies, which will result in the efficient use and conservation of all resources in general and conventional and non-conventional sources of energy in particular.
  3. To encourage young scientists/ technologists to take up R & D activities in general and in the areas mentioned in (1) & (2) in particular.
  4. To formulate research proposals in specified areas suggested by the council, Govt. of Assam & other development agencies after proper scrutiny of the subject area.
- 

• Some identified areas:

- a) Improvement of agriculture, Veterinary and Animal Husbandry and Fishery.
- b) Sericulture, Weaving & Improvement of implements.
- c) Scientific study and uses of natural resources.
- d) Environment related resources.
- e) Renewable Energy Devices and conservation of Fossil Energy.
- f) Food preservation and allied activities.
- g) Developmental activities related to utilization of indigenous materials for establishment of small scale industries and handicrafts.
- h) Health and family welfare.
- i) Innovative Irrigation devices and practice.
- j) Low cost Housing.

[4]

- k) Water exploration and purification for rural areas.
- l) R & D activities connected with technology Missions & some selected important technologies.
- m) R & D activities for improving science and mathematics education.
- n) Basic work in a few frontier areas of science resulting in publication(s) of high impact values.

**IMPORTANT NOTE:**

1. Please confine your project to well-defined & specific aspects of a problem which can be studied in depth/completed within three years. However, with sufficient justification the period may be extended to another one year by the Council.
2. While writing a proposal, please ensure that scientific and technical details are clearly spelt out. Generalities may be avoided, as per as practicable.
3. The proposal should be prepared and submitted according to the Formats prescribed in this document.

**TERMS & AND CONDITIONS:**

1. The principal Institution is expected to assume financial and other administrative responsibilities of the project.
2. In case of multi- institutional project the principal Investigator should obtain a formal and clear-cut agreement from the collaborating institutions/scientists. The agreement should be submitted with the proposal.
3. The manpower recruited for the project should be paid as per the rules of the institute and guidelines of ASTEC.
4. It is policy of the ASTEC to maximize the use of equipment, purchased by the grant. Keeping this in view Investigator shall permit the use of spare or idle capacities of equipment procured under the project by bonafide users including Research workers in other ASTEC funded projects. A record of such uses will be kept and submitted with final report by Principal investigator.

[5]

5. It is expected that the investigator completes the sanctioned project within time. In case the investigator wishes to discontinue his/her research work, he/she should intimate this with sufficient justification to the Director ASTEC through proper channel. Another research may be suggested by the applicant to continue the project.
6. The grant may be terminated at any time, if the fund has not been properly utilised or the progress is found unsatisfactory.
7. All equipment and store purchased from the grant shall remain with the institution where the research is carried on. However, the Council reserves the right to take over/transfer the equipment(s) & store purchased from the research grant for another research purpose or for any other purpose of the Council.
8. The result of the research work may be published by the investigator(s) duly acknowledging the financial assistance received from the Council. If the applicant/ investigator proposes to make commercial use of the results design, invention etc. based on the work, he/she may do so provided.
  - (i) he/she takes prior permission from the Council &
  - (ii) he/she sign a bond to deposited 15% of the revenue/royalty/income earned to the Council.
9. The Council may attach some other conditions in addition to the above or may keep at abeyance some of the above clauses if considered necessary.

**DOCUMENTS / ENCLOSURES REQUIERD WITH THE PROPOSAL**

- a) Endorsement from the Head of the Institution.....1 copy  
(on letter head) page-6
- b) Certificate from the Principal Investigator(s) .....1 copy  
Page-7
- c) Details of the proposals (in the prescribed format) ...5 copy
- d) Additional copies of the project summery ..... 5 copy
- e) Infrastructural facilities available in the Laboratory/Institution
- f) Biodata of the Investigator(s) page-17
- g) Name & Address of five experts working elsewhere in the similar areas.

---

NOTE: The proforma for utilisation certificates, (half-yearly, yearly & final), the progress.

---

**ENDORSEMENT FROM THE HEAD OF THE INSTITUTION  
(TO BE GIVEN ON LETTER HEAD)**

**PROJECT TITLE:**

1. Certified that the basic facilities needed for undertaking the proposed project are available at our institution/organization and these will be extended to the investigators(s) together with such other administrative facilities required by the terms and conditions of the grants.
2. Institute assumes to undertake the financial and other management responsibilities of the project.

Name of the Investigator:

Designation:

Institution:

Date:

Name & Signature of Head of Institution

## **CERTIFICATE FROM THE INVESTIGATOR**

**PROJECT TITLE:**

1. I/We agree to abide by the terms & conditions of the ASTEC research grant.
  
2. I/We did not submit the project proposal elsewhere for financial support.
  
3. I/We undertake that spare time on permanent equipment will be made available to other users.
  
4. I/We have enclosed the following materials:
  - (a) Endorsement from the Head of the Institution .....1 copy (on letter head)
  - (b) (This) certificate from Investigator(s) ...1 copy
  - (c) Details of the proposal from section 01 to 70.....10 copy
  - (d) Additional copies of section 20 .....10copy

Date:

Name & signature of Investigator

**PART-B: PRESCRIBED FORMAT**

Instructions for filling up the Proforma

1. Please use paper approximately of A-4 size.
2. Please type as per the layout given in the formats.
3. Please write NIL if you have no comments in a particular section.
4. For certain sections, specifically for sections 01 & 20 maximum length of the answers (no character) have been specified within brackets. Please restrict your answer to number of character/words.
5. Detach page number 11 use capital letters only for filling sections 01 to 16 with ball pen. Send this sheet filled along with 10 copies of the proposal.
6. Please read the section 01 to 70 before filling the format.

Section 01: Project Title:

Project title should be within 100 characters.

Section 02: duration

Expected total duration of the project in months

Section 03: Total cost

Give total cost of the project in rupees.

Section 07: Institution or Principal Institution is the institution where the major part of the whole project will be carried out.

Section 20: Project summery

Use separate sheet for section 20. Give an abstract of the project.

Section 31: Origin of the proposal

Give a brief overview.



Section 32: Definition of the problem

Please give precise technical statement of only the problem (s) which the project is expected to cover within the specified duration.

Section 33: Objectives

Objectives should be spelled out point by point in simple language keeping in view the problem outlined in section 32.

Section 41 to 42: State of knowledge

Please indicate the recent development in the proposed field of work, both in the country & in other parts of the world, as applicable.

Section 43: Importance of the project

The importance of the project should be brought out in this section in the light of International & National state of knowledge on the subject. This could be done in two parts:

- (a) Matter relating to scientific & technological advancement of knowledge.
- (b) Issues concerning application of the new knowledge to socioeconomic advancement of the country such as resource conservation, employment generation, development of women & weaker sections etc.
- (c) Whenever, possible/applicable a proper literature survey should be included.

Section 44: Details of expertise.

Details of the expertise available with the proposed project team.

Section 45: Justification of the subject area in the light of the objectives stated in

page no

### Section 51: Methodology

The description should indicate precisely how the stated objectives will be achieved. Discuss different methods of approach in order of priority.

### Section 52: Work Element

In this section the entire project activity is to be broken down to specific work elements in consonance with the objectives and methodology defined in section 33 & 51,

(a) Technical work elements (design/model/observation etc)

(b) Administrative work elements e.g, obtaining quotations, recruiting staff etc.

### Section 53: time Schedule

On the basis of work elements identified earlier, the time schedule should be drawn. PERT network/bar diagram should show the probable achievement in fixed time range.

### Section 54: Utilisation of research outcome

It is necessary to widely disseminate the research results & to facilitate their use by other teaching and research communities and industries. The intent of this section is to get an idea of how the interaction between researchers and potential users of research results could possibly be catalyzed, stimulated & maintained.

In this light the utilisation plan is solicited.

### Section 60: Budget

Summery of the budget may be prepared after filling section 61,62,63,64 & 65. Give realistic estimates of the costs of different items involved. All costs are to be estimated in rupees only.

### Section 70: Bio-data of investigator

Bio-data of the Principal Investigator & of the other team member.

**FORMATS FOR SUBMISSION OF PROJECTS**

**(TO BE FILLED BY THE APPLICANT)**

- 1) Project Title: \_\_\_\_\_ (For office use only)  
(100 words) \_\_\_\_\_ File No: \_\_\_\_\_  
\_\_\_\_\_ Date of receipt \_\_\_\_\_  
\_\_\_\_\_ No of Copies \_\_\_\_\_
- 2) Duration: : : : Months
- 3) Total cost Rs. : : : :
- 4) Principal investigator \_\_\_\_\_
- 5) Designation \_\_\_\_\_
- 6) Department \_\_\_\_\_
- 7) Institute Name \_\_\_\_\_
- 8) Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9) Date of Birth : : : : Sex, (M/F): : :
- 10) Telephone \_\_\_\_\_
- 11) Co-Investigator(s) \_\_\_\_\_
- 12) Department \_\_\_\_\_
- 13) Institute name \_\_\_\_\_
- 14) Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[12]

15) Date of Birth :        :        :        :        Sex, (M/F):        :        :

16) Telephone \_\_\_\_\_

17) Project Title \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18) Principal Investigator \_\_\_\_\_

19) Institution(s) \_\_\_\_\_

(20) Project Summary (Maximum 150 words)

Technical details (Start from a new page)

30. Introduction (under the following heads)
  - 31) origin of the proposal
  - 32) definition of the problem
  - 33) objectives
  
40. Review of status of Research and Development in the subject
  - 41) International status
  - 42) National status
  - 43) Importance of the proposed project in the context of current status
  - 44) Detail of expertise available with proposed investigation group/  
institution in the end of the project.
  - 45) Relevance of the project with reference to the objectives (Ref. Page  
no 3)
  
50. Work Plan
  - 51) Methodology
  - 52) Organization of work elements
  - 53) Time schedule of activities indicating probable achievement in half-  
yearly & yearly basis (also append to bar diagram and mark it as  
Section)
  - 54) Suggested plan of action for utilization of research outcome expected  
from the project.

**(60) BUDGET ESTIMATES: SUMMARY**

(in Rupees)

Item	BUDGET			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> year	Total
A. Recurring				
1. Salaries/Wages				
2. Consumables				
3. Travel				
4. Other costs				
B. Permanent equipment				
Grand Total (A+B)				

**(61) BUDGET FOR SALARIES/WAGES**

(in Rupees)

Designation (number of persons)	Monthly Emoluments	BUDGET			
		1 <sup>st</sup> Year (m.m)	2 <sup>nd</sup> Year (m.m)	3 <sup>rd</sup> Year (m.m)	Total (m.m)
Full Time					
Part Time					
TOTAL					

m.m: Man months to be given within brackets before the budget amount.

**(62) BUDGET FOR COSUMABLE MATERIALS**

(in rupees)

Head *	BUDGET			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> year	Total
Q				
B				
Total B				

\* Q: Quantity/number,      B: Budget,

**(63) BUDGET FOR TRAVEL**

(in Rupees)

Item	BUDGET			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
Travel				

**JUSTIFICATION FOR (63)****(64) BUDGET FOR OTHER COSTS**

(in Rupees)

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

[16]

**(65) PERMANENT EQUIPMENT**

(in Rupees)

Generic Name of equipment and accessories with make & model	Number	Imported/indigenous	Estimated Cost	Spare time available for us by other (in%)
	1			
	2			
Total				

\* Including Installation charge, inland transport etc.

**JUSTIFICATION FOR (65)**



[17]

70. Bio data of the Investigator(s)

Name:

Date of Birth:

Institution:

Qualification:

Award/Prize/Certificate etc. own by the Investigator:

Publication:

R/D work already completed in progress.

(Please enclosed a list with financial support received from ASTEC and other sources).