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

PKO	JECI IIILE	u:					
1.	Certified	that	the	institute	welcomes	participation	of
Dr. /	Shri/ Smt./ Kr	n			as th	e Principal Investi	gato
and 1	Dr./Shri/Smt./I	Km				_as the Co-Investi	gato
for 1	the project a	nd that	in unfor	reseen event	of discontinua	ance by the Prin	cipal
Inves	stigator, the Co	o-Investig	ator will	assume the r	esponsibility of	the fruitful compl	etior
of th	e project (with	the intim	ation to	council).			
2.	Certified th	at the equ	uipment,	other basic f	acilities and su	ch other administr	ative
facili	ties as per ter	rms and	condition	ns of the grai	nt, will be exte	ended to investigat	tor(s)
throu	ighout the dura	ation of th	e project	t.			
3.	Institute ass	umes to u	ındertake	e the financial	and other mana	ngement responsibi	lities
of th	e project.						
4.	Institute agr	rees to ind	lemnify t	the council ag	ainst any legal a	action or liability o	f any
kind	that may arise	in connec	ction wit	h the undertak	king of the proje	ect.	
				Name	and Signature	of Head of Instituti	on.
Date	:						
Dlaga							

CERTIFICATE FROM THE PRINCIPAL INVESTIGATOR

Proje	ect Title:				
1		C.I. G			
1.	I/We agree to abide by the terms and condition	ons of the Cou	incil grant.		
2.	I/We have not submitted this or a similar project proposal elsewhere for financial				
supp	ort.				
3.	I/We have explored and ensured that equipm	ent and basic	facilities will actually be		
avail	able as and when required for the purpose of	of the project.	I/We shall not request		
finar	ncial support under this project, for procuremen	t of these item	ns.		
4.	I/We undertake that spare time on permanen	t equipment v	vill be made available to		
othe	r users.				
5.	I/We have enclosed the following materials:				
	<u>ITEMS</u>	Numbers of C	<u>Copies</u>		
	ndorsement from the Head of the Institution n letter head)	-	One		
	etails of the Proposals from the part 1 to 6 tached)	-	Five		
	ame(s) and addresses (of experts) itutions interested in the subject/outcome the pr	- ·oject	One		
d) A	additional copies of part 2	-	Five		
	Name and	Signature of the	he Principal Investigator		
Date	::				
Place	a· _				

FORMATS FOR SUBMISSION OF PROJECTS (TO BE FILLED BY APPLICANT)

PART-1

IDENTIFICATION

1.	Project title					
2.	Duration					
3.	Total Cost					
4.	Principal Investigator					
5.	Designation					
6.	Department					
7.	Organization					
8.	Full Address (with telephone, Mobile, Fax, E-mail id etc)					
9.	Co-investigator					
10.	Designation					
11.	Department					
12.	Organization					
13.	Full Address					
14.	Bank details of the institution for online transfer of funds					
	(i) Name of the Institution in whose favour amount is to be transfered.					
	(ii) Name of the Bank & address					
	(iii) Account No.					
	(iv) IFSC code					
	(v) MICR code					

SUMMARY OF PROJECT

PART-2

1.	Project title
2.	Principal Investigator
3.	Project objectives
4.	Workplace/Methodology
5.	Anticipated results/benefits
6.	Budget details (year wise and head wise)

Signature of PI

PART - 3

PROJECT PROPOSAL IN PERSPECTIVE

In about 2 typed pages the Principal Investigator should try to place the project proposal in a perspective, starting from the broad area of research to which the project belongs and moving down stage by stage to the exact proposal, describing in the process, the direction in which research/development is on in these areas, institutions which are primarily engaged in such R&D research leaders in these areas and the current status of research, in brief. It should be clearly brought out as to how the proposal will be breaking new grounds or how is it different from something very similar being done.

PART-4

TECHNICAL DETAILS

1. **Introduction**

- 1.1 Origin of the proposal
- 1.2 Definition of the problem
- 1.3 Objectives of the project

2. Capability of the organization

- 2.1 Specialists consulted/to be consulted
- 2.2 Expertise available with group
- 2.3 List of on-going and completed projects by the group giving the following details.

Title of Year of start Project Name of sponsoring the project and completion cost organization

3. Workplan

- 3.1 Phase wise plan of action including prior consultations with the target group persons etc. upto post project activities.
- 3.2 Time schedule of activities giving milestones
- 3.3 Organization of work elements
- 3.4 Plan for utilising expected outcome of project.

4. Location specific information

- 4.1 Description of participatory group and their prioritized needs.
- 4.2 Relevance of proposed activities to the work ongoing in the organization.

5. Assessment of the Project

5.1 Techno-economic viability/cost benefit analysis.

- 5.2 Comment on the integration of the project with the development strategy of the area.
- 5.3 Comment on the likely impact on neighbouring areas/society.
- 5.4 Comment on the estimation when the activities will become self generating.
- 5.5 Suggested parameters for monitoring effectiveness of intervention during and after the project.
- 5.6 Work already done or being done which is nearest to the project in objective scope & methodology, alongwith the institutions & names of the people involved.

Signature of PI

PART-5

BUDGET ESTIMATES

(In F	Rupees)							
Item	 1		(BUDGET)					
				2nd Year		Total		
	Recurring							
1.	Salaries/Wa	ges						
2.	Consumable							
3.	Travel							
4.	Other costs/	Contingencies						
5.	Overheads							
B.	Equipment							
	nt Total (A+B)							
N.B. BUI (In F	OGET FOR SA Rupees)	nould match those in ALARIES/WAGE	S					
	Designate Monthly				 DGET			
(Nui Pers	mber of ons)	Emoluments	-	2nd Yea	ar 3rd Y	Year		
Full	Time Time							
Tota	ıl							
	(Justification is to be given)			be given)				

PART - 6

PERFORMA FOR BIO-DATA OF INVESTIGATORS

A. B.	Name Date of Birth	Affix Passport					
C.	Institution			photograph			
D	Whether belongs to SC/ST						
E.	Academic career						
F.	Awards/Prize/Certificate etc. won by Investigator						
G.	Publication (Number only)						
Bo	oks, Research Papers, General Articles, Patents and	l others (plea	ase specif	(y)			
	List of completed and ongoing projects						
			Total Cost	Funding			
	Project submitted:le of Project Name of organization						

PERFORMA FOR SUBMITTING HALF YEARLY/ ANNUAL PROGRESS REPORT OF THE PROJECT

- 1. Title of the Project
- 2. Date of start of Project
- 3. Name of Principal Investigator and address
- 4. Name of Co-Investigators (if any)
- 5. Place of work
- 6. Objectives
- 7. Time schedule of Project indicating year-wise activities and financial requirements.
- 8. (a) Summary of research work done so far viz-a-viz time schedule
 - (b) Expected date of completion of the project
- 9. Report of work done so far (please indicate time versus activity schedule)
- 10. Staff position
- 12. Details of Head wise & year wise expenditure
- 13. List of equipment purchased (if any)
 - (a) Name of equipment
 - (b) Date of receipt
 - (c) Date of Installation
- 14. Difficulties/problems faced in implementation of project and suggestions for remedies.
- 15. List of publications indicating grant no. of HSCST along with reprints related to the project.
- 16. Any other relevant information.

PERFORMA FOR SUBMITTING FINAL PROGRESS REPORT OF THE PROJECT

- 1. Title of the Project
- 2. Date of start of Project and date of completion
- 3. Name of Principal Investigator and address
- 4. Name of Co-Investigators (if any)
- 5. Place of work
- 6. Objectives
- 7. Time schedule of Project indicating year-wise activities and financial requirements.
- 8. Summary of research work done.
- 9. Socio-economic benefits to the people of Haryana and society at large.
- 10. For which department/institutions this project is useful and how?
- 11. Implementation steps and methods for onward applications.
- 12. Specific finding of the research project.
- 13. Details of Head wise & year wise expenditure
- 14. List of equipment purchased with cost of equipment (if any)
 - (a) Name of equipment
 - (b) Date of receipt
 - (c) Date of Installation
- 15. Difficulties/problems faced in implementation of project and suggestions for remedies.
- 16. List of publications along with reprints related to the project.
- 16. Any other relevant information.